





**3. Two weeks or less before the start of the term:**

- a. Any requests for schedule changes or cancellations during the last 2 weeks prior to the semester, or during the first week of classes, must be approved by both the College Dean and the Vice Provost for Academic Programs.
- b. Schedule changes or cancellations during this time frame will be approved **ONLY UNDER EXCEPTIONAL CIRCUMSTANCES.**
- c. *If a course is to be cancelled, all students in the class must be personally contacted and directed to an alternative.*

Programs and Deans' offices should monitor low enrollment courses to determine if any courses are cancelled repeatedly. If such classes are identified, Dean's offices should work with programs to reduce the frequency with which those courses are offered, to modify or suspend programs where this is a problem, and/or to reduce the number of sections offered to more accurately match the demand for the course.

Enrollment patterns in all programs will be periodically reviewed by the Provost's Office as part of ongoing program prioritization. A program that finds it necessary to regularly schedule and offer low enrollment courses suggests that there is insufficient demand for the program, so that the program may be re-evaluated for suspension.