

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

Policy No. 4.2.1

Title: Minimum Enrollment for Credit Courses	
Originated by: Dr. Linda Hertz, Vice-President of Instructional Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: MATC must cover the cost of offering courses. Twelve credit enrollments are needed to offer a program credit course. Offering of courses with fewer than 12 enrollees must be by approval of the VPIS.

Rationale: MATC must be fiscally responsible while meeting the needs of degree/certificate seeking students.

Procedure:

1. Lead Program Instructor, Division Chair, and VPIS are responsible for monitoring the enrollment levels in courses. Enrollment levels should be checked daily beginning two weeks before the start date of the course. Cancellation of the course may be made any time during those two weeks. If the course is to be cancelled, notification of enrolled students and the instructor should be accomplished immediately by the college enrollment clerk or division personnel.
2. If an exception to the 12 enrollee guideline is desired, rationale for offering the course with reduced enrollment is to be submitted to the VPIS for approval.
3. If two sections of the same course are offered in the same semester and there are fewer than 12 enrolled in one section or both sections, an attempt is to be made by the division and program to consolidate the enrollees into one course.