

# BBLUE MOUNTAIN COLLEGE

## Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.12

**SUBJECT:** Time Requirements for Semester Hour Credit

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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. The number of class meetings and length of each meeting may differ somewhat from course to course, but 30 clock hours is the minimum standard per one hour lab credit.

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). The most common schedule for classes during fall and spring semesters is one of the following:

*One semester hour classes* meet 50 minutes per week for 14 weeks plus an examination period.

*Three semester hour day classes* meet Monday, Wednesday, and Friday for 50 minutes or Tuesday and Thursday for 75 minutes (1 hr. 15 minutes) for 14 weeks plus an examination period.

*Three semester hour night classes* meet one night weekly for 150 minutes (2 hrs. 30 minutes) for 14 weeks plus an examination period.

The most common schedule for classes during a summer term is the following:

*Three semester hour day classes* meet a minimum of 100 minutes (2 hours) daily for 18 days plus an examination period.

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. However, to avoid confusion and to minimize schedule conflicts, all regular classes will follow the common schedule unless specifically authorized by the Vice President for Academic Affairs to depart from it.

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

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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.

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**SOURCE:** Board of Trustees: February 22, 2002; November 27, 2006.