
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: MINIMUM CLASS LOAD OF 14 FOR PERSONAL
ENRICHMENT/AVOCATIONAL COURSES

Code: DD0601

Policy Reference: D0600, Scheduling Instructional Programs and Courses

Avocational classes (600 numbered classes) will be permitted to operate only when 16 or more students are enrolled.

Classes that do not have an enrollment of 16 or more students on the first scheduled meeting will be canceled or combined with other classes. Every effort will be made by immediate supervisor to combine classes within centers in a region, between regional centers, or preferably at a campus center.

To administer the "Rule of 16," the immediate supervisor will be responsible for taking action to close or combine classes. The dean or campus dean should be informed.

Office of Responsibility: Executive Vice President

Approving Authority:

Dorsey L. Kendrick
Executive Vice President

Date: 10/25/96