

Student Services Manual (SSM)

SSM 201–12: Canceling Classes for the Semester

Effective: 6/1/1981

Revised: 8/23/2007

Purpose

To ensure adequate notification of all concerned individuals and offices when a class listed in the *Schedule of Classes* is canceled for the semester

Sources

University Registrar Services

Academic Facilities

Tuition Payment Office

Individual colleges within the university

Policy

Class Cancellation

The individual college determines the criteria governing the decision to cancel for the semester a class listed in the *Schedule of Classes*. When a class is canceled by a college, all units involved must follow the procedure listed below.

Refunds

Business Services processes class cancellation refunds owed to students as follows:

Refund for a Student Registered for More than One Class

Business Services automatically mails a canceled-class refund to any student registered for more than one class.

Refund for a Student Registered for Only One Class

Business Services waits until the end of the drop/add period to mail a canceled-class refund to any student registered for only that class.

This delay in refunding:

1. allows the student to attempt to register for an alternate class
and
2. prevents automatic withdrawal of the student from the semester/session.

If the student in this category does not register for an alternate class before the end of the drop/add period, that student is withdrawn from the university and receives a full refund.

Procedure

The college or department cancels the class in OASIS and notifies the students registered for the class of the cancellation. Students are automatically dropped or withdrawn from the class.

The Tuition Payment Office processes refunds owed to students registered for the canceled class.