

SUFFOLK COUNTY COMMUNITY COLLEGE  
SELDEN, NEW YORK

DRAFT

Procedures for Off-Campus Courses

1. One credit hour will be assigned for 15 hours of 50 minutes duration spent in lecture, discussion led by the instructor, administering of tests, and similar instructional activities such as normally occur during regular class periods.
2. Instructors will be compensated at the rate of one teaching hour for 15 hours of instructional activity as defined above.
3. No more than one credit hour will be assigned for each calendar week that a course is scheduled to meet.
4. Courses may be offered for one, two, or three credits. Longer courses will not be authorized except under unusual circumstances.
5. When a two or three credit course is offered, the course shall be viewed as a whole in computing the number of credits and teaching hours as stated above. Slight variation in the allocation of instructional time among the two or three weeks is permissible.
6. A detailed plan must be submitted by the instructor who proposes a course, showing in detail the number of hours of instruction, when and where they will occur, what activities will take place, etc.
7. The instructor is responsible for planning and arranging transportation, lodging, sightseeing, and any other activities included in the course. He must insure that arrangements are made with the Institutional Services Office for registration of students, and the Business Office for payment of tuition.
8. Students will pay their tuition to the Business Office. All other payments (e.g., for airline tickets, hotel accommodations, etc.) must be made to a travel agency. To protect the College, the students, and the faculty member, cash payments or checks should never be received or held by the faculty member.
9. When a course involves foreign travel or off-campus travel within the United States, each student must complete a copy of the Form: Release From Liability. These forms shall be filed with the Dean of Instruction.
10. Proposals for new courses which are not already approved and listed in the College Catalog must first be submitted and approved in accordance with regular Campus and College procedures.
11. For each course that is offered, the plan for instruction and the arrangements for travel, lodging, etc., must be approved by the Dean of Instruction.