

Wisconsin Technical College System Board
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Edward Chin, State Director

ADMINISTRATIVE BULLETIN

Date: July 19, 1999

Subject: Conversion of Non-Standard Length Class Periods

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Distribution: District Directors
Instructional Services Coordinators
Chief Financial Officers
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Basic Skill Education Coordinators
AB Distribution List

Course approval and student FTE reporting standards are based on 50 minute class periods (course hours). For those situations where a district schedules class periods for a length other than the standard 50 minutes, course approval and student FTE reporting is to be converted as follows:

number of minutes in 1st class period (nm1st) **plus** number of minutes in 2nd class period (nm2nd) **plus** number of minutes in 3rd class period (nm3rd) ... **plus** number of minutes in xth class period (nmxth) **divided** by 50 **equals** the number of standard class periods (scp). NOTE: round to the nearest whole number; exclude breaks which are scheduled in accordance with district policy and procedures (do not exclude instructor scheduled breaks which are not authorized by district policies and procedures). Also, do not include the time normally scheduled between classes for students to move from room to room.

OR

$$nm1st + nm2nd + nm3rd \dots + nmxth) / 50 = scp$$

Examples:

A course offering meets for 90 minutes each Wednesday and 45 minutes each Thursday for two weeks.

$$(90 + 45 + 90 + 45) / 50 = 5 \text{ standard class periods}$$

A course offering meets for 150 minutes every Monday with an authorized 15 minute break (net of 135 minutes) and 50 minutes every Wednesday and Friday for six weeks.

$$\{(135 \times 6) + (50 \times 6) + (50 \times 6)\} / 50 = 28 \text{ standard class periods}$$

A course offering meets for 150 minutes every Monday with an unauthorized 15 minute break and 50 minutes every Wednesday and Friday for six weeks.

$$\{(150 \times 6) + (50 \times 6) + (50 \times 6)\} / 50 = 30 \text{ standard class periods}$$

BASIC SKILLS EDUCATION FTE REPORTING

Attendance based Basic Skills Education FTE reporting in the Client Reporting System is to be converted for class periods other than 50 minutes in length using the above formula. For example, if the district uses a 55 minute class period and the student attends 35 lecture (type A hours) periods of a Basic Education course, the district should report 2 credits $(35 \times 55) / 50 = 38$ standard class periods). NOTE: Types A and B hours require 36 hours per credit and type D hours require 72 hours per credit. The first credit is reportable with the 4th hour of attendance for types A and B hours and additional credits are reportable each time a multiple of 36 hours is exceeded (2 credits with 37 hours, 3 credits with 73 hours, etc.). The first credit is reportable with the 8th hour of attendance for type D hours and additional credits are reportable each time a multiple of 72 hours is exceeded (2 credits with 73 hours, 3 credits with 145 hours, etc.).

Edward Chin /s
Edward Chin
State Director