

## Class Cancellation Fee Form revised 9/09

This form must accompany Add/Drop Form to be considered.

Instructor: \_\_\_\_\_ RU ID#: \_\_\_\_\_

College: \_\_\_\_\_ School or Program: \_\_\_\_\_

Course: \_\_\_\_\_ Date of Cancellation: \_\_\_\_\_

Term: \_\_\_\_\_

Reason for the course cancellation (check one):

- Insufficient enrollment
- Full time faculty member assigned replacing a previously assigned adjunct faculty member
- Part time faculty member withdrew or resigned
- Other (explain):

Should a class cancellation fee be paid to the instructor of the dropped course? Yes

- A class cancellation fee is available to any faculty member who has accepted an assigned course, the course is subsequently cancelled and there is no equivalent credit hour available to teach in the same semester.
- The cancellation fee is not applicable to full time faculty overloads and withdrawals initiated by or resignation of the adjunct faculty member.

Class cancellation fee (check one):

- \$ \_\_\_\_\_ Course cancelled or reassigned after acceptance and prior to the first class meeting (10% of adjunct's RAFO step).
- \$ \_\_\_\_\_ Cancelled course was newly developed by the particular adjunct at the explicit request of the Dean and scheduled by the University (20% of Adjunct's RAFO step).

Should a pro-rated salary be paid to the faculty member of the dropped course? No

The course must have met at least once for the faculty member to be eligible for a pro-rated salary.  
This amount would be in addition to the standard fee of \$250 or \$500.

Pro-rated salary calculation (complete each line):

A. Total salary contracted for the course:	
B. Number of days the course was scheduled to meet:	
C. Divide A by B to get the per class rate:	
D. Number of classes held prior to cancellation:	
E. Multiply C by D to obtain the pro-rated salary:	

*\*Please note that signature approval from Dean or designee is required prior to submitting form to HR.*

Requested by (type name): \_\_\_\_\_ Date: \_\_\_\_\_

Dean's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Provost's approval: \_\_\_\_\_ Date: \_\_\_\_\_