

Undergraduate Course Cancellations

- (1) That once a course scheduling form has been submitted to the registrar, a program has committed to offering the course in the term specified with the instructor indicated.
- (2) The chair of the program will consider the enrolment in each course offered by the program and make a recommendation to the Dean or in the case of regional courses, the Director of Regional Operations, at least two weeks before the start of the semester as to whether any course has a low enrolment and should be cancelled. For the purposes of determining low enrolment, this would constitute less than 15 students at the 100 level, 12 students at the 200 level, 9 students at the 300 level, and 6 students at the 400 level.
- (3) A decision to cancel a course should be made no later than two weeks before the start of a semester. Cancellation of a course after the two-week limit should only be undertaken under extenuating circumstances.