



8. minimize time conflicts for elective course offerings, allowing students to take full-time schedules, regardless of discipline.
9. list course instructor as soon as possible. No TBAs should be on the schedule two weeks prior to the beginning of the semester unless justified.
10. use correct attributes to the courses e.g., low cost, no cost, High Impact Practices (HIPS).
11. not hide the size of the class by co-scheduling sections of the same modality. It is permissible to co-schedule face-to-face or hybrid sections with an online section, provided it is accurately represented in the faculty workload. This should be done using approved multipliers that account for the combined enrollment. This approach ensures transparency in class sizes and fair workload distribution among faculty.

before the beginning of the semester, the first day of the semester, and right after the end of add/drop and provide justification for all sections with low enrollment (less than 9 graduate and less than 14 undergraduate). No justification is needed for sections that do not count towards faculty workload e.g., directed study, thesis, individual research and project courses.

The cancellation of any courses must be completed no later than one week prior to the semester's start date.

Changes to the day, time, modality or course cancellation after the start of registration must be approved by the dean.

To obtain approval:

- a. Send an email to the Senior Associate Dean that details:
  - i. What specific course are you trying to cancel or change.
  - ii. A detailed justification for the cancelation or change.
  - iii. The number of students who are impacted by the cancelation, including waitlisted students.
  - iv. Alternative courses that are available for students who are impacted negatively in their degree progression.
  - v. Communication with faculty about the change in workload and how it will be handled if it does not match teaching workload from FPA.
- b. The Senior Associate Dean will evaluate your request in consultation with appropriate



