



<b>Policy Title</b> Low Enrollment Class Management Policy	<b>Original Adoption Date</b> 11/04/15	<b>Policy Number</b> IN-726
<b>Responsible College Division/Department</b> Instruction	<b>Responsible College Manager Title</b> Vice President of Instruction	
<b>Policy Statement</b> Divisions may elect to institute minimum course enrollment management practices such as cancelling classes, merging low enrollment sections, offering independent study, receiving the class from another college (e.g. via videoconferencing), delaying the start of the class or other approaches for overall operational efficiency.  In implementing this policy and procedure, programs and division will make every attempt to ensure that actions taken will not hinder current students' timely progression to graduation or violate a full time student's need to take courses that will keep them on track to graduate.  Deans will evaluate all course enrollments on an ongoing basis and make any decisions to cancel or change the delivery at least 5 working days prior to the class start date.		
<b>Reason for Policy</b> Courses taught to a low number of students in a class do not optimally utilize the LTC faculty, staff, and other resources.		
<b>Historical Data, Cross References and Legal Review</b> <b>Created/Adopted:</b> 11/04/2015 <b>Reviewed/Revised:</b> 11/10/2015, 4/10/2017. 12/6/2018 <b>Cross References:</b> Low Enrollment Class Management Procedure <b>Legal Counsel Review and Approval:</b> <b>Board Policy:</b> III.A. General Executive Constraint, III.B. People Treatment		