

**Title: Class Cancellation Notification (formerly titled  
Notification to Students of Class Cancellation)**

**Policy No: 5.2**

**Category: Communication to Students**

**Effective: Fall 1998**

**Policy Statement:** When a college cancels a section or class, the academic department in which the class being canceled resides should immediately notify the individual students affected.

**Background:** Cancellations of classes often occur at peak enrollment times or near the beginning of the semester. Timely notification to students is imperative for them to make other class selections or adjust their life schedules to pursue other options.

**Purpose:** Develop a consistent method of notification to students within the academic departments when a class is canceled.

**Implementation:** Fall Semester 1998

**Related Procedures:** See attached

**Coordinating Offices:** Deans and chairs in coordination with Enrollment Services.

**Date Last Reviewed:** July 21, 1998 approved policy, codified in policy format 12/16/99.

**Academic Affairs Point-of-Contact:** Vice Provost/Associate Vice President for Academic Affairs

**Policy approved by the Vice President for Academic Affairs on March 28, 2000.**

**Key words:** Cancellation, Class cancellation, notification

**Related Procedures:**

1. When a college makes the decision to cancel a class, the affected department or dean should immediately call or email (closeclass@ucok.edu) Enrollment Services (Associate Registrar/Enrollment Support Systems) to close the class by putting class size to zero, so no additional students can register. The dean=s office also has the same ability to close a class in the student system.
2. A class roll for the department will be run and faxed to the department by Enrollment Services (after business hours if student traffic prohibits an immediate response).
3. Following phone notification to Enrollment Services, the academic department or dean completes a Request for Change in Class Schedule form with approval signatures from the chairperson and dean.
4. The dean submits the form to the Associate Vice President for Academic Affairs or the Office of Academic Affairs for approval and for section deactivation.
5. Academic Affairs inactivates or deactivates the section effectively deleting it from the system for that semester.
6. Academic Affairs sends a copy of the processed Request for Change in Class Schedule form to Enrollment Services to delete the individual students from the course.
7. The academic department or dean=s office will promptly notify students individually. (preferably by telephone.) If the department has an alternative choice for the student(s), it may identify on the class roll the section number of the desired class across from the student=s name and SSN. Returning the class roll with alternatives identified will allow transparent processing for the student.
8. For students who can not be reached, a representative from the academic department will be in the room at the time of the canceled class= first meeting.