



**Area:** Instruction

**Policy Name:** Meeting Time and Place of Classes

**Policy Statement:** Classes are to be held at the times and place posted in the line schedule unless changes have been approved by the Chief Academic Officer.

**Procedures:**

**Length of Classes:**

- Classes are scheduled by the value of semester credit hours and whether the semester credit hours (SCH) are lecture, lab, clinical or occupation work experience.
- The college has determined the breakdown of credit hours for each course into Lecture, Lab, or Clinical. Some courses are lecture only and others are a combination of lecture and lab. This breakdown determines the scheduled total contact minutes for the course.
- The College has adopted the Carnegie unit for determining SCH.
  - For one lecture hour of credit the class must meet a minimum 750 minutes, typically 50 minutes for 15 weeks.
  - For one lecture hour of lab the class must meet a minimum 1500 minutes.
  - For one lecture hour of clinical or occupational work experience the student attend 40 clock hours (45 clock hours for nursing clinicals).

**Breaks:**

- If a class is scheduled for more than 100 minutes of consecutive meeting time, a short break will be figured into the class meeting time.

**Meeting Time and Place:**

- Classes are to be held at the times and dates identified on the line schedule. If in doubt about the required meeting time, please check the line schedule.
- College classes do not meet on national holidays; refer to the College Academic Calendar for holidays.

**Changes in Meeting Time and Place:**

- Request to change the scheduled meeting time and place for a course is to be made in writing to the Chief Academic Officer with rationale included.

**Contact:** Chief Academic Officer

**Related:**

**Adopted:** July 1, 2009

**Updated:** September 22, 2014; August 8, 2018; April 26, 2022