

Barton County Community College Audit Requirements

Time-based standards

Credit is the basic unit of collegiate level instruction that is assigned to a course or course equivalent learning. Credit may be awarded according to the following standards.

- Lecture courses must meet for a minimum of 750 minutes per credit hour plus time allocated for a final exam.
- Laboratory courses, including those in vocational-technical programs, must meet for a minimum of 1,125 minutes per credit hour (1.5 X 750 minutes). Laboratory courses are ones in which students predominantly are involved in experimentation or application learning activities.
- Internship, practicum, and on-the-job training courses must meet for a minimum of 45 hours per credit hour.
- Physical education activity courses must meet for a minimum of 1,500 minutes per credit hour.
- Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not be less than the minimum required for laboratory courses as defined above.

Directed Independent Study/Arrangement Courses

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with selected academic non-vocational and vocational programs. **If you are teaching a directed independent study or any other arranged course, please see the appropriate dean or executive director in your instructional area.**

All directed independent study course enrollees, following a personal conference with the instructor, **must have on file a directed independent study contract** which clearly specifies, (1) the content and objectives of the course, (2) applicable competencies, (3) procedures for completing the course, (4) the amount of time necessary to complete the course, (5) the course text and any reference and supplemental materials associated with the course, and (6) the method of student evaluation to be used.

The contract must indicate the exact beginning and ending dates for the course and must be signed by the student, instructor, and dean or executive director **prior** to the beginning of the course. All directed independent study course enrollees must meet on campus with the instructor for a minimum of two one-hour conferences per credit hour, excluding the final examination or its equivalent.

Instructors of arranged time-based courses must maintain a time log documenting the amount of time the student must spend on each portion of the course; the amount of time actually spend in consultation with the student, including the date, time and place of such consultation; and the grade, date, time, and place of all examinations.

****Please note that the above requirements do not pertain to non-credit courses.**