

<b>Class Periods</b>	Procedure Number	652
	Effective Date	February 1, 2019

**1.0 PURPOSE**

Classes at the College shall be structured in accordance with Arkansas Higher Education Coordinating Board established guidelines.

**2.0 REVISION HISTORY**

Adopted on:  
 July 1993  
 Revised on:  
 September 2014  
 January 2019

**3.0 PERSONS AFFECTED**

Students and faculty

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

The minimum semester length is 15 weeks of actual class time plus final examinations. A minimum of fifteen (15) fifty-minute class sessions, excluding laboratories, is required to award one semester hour of credit.

Final examinations must be given during the scheduled time during finals week. Laboratory final may be given the week prior.

Courses must meet for the advertised number of sessions or scheduled periods/days/weeks.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	UA-PTC Policy Review	January 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	February 1, 2019
UA Policy Alignment		



