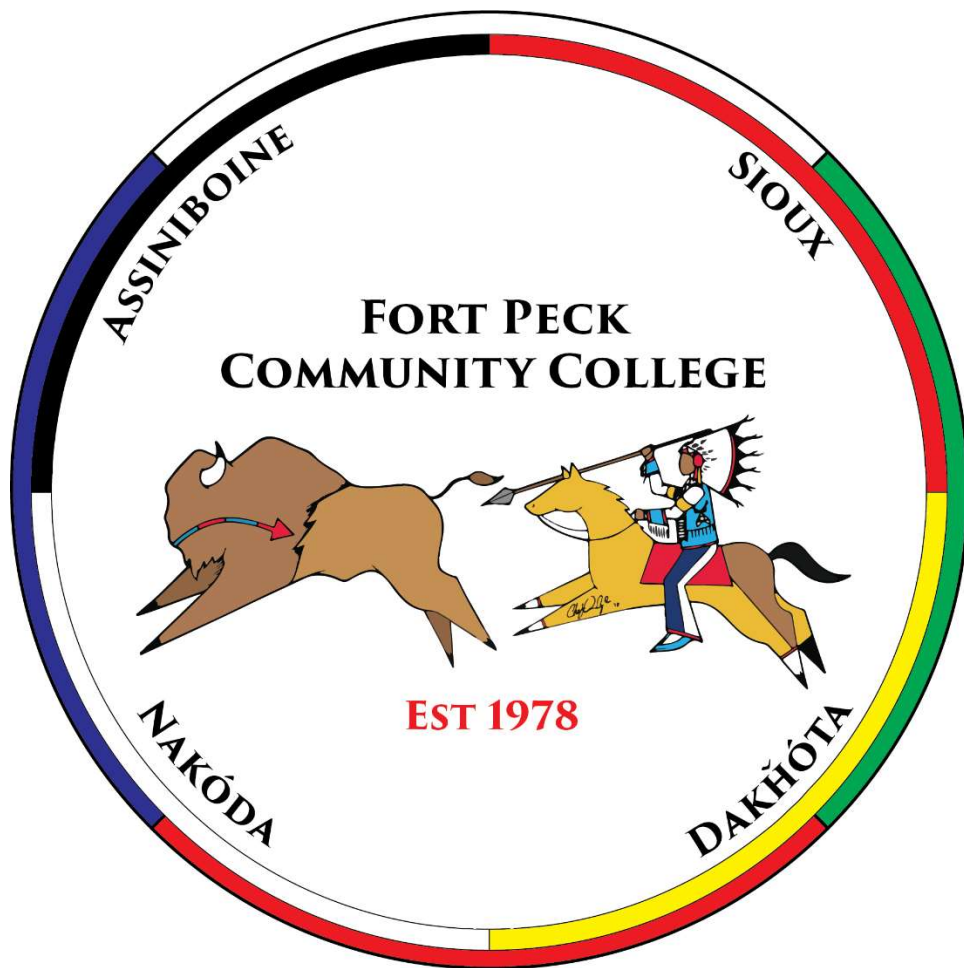


# Academics Policy

August 2021



## **Academic Instruction**

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## **Academic Instruction Mission Statement**

The curriculum is designed to meet the needs of residents of the Fort Peck Reservation and northeastern Montana and serve as a medium of Indian awareness. The academic mission is enhanced through the following instructional activities:

***General Education/Related Instruction*** - FPCC offers courses in seven core areas which provide students with a balanced academic program and encourage development in communication, computation, and human relations.

***Occupational Education*** - The College offers Associate of Applied Science (A.A.S.) Degree and 1-year certificate programs designed primarily but not exclusively to match student and employer needs. All degree and certificate programs were developed to provide technological and hands-on training to students who desire to enter the workforce or continue upper division course work at four year institutions. Cooperative education and practicum experiences are available as credit courses.

***Developmental Education*** - FPCC provides academic support services such as ABE and GED to students who need additional preparation before beginning college level studies. Tutorial services are also available.

***Continuing Education*** - The College offers short-term courses, workshops, and seminars designed to enhance lifelong learning, occupational, and technological skills of area residents. Workshops are designed to address a specific need and are consistent with the standards of the college. Seminars are designed to provide a forum for the exchange of ideas and information at an advanced level.

***Transfer Education*** - The College provides degree programs which are designed to facilitate transfer to four year institutions. This objective is accomplished by meeting transfer standards of the Northwest Accreditation Association and through participation in the core curriculum of the Montana University System. Also, articulation agreements continue to be established with the MSU units and neighboring colleges and universities.

***Cultural Education*** - The College strives to provide opportunities for cultural enrichment through regular course offerings, seminars, workshops, and public presentations. In addition, the FPCC/ Fort Peck Tribal Library provide a wide range of print and non-print materials to support cultural activities including research.

## **Instructional Program Policies**

### **Section I - Curriculum**

All courses and programs offered by Fort Peck Community College are described in the current catalog and other college publications. The curriculum is designed to meet the needs of residents of the Fort Peck Reservation and northeastern Montana and serve as a medium of Indian awareness.

### **Section II – Course Schedules**

The schedule of classes to be offered each semester is prepared by the Academic Vice President and the FPCC Registrar. Upon completion of a rough draft, the schedule is distributed to each full and part-time instructor for review. Following faculty input, the schedule is finalized and distributed at least three weeks prior to the start of classes. Any class listed on the course schedule may be canceled by the Academic Vice President, if there is insufficient enrollment.

### **Section III – Faculty Office Hours**

The schedule of faculty office hours each semester is prepared by faculty and turned into the Academic Vice President for approval. Upon approval, each full-time instructor will be provided a finalized schedule.

### **Section IV – Changes in Course**

Changes in the class schedule (i.e. time and place of the class meeting) must be approved by the Academic Vice President.

### **Section V – Class Time**

Lecture classes will meet one hour per week for each credit assigned. In addition, two hours of outside study are also expected for each credit. It is recommended that students be allowed a ten (10) minute break from classes that meet for more than one hour. Laboratory and activity classes, such as arts and crafts and physical education, should meet for two (2) hours per credit.

### **Section VI – Canceling Classes**

All classes are required to meet for the specified hours. If an instructor is unable to meet the class, the instructor should make arrangements for another Fort Peck Community College instructor to conduct the class. If a substitute instructor cannot be found, the instructor should schedule a makeup session at another time during the semester. The Academic Vice President should be notified in advance of class cancellations. If advance notice is impossible, notice must be given the next instructional day.

### **Section VII – Changes in Curriculum**

Changes in the required curriculum for degree programs will be reviewed by the Curriculum Committee. The FPCC Curriculum Committee shall consist of the following: the academic vice president (chair) and three senior faculty members.

The Curriculum Committee's recommendations for change will be submitted to FPCC's President and the Board of Directors for review. The Board of Directors will have the authority for final approval.

New courses that are not required for degree programs will be reviewed and approved by the Academic Vice President with input from the Curriculum Committee. Classes not offered for three years will be moved to the On Demand section of the catalog or deleted from the catalog.

## **Section VIII – Definitions of Course and Credits – Lecture Courses**

A lecture course is a regularly scheduled class offered for academic credit. A student will attend class one (1) hour per week for a fifteen (15) week semester and also be assigned additional study or reading to be completed outside of class to earn one (1) credit.

### **Activity Course**

Activity classes are offered in such areas as physical education and music. Students will normally participate two (2) hours per week for fifteen (15) weeks to earn one (1) credit.

### **Laboratory Course**

Laboratory courses are offered in the sciences and require the use of laboratory facilities and equipment (i.e. biology, chemistry, anatomy & physiology). Two (2) hours of laboratory time are required for each credit earned.

### **Independent Study, Directed Study & Special Topics Course**

These courses are directly supervised by an instructor. Students enrolling should be at the sophomore level and be in good academic standing. Introductory courses or basic requirement courses cannot be offered. Students should not register for more than one (1) of these courses per semester. The appropriate forms must be completed and approved by the Academic Vice President prior to registration.

### **Seminar Course**

The instructional objective of a seminar course is the exchange of ideas or information at an advanced level. Seminar courses are most appropriate for student's enrolled in a specific program, and should be limited to students who have completed more than half of the credits required for their degree or have demonstrated a level of expertise whereby they may benefit academically

### **Field Practicum Experience**

Field practicum experience credits may be earned on disciplines where the student will benefit from on-the-job experience. Field practicum experience credit may be earned at the rate of one (1) credit for every two (2) hours per week for fifteen (15) weeks of supervised work experience. Appropriate forms must be completed and approved by the Academic Vice President prior to registration.

### **Workshops**

Workshops may be offered by Fort Peck Community College when certain conditions are met to insure that the workshops are meeting a specific need, are consistent with the standards established by the college, and are properly reported and recorded. Workshops must have prior approval by the Academic Vice President.

An instructor, or other party interested in having a workshop offered for credit, should contact the Academic Vice President at least five (5) months prior to the workshop's projected start date. The workshop sponsor must submit a completed syllabus and adhere to the following guidelines:

1. Workshop topics should be those not normally covered in regular class offerings.

2. The workshop should present material on a specific topic and can be accomplished in a short span of time.
3. The amount of credits earned will be based on the formula of one (1) semester credit for fifteen (15) contact hours. Contact hours are defined as time spent in the direct instruction. The hours do not need to be continuous or consecutive.
4. Workshops should begin and end in the same semester. If days between semesters are to be used, arrangements must be made with the Registrar to insure that the enrollment and completion data will be accurate. Before the workshop is approved, the workshop sponsor should inform the Registrar of the grading procedures and the date the grades will be submitted.

