



Daniel Pieczkolon  
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**Re: Course Cancellation for University Seminar Courses**

Due to the nature of the courses and the desire of the University and the Union to make all reasonable efforts to offer these courses to students, the University will follow a special procedure for the cancellation of University Seminar courses. This section shall not apply to any other courses other than University Seminar courses. For University Seminar courses, the University will notify the Adjunct Faculty member who has been assigned to the University Seminar course in Arcadia Self-Service of its intent to cancel the University Seminar course due to low enrollment.

In the notification, the University will advise the Adjunct of the number of seats required to adequately fill and run the course (which will normally be at least 12 students), the number of students currently enrolled, and the date on which the University intends to cancel the University Seminar course. In setting the intended date of the cancellation, the University will take account of the needs of Adjuncts and students to be warned in advance of course cancellations.

Should the Adjunct wish to keep the University Seminar course open in hopes of registering enough students to make the course viable, they must reply in writing or via email within seven (7) calendar days of the notification from the University.

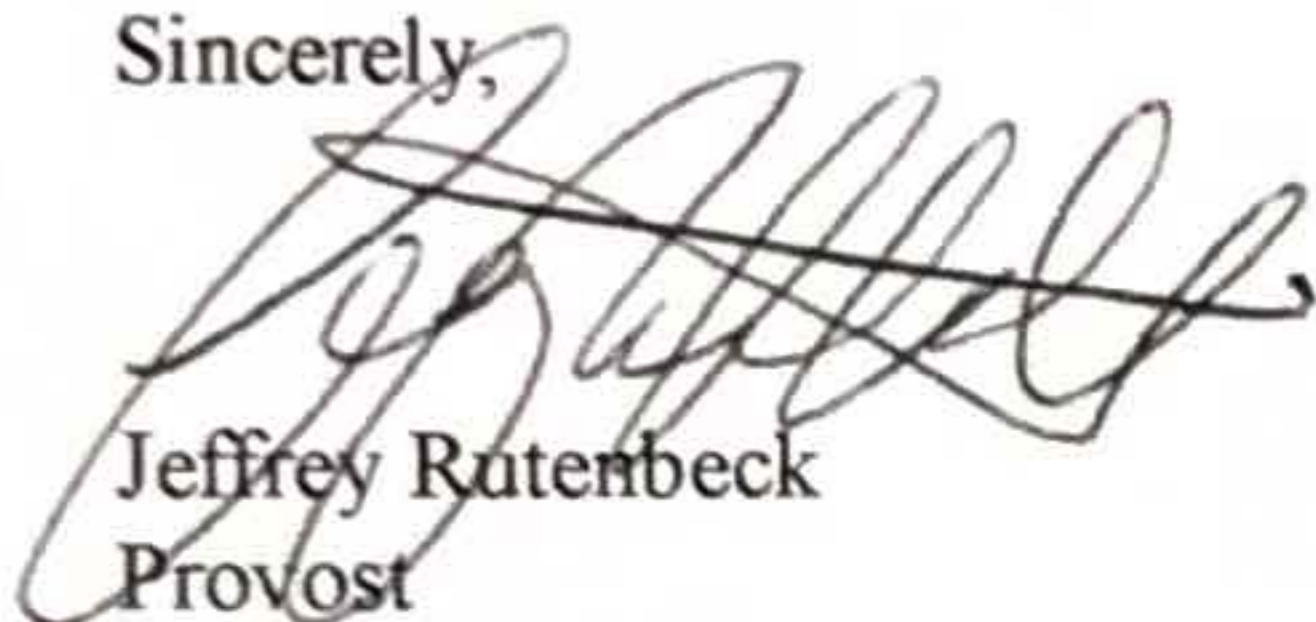
If the Adjunct elects to keep the University Seminar course open and the course does not achieve the agreed upon enrollment by the date indicated by the University in the notification described above, then University will not be obligated to pay the Adjunct the cancellation fee unless the cancellation date fits the description in Section 18.1.

Fall semester University Seminars may be canceled as early as July 15. Spring semester University Seminars may be canceled as early as December 15.

The terms of this Side Letter will expire at the end of the successor collective bargaining agreement, June 30, 2026.

If you agree with the foregoing, please sign, date and return to me a copy of this letter.

Sincerely,



Jeffrey Rutenbeck  
Provost

AGREED:  
United Academics of Philadelphia

By: D. R.  
Daniel Pieczkolon

Date: 1/7/23