



**PIEDMONT TECHNICAL COLLEGE  
PROCEDURE**

**PROCEDURE NUMBER: 3-1-1011.1**

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**TITLE: Academic Course Operating Standards**

**RELATED POLICY AND PROCEDURES: 3-1-1011 Academic Course Operating Standards**

**DIVISION OF RESPONSIBILITY: Academic Affairs**

**June 24, 2013**  
**Approved by Area Commission**

**November 9, 2023**  
**Date of Last Review**

**November 9, 2023**  
**Date of Last Revised**

### **Administrative Responsibilities**

It is the responsibility of the Vice President for Academic Affairs to review and revise this procedure.

### **Definitions**

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses regardless of the format or mode of delivery.

- A. Academic Instruction**-Refers to the dissemination of information through a variety of instructional methods (lecture, lecture capture, video presentations, collaborative learning, problem-based learning, group work, etc.) with the instructor as classroom/course manager.
- B. Laboratory Instruction**-Refers to a structured student-centered teaching/learning experience, observation, and/or practice in a field of study.
- C. Clinical Instruction**-refers to a structured experience with instructor supervision, either on or off campus in which the student acquires practice in a field of study.
- D. Work Experience**-Refers to a supervised work experience, supervised field may be directly supervised by the instructor or a mentor in a field. Work experience provides the student with an employment-type situation that is directly related to and coordinated with the education program and is planned and coordinated by an instructional representative of the College with the employer.



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**Procedure**

**A. Procedural Responsibilities**

1. The Vice President for Academic Affairs is responsible for program and student learning outcomes in all College academic courses.
2. Division Deans are responsible for program and student learning outcomes in all courses (traditional or Distance Learning: PEN, Hybrid, or online) offered by their division.
3. Department Heads/Academic Program Directors are responsible for program and student learning outcomes in all courses (traditional or Distance Learning: PEN, Hybrid, or online) taught by full-time and part-time instructors in their departments.
4. Each instructor is responsible for program and student learning outcomes as stated in the Course Syllabus for each course taught (traditional or Distance Learning: PEN, Hybrid, or online).

**B. Course Syllabus**

Piedmont Technical College utilizes a syllabus management system to create, approve, publish, and retain course syllabi for all courses listed in the academic catalog. All syllabi are developed using a common syllabus template. The Office of Curriculum and Online Learning maintains previous and current course syllabi in the syllabus management system. Syllabi are reviewed prior to each semester by the lead instructor and revised when needed. PTC uses a common syllabus template for all courses regardless of the method of delivery. Major revisions require review and approval by the Department Head/Academic Program Directors, and Division Dean.

**C. Instructional Period**

1. Instructors are required to conduct classes through the last day of the semester, inclusive of all exams, regardless of the method of delivery.
2. Piedmont Technical College follows the federal definition of credit hour:
  - a. Federal Definition of the Credit Hour. For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established



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equivalency that reasonably approximates: Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time.

- b. At least an equivalent amount of work as required outlined in item 2 above for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.
  - 1) Academic instruction is measured as fifty-minute periods for each one (1) credit hour per week for a standard term.
  - 2) Laboratory instruction is measured as one (1) credit hour for three (3) fifty (50)-minute periods, or a total of 150 minutes of laboratory a week for a standard term.
  - 3) Clinical instruction is measured as one (1) credit hour for three (3) sixty (60)-minute periods of clinical time for a standard term.
  - 4) Work experience is measured as (1) credit hour for five (5) sixty (60)-minute periods of work experience for a standard term.