



POLICY:	Course Cancellation
Effective Date:	April 1998
Revised Date:	January 2016
Review Date:	January 2020
Approving Body:	Vice-President (Academic & Research)
Authority:	Vice-President (Academic & Research)
Implementation:	Dean
Contact:	Vice-President (Academic & Research)
Applies to:	Departments, Programs, Subject Areas

1.0 Reason for Policy

To ensure responsible allocation of teaching resources.

2.0 Policy Statement

- A. In the interest of providing for responsible allocation of teaching resources, the Dean shall exercise his or her authority under Article 17.01.4 of the Collective Agreement in accordance with the following rules:
- Courses at the 1000 level will be canceled if fewer than 20 students are enrolled.
 - Courses at the 2000 level will be canceled if fewer than 15 students are enrolled.
 - Courses at the 3000 level will be canceled if fewer than 10 students are enrolled.
- B. A department chair or program director may appeal the cancellation of a course to the Dean. Special consideration *may* be given in the case of a course that is a direct prerequisite for a major or honours credential.
- C. The chair or program director responsible for the canceled course shall meet with the Dean to propose an alternative use for the position. Normally, the resource would be diverted to the department's first-year offerings or to another multiple-section course with high enrolments.

- D. In the case of the cancelation of a course taught for a stipend, the Dean may consider transferring the resources for the canceled course to another department, program, or subject area in greater need.

3.0 Accountability

The Vice-President (Academic & Research) will be responsible for communication, administration, and interpretation of this policy.

4.0 Secondary Documents

None.

5.0 Review

This policy shall be reviewed every five (5) years and the next review is scheduled for January 2020.

6.0 Effect on Previous Statements

This policy supersedes all previous policies on the subject.

7.0 Cross References

None

Vice-President (Academic & Research)