

COLLEGE OF ARTS AND LETTERS
CANCELLATION OF POSTED COURSE

Please submit this completed form to the Undergraduate Dean's office (see email chain of approval below) when a course that has been posted on the web, printed in the schedule of classes, or otherwise advertised as available to students must be cancelled.

If a course must be cancelled, the *department cancelling the class* is responsible for making compensatory arrangements by doing the following (**please check when completed**):

- Alerting all cross-listed departments if applicable
- Notifying all of the students in the class (including any cross-lists)
- Finding reasonable replacement classes for the student(s)

Department:

Course Subject/ Course Number:

Course Title:

CRN:

Instructor:

Semester/ Year:

Reason for Cancellation:

In what way will the instructor make up this course?

If the instructor has been reassigned to another course this semester, please indicate the course name and number:

Notes:

Please attach this form to an email and CC the following people:

- Department Chair
- JoAnn DellaNeva (Associate Dean of Undergraduate Studies) JoAnn.DellaNeva.1@nd.edu
- Joe Stanfiel (Assistant Dean of Undergraduate Studies) Joseph.B.Stanfiel.1@nd.edu

Appropriate divisional dean

- Humanities- Margaret Meserve (meserve.1@nd.edu)
- Social Sciences- James Brockmole (James.Brockmole@nd.edu)
- Arts- Peter Holland (Peter.D.Holland.24@nd.edu)