

TITLE: ACTUAL MINUTES OF INSTRUCTION**PROCEDURES FOR POLICY: 2-4****REVISED DATE: 05/26/2022****I. Purpose:**

To define the number of instructional minutes required per contact hour, and the number of additional minutes required for the examination period, for credit courses. *The procedures for implementation of this policy are provided below.*

II. Procedure and/or Process Definitions: N/A**III. Procedures:**

To meet the instructional minutes for each course, faculty and school deans will use the standard meeting pattern guidelines established on the [Instructional Minutes](#) website. Additionally, the Instructional Minutes Calculator on the Instructional Minutes website may be utilized. Classes scheduled outside of the established patterns requires dean's approval. Any requests for a schedule exception should be completed on the [Schedule Exception Request](#) form.

IV. Other Information:

Virginia Community College Systems (VCCS), [Policy 5.3.0.2, Course Credits](#)

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