



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

Updated 9/25/23

### OVERVIEW:

Part-time faculty are paid a course cancellation fee of \$500 should their course be cancelled due to low enrollment. The standard cancellation fee will be paid for all courses, regardless of the contracted compensation for any individual course.

### WHEN A \$500 CANCELLATION FEE IS NOT PAID:

- Adjunct faculty on a 3-year contract or multi-year contract who have a guaranteed course cancelled due to low enrollment will be paid in full for the course and owe a course the following year. (Adjunct faculty on multi-year contracts will be paid the course cancellation fee if any of their non-guaranteed courses are cancelled due to low enrollment.)
- Program Mentors and Guided-Study faculty in the Low-Residency department will receive a cancellation fee of \$100 if there is a drop/change in enrollment after an employment offer has been extended.

### PROCEDURES FOR EVALUATING LOW ENROLLED COURSES:

Courses with enrollment below 9 students will be individually evaluated by the Course Enrollment Review Committee (CERC). After a holistic review, outlined in the [Low-Enrolled Course Review Practices](#), CERC will work in concert with individual departments to make decisions on which low-enrolled courses should run as enrolled, or in some cases be cancelled, depending on the level of enrollment and specific context of the course.

### PROCESS WHEN A COURSE IS CANCELLED:

- The Department Chair should notify the faculty member
- A member of the Administrative Unit should make the change in CourseLeaf and submit a One-Time Payment Form to process the payment
- Students will receive an automated notice of the cancellation via the Registrar's Office, which is triggered when the class is cancelled in the system
- The Department Chair and/or faculty of the course are encouraged to send a follow-up message to the students, highlighting other open courses that may be of interest, future opportunities to take the course, etc.