

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.10.1
Related Policy: 8.1.10
Title: Classroom and Time Assignment and Class Breaks
Responsibility: Executive Vice President for Academic & Workforce Development

Original Approval Date: 09-09-1993
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Last Revision: 06-26-2024

President

Length of Academic Semesters

The annual semester calendar at Horry-Georgetown Technical College will consist of two semester terms (fall and spring) of 15 weeks each and a summer session structured according to perceived needs of the academic departments and their students. The annual semester calendar will be prepared by the calendar committee for approval by the Executive Vice President for Academic and Workforce Development and the College's Cabinet. The Fall semester must end before December 25th.

Definition of a Semester Credit Hour

The instructional hour will be identified as 50 minutes. One semester credit hour will be identified as 750 minutes of classroom instruction or equivalent laboratory time (1 credit hour = 3 lab hours or 2250 minutes).

Definition of a Contact Hour

A contact hour is defined as a required time in which student are directly engaged in interaction with the instructor(s) of a course. One semester hour of college credit will be awarded for each lecture hour. Students will be expected to work on out-of-class assignments weekly over the length of the course.

Laboratory/Clinicals/Internships

The laboratory/clinical/internship experience is a traditional, structured, faculty-directed laboratory experience. Lab hours are intensive and highly structured. Lab experiences require faculty to provide overall supervisor for students; however, daily supervision may be by an authorized representative of the college.

For laboratory/clinical/internship, one semester shall be awarded for a minimum of three lab hours in a standard week for which little or no out of class study is required. Therefore, the ratio of contact hours to credit hours is 3:1.

Course Identification

Each course is identified with a three-letter prefix, a three-digit number, and course title. In the college catalog, course credit hours and contact hours will follow the course identification. For example:

1) ENG 101 English Composition (3-0-3)

The first number is lecture hours, the second is lab hours, and the last is the credit hours.

- 3 credit hours of lecture
- 0 contact hours of lab
- 3 credit hours
- Therefore, this 3 hour class equates to 2,250 minutes.

2) WLD 111 Arc Welding I (2-6-4)

The first number is lecture hours, the second is lab hours, and the last is the credit hours.

- 2 credit hours of lecture
- 6 contact hours of lab (this must be a 3:1 ratio)
- 4 credit hours
- Therefore, this 8 hour (2 credit hours + 6 contact hours = 8 hours) equates to 6,000 minutes in a semester.

Schedules

- The College has the flexibility to use alternative schedules. Courses offered in other parts of terms and other modalities have equivalent workloads. Students should prioritize their time accordingly.
- All classes are required to meet the number of hours for which the course is scheduled. Faculty must adhere to the room assignments and to the scheduled beginning and ending times of classes. Faculty should prepare learning experiences that allow the use of the full class period.
- No change in the class time shall be made by a faculty without the approval of the appropriate Department Chair. Room assignment changes should be requested through an academic administrative specialist.
- Students should be given the allotted scheduled breaks between classes. Additionally, faculty should give appropriate breaks for any class sessions exceeding 80 minutes.

- The College must adhere to the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) concerning non-traditional formats. Instruction must demonstrate students in such courses have acquired competencies and levels of knowledge comparable to those required of students taking similar courses in the traditional formats.
- Courses offered in non-traditional formats must be designed to ensure students are able to demonstrate evidence of student achievement of learning outcomes for the course. Course assessment should exhibit student learning is equivalent to a seated class with a faculty. At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded.
- Distance learning courses must have regular and substantive interaction. These scheduled academic activities, which are faculty initiated, offer opportunities for personalized interaction and communication between faculty and students.
- Courses offered at the College numbered 001 to 099 earn institutional credits only.
- Regardless of the format of the course, it is expected delivery of course materials and student workload expectations align with the student learning outcomes as established in course instructional packages.