	Policy: NPRC-3045 Course Cancellation Origination: 03-21-2019 Approved: 04-12-2019 Effective: 04-12-2019 Reviewed: 03-31-2020 Last Updated: 04-09-2020

Subject: Course Cancellation

1. **PURPOSE**

   This policy provides guidelines for the cancellation of credit-bearing courses.

2. **SCOPE AND APPLICABILITY**

   This policy is applicable to all credit-bearing courses listed in the master schedule.
3. **REFERENCES -** None

4. **DEFINITIONS**

   4.1 The master schedule is the full listing of credit-bearing courses available for student enrollment during a a semester.

5. **POLICY**

   5.1 Cancellation of a course section(s) published on the master schedule may be authorized for the following reasons:

   5.1.1 An alternate course or section is available to fulfill program requirements for the students enrolled;
   5.1.2 The educational plans for degree-seeking students enrolled can be modified to avoid extending the time to degree completion; or
   5.1.3 An arrangement for an appropriate equivalent educational experience can be provided through independent study.
   5.1.4 For any other reason deemed necessary by the Vice President of Academic Affairs.
   5.2 The Dean of Curriculum and Instruction will recommend courses to be cancelled to the Vice President for Academic and Student Affairs at least five (5) working days prior to the first day of the course.
   5.3 The VPASA will make the final decision to cancel course sections at least three (3) working days prior to the first day of the course being cancelled.

5.4 The Registrar or designee will communicate cancellations to affected students and Student Success Specialists at least ~~48~~ 24 hours prior to the first day of the course.

5.5 Student Success Specialists will help students make appropriate revisions to their schedules necessitated by course section cancellations.

6. RESPONSIBILITIES AND TIMELINES

6.1 The Vice President for Academic and Student Affairs is responsible for the administration of this policy.

7. SIGNATURES

Signature on file

_____   _____

Chair, Board of Trustees   Date

Signature on file

_____   _____

President   Date