

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Class Periods**

DATE: **March 1, 1993**

NUMBER: **4.62**

REVISION(s): **12/19/94, 03/30/10**

Purpose

Federal aid programs are approved for funding based on contact hours. Therefore, adherence to or documentation of any variation from the policy is essential inasmuch as an audit trail is an absolute requirement.

Policy

The standard class/lab/shop period is 75 minutes. Courses block-scheduled for more than one hour must meet the same standard. The total instructional time must remain the same regardless of the length of the term. **CAUTION:** Any faculty member or administrator who unknowingly or inadvertently provides less than the scheduled time could cause financial aid recipients to be liable for excess benefits received.

Courses must meet for the advertised number of sessions or scheduled periods/days/weeks. Classes cannot be canceled or re-scheduled without approval of the Division Chair and/or the Vice President of Instruction.

AUTHENTICATION (Signature):

COPP

President

03/30/10
(Date)

4.62