

BLUE MOUNTAIN COLLEGE

POLICIES AND PROCEDURES

AREA: Academic Affairs

NUMBER: Policy 2.12

SUBJECT: Time Requirements for Semester Hour Credit

Classes at Blue Mountain College meet on a variety of schedules and for varying lengths of time. Regardless of the timing, the standard for classroom instruction at BMC is based on accepted educational practice. A credit hour is defined as:

- an amount of work represented in intended learning outcomes, and;
- verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction, and;
- a minimum of two hours out of class student work each week for one semester, or;
- at least an equivalent amount of work as required for other academic activities established by the College, including laboratory work, internship, practica, studio work, and other academic work leading to the award of credit hours.

(Based on federal regulations as reflected in the SACSCOC Policy on Credit Hours.)

Scheduling for all classes should be calculated using the following formulas which represent the minimum standard:

One semester hour credit for classroom instruction = 50 minutes of classroom instruction for 15 weeks including an examination period (750 minutes or 12.5 clock hours)

One semester hour credit of laboratory (1 hour credit = 2 hours instruction) = 2 X 60 minutes of laboratory X 14 weeks including an examination period (1680 minutes or 28 clock hours)

One semester hour credit of internship = 45 hours on the job [Cross Reference with Policy 2.28: Internships]

One semester hour credit of practicum = 45 hours of experiential learning

One semester hour credit of distance education = 750 minutes of direct instruction and a minimum of 200 minutes per week for eight weeks out of class student work [Cross Reference with Policy 2.29: Distance Education.]

One semester hour credit of studio = 30 minutes per week for 15 weeks plus 255 minutes of individual practice per week for 15 weeks.

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One semester hour credit of chorale = minimum of 180 minutes of class each week for 15 weeks plus additional required practice extending to 3825 minutes per semester.

These time requirements represent a minimum amount of time in classes and labs or the equivalent. The number of class meetings and length of each meeting may differ somewhat from course to course. The schedule of current class periods is determined by the Vice President for Academic Affairs and is included in the class schedule as printed each semester and summer session (two terms).

There is an increasing number of classes, such as clinical experiences or graduate seminars that must meet on schedules that differ from the common schedule. To minimize schedule conflicts, all deviations from the common schedule will be approved by the Vice President for Academic Affairs in collaboration with the Department Chair.

Courses offered in non-traditional formats (concentrated or abbreviated time periods) must provide adequate time for preparation, reflection and analysis concerning the subject matter. At least one calendar week of reflection and analysis should be provided to students for each semester hour of academic credit granted. In certain classes, such as combined lecture and laboratory science, classes may be adjusted to meet the objectives of the particular course involved. Deviation from the general guidelines must be approved by the Vice President for Academic Affairs.

SOURCE: Board of Trustees: June 09, 2015; February 22, 2013; February 24, 2012; October 03, 2008; November 27, 2006; February 22, 2002
EDITORIAL CHANGE: May 31, 2013