Please submit this signed form to the dean’s office 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:

(1) alerting all cross-listed departments if applicable
(2) notifying all of the students in the class (including any cross-lists)
(3) finding reasonable replacement classes for the student(s).

Department/Course Number: __________________________

Course Title: __________________________________________________________

Semester/Year: ____________________ CRN: __________________________

Instructor: _____________________________________________________________

Reason for Cancellation:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

In what way will the instructor make up this course (if applicable)? If the instructor has been reassigned to another course this semester, please indicate the course name and number.

____________________________________________________________________

____________________________________________________________________

Checklist of mandatory departmental arrangements:

☐ Alert all cross-listed departments
☐ Notify all of the students in the class (including cross-listed sections)
☐ Find reasonable replacement classes for the affected student(s)

Chair’s signature   Date

Associate Dean signature   Date

This form should be signed, printed or scanned, and sent to JoAnn DellaNeva, Associate Dean for Undergraduate Studies, 104 O’Shaughnessy, or jdella@nd.edu. It will then be forwarded to the Registrar’s Office for processing.