

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.3

Title: Course Session Delay or Cancellation	
Originated By: VPIS	Date: 6/16/2026
President / Board of Directors Approval Date: 8/31/2011	
Revised by: CAO	
Revision/Review Date: 7/2011; 10/2020; 6/16/2026	

Policy Statement: This policy applies to all instructors, including full-time and adjunct faculty, instructional staff, and those teaching non-credit trainings. If an instructor is unable to provide instruction on a scheduled class day, or if a class will be delayed by 15 minutes or more due to illness, emergency, or other extenuating circumstances, the course(s) may be cancelled or delayed as necessary. In all such cases—whether the class is cancelled or delayed—the appropriate notification form must be completed.

Rationale: Consistent scheduling and delivery of instruction are essential for student success. However, in extenuating circumstances, it may be necessary to cancel or delay a course session. In cases of inclement weather that result in campus closure, Policy 8.3.1 Inclement Weather will be followed.

Procedure for delay or cancellation of class:

1. The instructor must notify their supervisor before deciding to delay or cancel a course for the day. Approval from the appropriate administrator must be obtained prior to notifying students.
2. If it has been determined that delay or cancellation of the course is necessary, the instructor is required to complete the online form (https://matconline.matc.net/ICS/Resources/Faculty_Resources.jnz) to post on the website resulting in official notification of the course delay or cancellation to students and the college community.
3. Instructors are responsible to notify the students via manhattantech.edu e-mail and/or through the Learning Management System (LMS) that the class has been delayed or cancelled and the plan for continuation of instruction. Since the utilization of the LMS is required for all courses, every attempt will be made by the instructor to continue instruction either by way of an assignment, discussion, or activity of completion by the student through the LMS.

Additional Attendance and Coverage Guidelines

1. A substitute instructor will not be provided if only one class session is missed.
2. If an instructor anticipates missing multiple class sessions, they must consult with their supervisor to develop a plan that ensures continuity of instruction.
3. The instructor is required to complete the appropriate leave form within the approved pay period following the absence.