

Purpose Statement

The Dakota College at Bottineau (DCB) Online Seat Time Policy addresses how DCB calculates in-class and out-of-class time for online courses, to meet the DCB Credit Hour Policy and to comply with the U.S. Department of Education Federal regulations and the Higher Learning Commission requirement.

Policy

All online courses are required to follow the institutional accredit hour policy.

All online courses offered by DCB must complete the Online Seat Time Equivalency form, which identifies how seat times are met. The guidelines listed below are used to calculate in-class and out-of-class time for online courses.

Process for Documenting In-Class and Out-of-Class Seat Time

Utilize the guidelines below, to document in-class and out-of-class seat time on the Online Seat Time Equivalency form. The guidelines listed below are based on survey feedback from faculty and students at DCB, as well as from examples from other institutions. This is to be used as a guideline as classes may vary. If an instructor does not believe the guidelines listed below are relevant to their online course, the instructor will have the opportunity to document additional and other components utilized in their class on the Online Seat Time Equivalency form.

Online Course Seat Time Guidelines		
Component	Examples	Average Suggested Minutes
Reading	Assignment Instructions, Discussions, Syllabus, Instructor Feedback, Textbooks, OER's, Journals, PowerPoints, Lecture Notes, etc.	4-8 minutes per page or 200 words per minute
Quiz	Primarily multiple choice, true/false or matching. More time should be added for essay.	1 minute per question, unless a time-limit is set (10-30 minutes)
Lectures	Video/Audio Lectures, etc.	30-50 minutes, unless the lecture is recorded (add in time for note taking and document as necessary.)

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Midterm/Final Exams	Primarily multiple choice, true/false or matching. More time should be added for essay.	1 minute per question, unless a time-limit is set (60-120 minutes)
Research	Searching, reviewing, and reading for a presentation, paper, project, etc.	60-120 minutes per page
Writing	Writing for a project, presentation, paper, etc.	30-90 minutes per page
Study, Review or Practice for Quizzes/Exams	Time for reviewing materials or practicing concepts.	30-120 minutes
Discussions – Posts and Responses	Reading, responding and contributing to an online discussion.	15-30 minutes
Project/Lab Work	Editing, Math Problems, Questions in textbooks, application of lessons, worksheets, etc.	30 minutes – 120 minutes per project/lab