



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: SECTION RUN/CANCEL PROCEDURE	Code: DD0600
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Policy Reference: D0600, Scheduling Instructional Programs and Courses

In order to be both fiscally responsible and to maintain options for students, MATC has determined that sections are expected to run if and only if a minimum of 10 students have enrolled prior to the start of the section. However, in order to support students in completing their degree program, exceptions may be made in the following circumstances:

1. The section is a class required for program progression or graduation where no other substitution is possible (should be limited to no more than one section of a course).
2. Sections where the section capacity is less than 10, due to limits in lab space, site space, or program accreditation requirements.
3. The section is funded by a grant or contract.
4. The section is the only section of a newly created course or program (within the last two years) and growth is anticipated.
5. The section is the only section of the course offered within the district with remaining capacity.
6. If the instructor has no other way of achieving the FT load minimum, including reassignment of overload to FT load. This exception can only be used if the FT instructor does not have overload and with the understanding that it will not be repeated for that instructor (i.e., the department will explore other options and find more suitable section assignments that meet student needs).

All exceptions must be approved by the pathway dean responsible for the section.

If a section is canceled due to low enrollment, pathway staff, as assigned by the pathway dean, will be responsible for contacting students to notify them of the canceled section and to help them find alternative courses or sections.

Office of Responsibility: Executive Vice President
Last Reviewed: Apr-2022