

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

COURSE CANCELLATION FORM
FOR INTERSESSIONS AND SUMMER QUARTERS

Any Intersession/Summer course cancellation that occurs after registration begins requires completion and approval of the cancellation form, on page 2 of this procedure. This applies to every cancelled section, even if it has no enrollment. The form should be routed from the departments to the Dean for College approval. If approved, the form will be routed to the Office of the Provost for University approval. If approved, the Provost will route the form to the Registrar's office for course/section cancellation.

While approval is pending the department may contact the Registrar's office and request that no additional students be allowed to register in the section. After the section is cancelled, the department must contact any registered students to advise them of the cancelled section and offer advice and assistance.

The governing paragraph in the 2008-2011 Collective Bargaining Agreement is 23.6.6. Departments should become familiar with the requirements of this paragraph before initiating action to cancel any course section that is scheduled in an Intersession or Summer Quarter.

INTERSESSION/SUMMER CLASS CANCELLATION REQUEST FORM

CECS Departments: Deliver to College Dean for Approval
Provost: Deliver to Office of the Registrar, E244 Student Union

Revised 04/15/09

One Cancellation per Page

Circle One: **Intersession** 20__ __

Summer 20__ __

CRN__ __ __ __ **COURSE PREFIX**__ __ __ **COURSE #**__ __ __ **SECTION**__ __ __

TITLE _____

INSTRUCTOR _____ **UID – U** _____

REASON _____

Department Approval & Date _____

CECS College Approval & Date _____

Provost Approval & Date _____

Processed by Office of the Registrar & Date _____