

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  
Last Cabinet Review: 10-05-2022  
Last Revision: 10-05-2022

---

President

## I. Length of Academic Semesters

The annual semester calendar at Horry-Georgetown Technical College will consist of:

- A. Two semester terms (fall and spring) of 15 weeks each (14 instructional weeks and 1 exam week);
- B. A summer session or sessions structured according to perceived needs of the academic departments and their students; and

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.

## II. Definition of a Semester Credit Hour

The definition of a semester credit hour is:

- A. 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) plus an exam period.
- B. The College has the flexibility to use alternative schedules.
- C. 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.

- D. 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.
- E. 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.
- F. Courses offered at the College numbered 001 to 099 earn institutional credits only and require a minimum of 750 minutes of classroom activity for each semester institutional credit granted.
- G. 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.

### **III. Classroom and Time Assignments**

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.

### **IV. Class Breaks**

Students should be given the allotted scheduled breaks between classes. Additionally, faculty should give appropriate breaks for any class sessions exceeding 80 minutes.