

Course Cancellation Fee for Part-time Faculty GUIDELINES AND PROCEDURES

OVERVIEW:

Beginning in the 2015–16 academic year, 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).

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](#) [PDF] to Dann Morr, Associate Director of Faculty Employment Resources, dmorr@saic.edu.