



DENMARK
TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.10.03 LENGTH OF ACADEMIC SEMESTERS

Policy Title: Length of Academic Semesters Policy

Policy Type: Administrative

Policy Number: ADM Policy # 03.10.03 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy: 3-2-201

Approval Date: April 29, 2020

Responsible Office: Academic Affairs

Responsible Executive: Vice President of Academic Affairs

Applies to: College Community

POLICY STATEMENT

It is the policy of Denmark Technical College to adhere to federal and state guidelines which determines the minimum requirements for class length and minutes of instruction by which academic credits are awarded.

1. Definition of Semester Credit Hour:

- 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 plus an exam period.
- b. Denmark Technical College has the flexibility to use alternate schedules within a term as long as each semester credit granted allows for a minimum of 750 minutes of classroom instruction or an equivalent ratio of laboratory time, plus an exam period. The College must adhere to the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) concerning non-traditional formats. The College must also demonstrate that students in such courses have acquired competencies and levels of knowledge comparable to those which would be required of students taking similar courses in more traditional formats.

2. The Annual Semester Calendar will typically consist of:

- a. Two semester terms (fall, spring).

- b. A summer session or sessions that are structured based on enrollment projections.
3. The first semester of each academic year must end before December 25.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	2
Contacts	2
Stakeholder(s) (For Administrative Policy).....	2
(Title: Policy Contents).....	2
Publication	2
Review Schedule.....	3
Related Documents	3
Forms	3

DEFINITIONS

There are no definitions associated with this policy.

CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required by Presidential Policy #02.30.06.01 (2020) *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

STAKEHOLDER(S)

College community; more specifically, students (including Dual credit) and faculty

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;

- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College’s webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: April 29, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.