

## Course Cancellation Fee for Part-time Faculty GUIDELINES AND PROCEDURES

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### OVERVIEW:

As part of the part-time faculty initiatives proposed in January 2015, part-time faculty will be paid a course cancellation fee of \$500 should their course be cancelled due to low enrollment.

### PROCEDURES:

A class that enrolls fewer than 9 students will be cancelled unless the dean of faculty's office approves it being offered. If a course taught by a part-time faculty member is cancelled due to low enrollment more than two weeks after the end of advanced registration, the faculty member will be paid a fee of \$500.

The cancellation fee is intended for all courses, regardless of the course load. (eg: MFA Graduate Projects for .5 load).

Program Mentors and Guided Study faculty in the Low-Residency department will receive a cancellation fee of \$100 if there is a drop/change after an employment offer has been extended.

The department should notify the faculty member, registrar, and faculty employment resources if a course is cancelled due to low enrollment and submit a One Time Payment to Gretchen Talbot, Dean of Administration, Budget, and Planning, at [gtalbot@saic.edu](mailto:gtalbot@saic.edu) .