

WSU COURSE CANCELLATION GUIDELINES

(Approved in Dean's Council, April 20, 2016)

(Effective date: fall semester 2016)

Guidelines

The timely cancellation of a course benefits students and faculty. Students are better able to rearrange their class schedule, thereby ensuring they meet at least the minimum requirements for Federal financial aid and/or university scholarships. Faculty and academic departments are benefitted by reassignments that take place prior to the first day of class and ensure a more efficient utilization of department resources.

The following are not policy, but meant to be guidelines benefitting students and faculty at Weber State University.

<u>Category</u>	<u>Minimum # of students for course to carry *</u>	<u>Decision date to cancel the course</u>
Lower division courses	12	1 week prior to 1 st day of class
Upper division courses	10	1 week prior to 1 st day of class
Graduate courses	7	1 week prior to 1 st day of class

For courses that are cancelled, academic departments should proactively notify students as soon as possible to give them maximum time to adjust their class schedule.

*The above guidelines are not applicable to directed readings, practicums, individualized instruction/research, internships, clinicals, etc.