

**Procedure Title:** Condensed Course Scheduling Requirements  
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**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Vice President, Instruction  
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**Purpose:**

Condensed courses provide opportunities for greater access to education for students. To assure that academic standards are met, this procedure provides the necessary scheduling guidelines.

**Definitions:**

Condensed Course: Any credit course that meets within a timeframe of less than six weeks.

Lecture Course: A course with designated Instructional Unit Credit (IUC) that includes lecture IUCs.

Activity Course: A course that does not include any lecture IUCs.

**Guidelines:**

Lecture Courses

- All “in-class” hours must be accounted for (ten 50-minute sessions per credit). A “hybrid” course must show that content is being effectively delivered outside of face-to-face meetings.
- Homework is an inherent component of all lecture-based courses; therefore time must be allotted for homework. For each hour of lecture, two hours of homework time must be given. Those two hours must fall within a maximum eight-hour day. Therefore, an eight-hour lecture day must allow two days for homework and a twelve-hour weekend course must allot at least three days for homework.
- No course in this category may proceed start-to-finish without reasonable breaks for homework. A minimum of 10% of the course must meet at the end of the

course either face-to-face or in a structured distance modality to assure the viability of the outside-of-class work expectation.

#### Activity-Based Courses

- All 'in-class" hours must be accounted for (20-30 hours per credit). A "hybrid" course must show that content is being effectively delivered and that activity is effectively monitored and assessed outside of face-to-face meetings.
- An entire course may be conducted without significant breaks as there is no outside-of-class work expectation.