


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure IN_106	
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		Last Revision Date: 12/15/14	
		Effective Date:	
Section	Definition – Credit Hour/Seat Time	Subject	Title: Credit Hour/Seat Time

PURPOSE

In setting its annual calendar beginning and ending school dates, Louisiana Delta Community College strives to set a minimum of 2,250 minutes per three semester hours of credit; 1,500 minutes for two semester hours; and 750 minutes for one semester hour as the unit of measure for attendance. Therefore a 3 semester hour course that meets on a Monday/Wednesday/Friday schedule will generally meet 45 times in a semester (inclusive of finals). The majority of all courses meet this measure. Final exams days may be used in the calculation for seat time.

In addition, under “Seat Time” for academic policies, mandated by the Louisiana State Board of Regents, Louisiana Delta Community College recognizes that college-level learning may be acquired in a variety of settings and can be documented objectively and comprehensively through written or performance examinations and other academically sound procedures. With the growth in recent years in distance education, the introduction of technology in delivering instruction and the increase in the number of readings/special topic courses and independent study courses, the nature of contact hours has changed and requires greater flexibility. All classes must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded. The basis for such certification of learning is a valid, credible assessment system which reliably determines whether a student possesses clearly identified, standards-based knowledge, skills, and abilities.

In accordance with federal regulations, a credit hour is defined as not less than one collegiate hour of classroom or direct faculty instruction per week over a fifteen week semester and a minimum of two hours out of class student work (homework assignments, research, test preparation, etc.) for fifteen weeks for one semester.

Furthermore, to meet federal clock to credit hour conversion guidelines, program modifications (i.e. Welding, Automotive Technology, Diesel Powered Equipment Technology, etc.) outlining additional out-of-class requirements are followed by appropriate programs of study.