

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.10

Title: Meeting Time & Place of Classes	
Originated by: Dr. Linda Hertz, VPIS	
Signature	Date 10 25 05
Approved:	
Signature	Date
Reviewed:	Revised:

Policy Statement: Classes are to be held at the times and place posted in the line schedule unless changes have been approved by VPIS or division chair.

Rationale: MATC is accountable to accrediting organizations for the amount of time that a student spends in a class. The amount of time a class meets and how much time is required to meet is determine by the course curriculum and methodology used teach the curriculum. In addition, classroom space is limited at MATC, so classes are scheduled to make a maximum use of space.

Procedure:

1. **Length of Classes:** Classes are scheduled by the value of semester credit hours and whether the SCH are lecture, lab, clinical or occupation work experience. MATC has adopted the Carnegie unit for determining semester credit hours (SCH). For one lecture hour of credit the class must meet a minimum 750 minutes, typically 50 minutes for 15 weeks. One SCH of lab the class must meet a minimum 1500 minutes, 1 SCH of clinical the student attend 3000 minutes or 1 SCH of occupational work experience the student must work in a supervised work environment for a minimum of 3000 minutes.
2. **Breaks:** If a class is scheduled for more than 100 minutes of consecutive meeting time, a ten minute break will be figured into the class meeting time.
3. **Meeting Time and Place:** Classes are to be held at the times and dates identified on the line schedule. If in doubt about the required meeting time, please check the line schedule. MATC classes do not meet on national holidays; refer to the MATC calendar for holidays.

Instructors are to plan instruction and activities that make effective use of the time faculty and students have together to enhance student learning. Instructors should come early for class to consult with students, to check the room, to organize materials, and remain until the end of the scheduled class time.

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4. **Changes in Meeting time & Place:** Request to change for the semester the scheduled meeting time and place for a course is to be made in writing to either the Division Chair or the VPIS with rationale included.