



Policy

ONLINE SEAT TIME POLICY – FACULTY
EFFECTIVE DATE: DECEMBER 2019

F.402.1

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 DCB's Faculty Policy - Definition of a Semester Credit Hour policy.

“DCB defines a credit hour as an amount of work represented in intended learning outcomes, and verified by evidence of student achievement that reasonably approximates not less than:

Forty-five to fifty (45-50) minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks during one semester.

Over a sixteen-week semester this is equivalent to one 45-50-minute period of classroom or direct faculty instruction and two hours of out-of-class work each week for approximately 15 weeks plus a final exam period for all classes requiring a final exam.

Classes scheduled as shorter sessions will meet the equivalent amount of classroom or direct faculty instruction time per credit as full semester length classes.”

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.

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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.)
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