

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

Policy No. 4.2.10

Title: Meeting Time & Place of Classes	
Originated By: VPIS	Date: 10/25/2005
President / Board of Directors Approval Date:	
Revised by: CAO	
Revision/Review Date: 3/9/2026	

Policy Statement: Classes are to be held at the times and place posted in the line schedule unless changes have been approved by Chief Academic Officer (CAO).

Rationale: MATC is accountable to accrediting organizations for ensuring that students receive the appropriate amount of instructional time for each course. The required class meeting time is determined by the course curriculum and the methodology used to deliver that curriculum, and all scheduled instructional time must adhere to Policy No. 4.2.4. In addition, classroom space at MATC is limited, so classes are scheduled to maximize the effective use of available facilities.

Procedures:

1. Meeting Time and Place: Classes are to be held at the times and dates identified on the line schedule. If in doubt about the required meeting time, please check the line schedule. MATC courses do not meet on national holidays; refer to the MATC calendar for holidays.

Instructors are to plan instruction and activities that make effective use of the time faculty and students have together to enhance student learning. Instructors should come early for class to consult with students, to check the room, to organize materials, and remain until the end of the scheduled class time.

2. Changes in Meeting time & Place: Requests to change the scheduled meeting time and place for a course is to be made using official channels of communication with rationale included to the CAO.