

3357:13-14-501 Course Cancellation Procedure

- (A) The course cancellation meeting held several days before the beginning of a quarter results in various credit courses being cancelled (present at this meeting are the academic deans, the institutional services vice president, the dean of student services, the facilities officer, and the academic vice president who chairs the meeting). The student services dean then cancels the appropriate courses on the computer and sees that students in those courses are notified. The facilities officer arranges for permanent cancellation notices to be posted on all classroom doors. The deans see that affected faculty are notified.

- (B) For courses placed on hold, the deans confer later with the academic vice president regarding the status of these courses. If the courses are cancelled, the deans are responsible for seeing that faculty and students are notified and that permanent cancellation notices are posted on classroom doors. The deans also will notify the academic vice president's administrative assistant, who will cancel the courses on the computer and immediately notify the Student Records Office and the Admissions Office.

Effective: July 1, 1997

Expires: July 1, 2017

Review Dates: 7/26/97, 7/1/07, 7/1/12

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