

NORTHWEST FLORIDA STATE COLLEGE  
**APPENDIX G**

**GUIDELINES FOR LENGTH OF COURSES**

The development of new courses or the revision of existing courses is accomplished by instructional department chairs/division directors and instructors. All courses are required to have a completed and approved syllabus on file in the Office of the Senior College Vice President for Instruction before being added to the class schedules and students registered. Any lab fees or other special charges must be approved by the Board of Trustees. The following procedures apply to the approval and offering of both credit and noncredit courses at Northwest Florida State College.

***Course Approvals***

All new courses in the **Advanced and Professional** disciplines, **Postsecondary Vocational Education, Adult Studies, Lifelong Learning,** and **Supplemental Occupational** areas are reviewed by the College Curriculum Committee and recommended to the President or his designee for approval. New course syllabi are submitted via the Senior College Vice President for Instruction to the Curriculum Committee where they are reviewed at two separate meetings. They may, also, be recommended by the appropriate Senior College Vice President's staff followed by a single review and recommendation by the Curriculum Committee.

***Length of Courses***

**College credit** courses are composed of lecture and/or laboratory hours. A class that meets 15 lecture hours receives 1 semester credit. Lab hours are based on a 2 to 1 and 3 to 1 ratio of lab to credits. In most courses, 30 lab hours earns 1 semester credit. A limited number of classes in the sciences and other disciplines require 45 lab hours for 1 credit. **Noncredit** courses are scheduled for the appropriate number of lecture and/or lab hours to meet course requirements but not more than 480 instructional hours.

***Duration of Courses***

The majority of courses offered by Northwest Florida State College are offered during the standard 15-week fall and spring semesters followed by a standard 12-week summer term. All courses are generally scheduled within one of these standard terms with the maximum course length for credit classes not exceeding the length of a fall or spring term including holidays and other non-duty days. Classes may begin and end at any time during or between any term. Courses offered for dual credit students are exempt from length of course hour restrictions.

***Course Accountability***

FTE enrollments are accounted for and reported in the term in which the course begins. For courses beginning in one term or year and ending in another, the student semester hours or credit hour equivalents are reported in the term and year in which the course begins.

### ***Course Registration***

Except where an exemption has been authorized for length of courses offered exclusively for dual credit students, other students are required to re-register for the time period in a course that exceeds the length of a fall or spring term, or 480 instructional hours in noncredit courses, if an exemption by the Board of Trustees has not been authorized. When students must re-register, FTE enrollments are counted and reported in both terms in which the registrations occur.

The above procedures and limitations regarding length of courses serve as a guide to the development, approval, and offering of instructional classes designed to comply with accrediting and accounting restrictions. Semester credits are awarded based on widely acceptable procedures, and the length and beginning/ending periods for all courses shall be in full compliance with established guidelines of the State Board of Education.

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