

# SOUTHWESTERN LAW SCHOOL

## L O S      A N G E L E S

### Course Cancellation Policy

**Administrative policy approved April 17, 2023. Effective as of May 1, 2023**

**Revision history:** None; new policy

**Related policies:** Academic Policies and Procedures and SCALE Program Policies

**Scheduled Review Date:** Vice Deans January 2024

1. **Circumstances When Courses May Be Cancelled:** The Vice Dean(s), in consultation with the Dean, may cancel:
  - a. Any course in which 10 or fewer students have registered, or in which enrollment is significantly lower than anticipated. This provision, however, does not apply to courses where low enrollment is part of the class design, such as clinics.
  - b. 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.
  - c. 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 term to balance the needs of the Law School, students, and faculty. The Law School desires to allow students as much choice as possible and provide students with sufficient notice to adjust their schedules as needed. Similarly, the Law School desires to give faculty as much notice as possible to adjust their work obligations and schedules as needed.

Courses typically will not be canceled during the add/drop period unless enrollment drops to two or fewer students. In situations when a course is cancelled, the Dean of Students Office is available to work with impacted students.

Typically, the Law School will employ the following course cancellation approach:

- a. For the fall semester and Period 5 electives, initial cancellation decisions will be made two weeks before the specific term 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. Final cancellations usually will be made one week before the specific term begins but may be made later if enrollment is close to or dips under the minimum noted in Section 1.
- b. For the January Intersession, initial cancellation decisions will be made eight weeks before the term 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. Final cancellations usually will be made immediately before Winter Break but may be made later if enrollment is close to or dips under the minimum noted in Section 1.
- c. For the spring semester and Periods 4 and 7 electives, initial cancellation decisions will be made eight weeks before the specific term 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. A second round of cancellation decisions will be made four weeks before the specific term begins. And final cancellation decisions usually will be made one week before the term begins but may be made later if enrollment is close to or dips under the minimum noted in Section 1.
- d. For the summer session, the initial cancellation decision will be made six weeks before the term 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. A second round of cancellation decisions will be made three weeks before the term begins. And final cancellation decisions usually will be made one week before the term begins but may be made later if enrollment is close to or dips under the minimum noted in Section 1.