



## **Course Cancellation**

### **1. PURPOSE**

This policy establishes the expectations and guideline for the cancellation of credit-bearing courses at Northern Pennsylvania Regional College (“NPRC” or the “College”).

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all credit-bearing courses listed in the master schedule.

### **3. REFERENCES**

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key

### **4. DEFINITIONS**

- 4.1 The master schedule is the full listing of credit-bearing courses available for student enrollment during a semester
- 4.2 A Business Day is a day of normal college operation.

### **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 (VPAA).
- 5.2 The Academic Directors will recommend courses (which includes all related sections) to be cancelled to the VPAA at least five (5) business days prior to the first day of the course.

5.3 The VPAA will make the final decision to cancel course sections at least three (3) business days prior to the first day of the course being cancelled.

5.4 The Registrar or designee will communicate cancellations to affected students and Advisors at least 24 hours prior to the first day of the course.

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

## 6. RESPONSIBILITIES AND TIMELINES

6.1 The VPAA is responsible for the administration of this policy.

## 7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

## 8. SIGNATURES

*Signature on file* 4-11-2025

Chairperson, Board of Trustees	Date
<i>Signature on file</i>	4-11-2025

President	Date
-----------	------

Revision Notes: Policy in Revision