

UIC JOHN MARSHALL LAW SCHOOL



Course Cancellations

1. **Circumstances When Courses May Be Cancelled:** The Vice Dean for Academic Affairs, in consultation with the Dean, may cancel:
 - a. any J.D. course in which 10 or fewer students have registered, or in which enrollment is significantly lower than anticipated;
 - b. any LL.M. or M.J. course, with or without J.D. student enrollment, in which 5 or fewer students have registered; in these cases, the Vice Dean will consult in advance with the appropriate Center Director;
 - c. any course in which the assigned professor becomes unavailable to teach and an appropriate substitute cannot be retained on a timely or financially feasible basis; and
 - d. any course that has become—for reasons beyond the Law School's control—impossible to offer.

2. **Timing and Notice:** Notices of cancellation will be given at different times before the start of the semester to balance the needs of UIC John Marshall Law School and students. The Law School desires to allow students as much choice as possible and to provide students with sufficient notice to adjust their schedules as needed. Courses typically will not be cancelled during the add/drop period unless enrollment drops to two or fewer students. In situations when a course is canceled on less than four weeks' notice, the Vice Dean has discretion to work with impacted students, especially those in their final semester, to ensure they can enroll in appropriate courses. Typically,
 - a. initial cancellations will be made eight weeks before the semester begins, although earlier cancellations may be made if it reasonably appears that the course will not achieve the minimum enrollment figures or if another reason listed in Section 1 occurs;
 - b. a second round of cancellations will be made four weeks before the semester begins; and
 - c. final cancellations usually will be made two weeks before the semester begins, but may be made later if registration is close to or dips under the minimums noted in Section 1.

3. Impact on Professors:

- a. **Full-Time Professors:** If a course offered by a full-time professor is cancelled, he or she typically will be offered the ability to teach another course in that same semester. Should the timing of the cancellation preclude that possibility, the professor will not be penalized on his or her annual review, but will be expected to devote the time that would have been spent teaching the cancelled class to other work-related activities such as creating or updating a course, scholarly endeavors, or service. Other options, such as teaching an additional course the next semester, also may be possible. The Dean and Vice Dean will discuss options with the professor.
- b. **Adjunct Professors:** If a course offered by an adjunct professor is cancelled, that professor will not be paid for the semester and typically will not be offered the opportunity to teach another class in that particular semester.

Administrative policy adopted October 23, 2017; effective for the Spring 2018 semester.