

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. Scheduling for all classes should be calculated using the following formula which represents the minimum standard:

One semester hour credit for classroom instruction = 50 minutes of classroom instruction for 14 weeks plus an examination period (700 minutes or 11.6 clock hours)

One semester hour credit of laboratory (1 hour credit = 3 hours instruction) = 3 X 50 minutes of laboratory X 12 weeks including an examination period (1800 minutes or 30 clock hours)

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: October 03, 2008; November 27, 2006; February 22, 2002