Educational Program Series—4000

CREDIT HOUR PROCESS

Executive Team and President's Advisory Council:

1. Reviews the academic calendar annually to ensure instructional time.

Curriculum Committee:

1. Reviews each new and revised course outline to align contact hours, classroom instruction time, and awarded credit hours so that the scheduling of credit-bearing courses in all formats reflects the credit-hour definition established by federal and state regulations and board policy.

Instructional Deans:

1. Review to ensure that:

   1.a. Credit-bearing face-to-face courses require student participation that are equivalent to:

      1.a.i. a minimum of one hour per week

      1.a.ii. out-of-class student work equivalent to a minimum of two hours per week for each credit hour

   1.b. Credit-bearing online courses require student participation in instructor-led, asynchronous or synchronous online learning activities that are equivalent to:

      1.b.i. a minimum of one hour per week

      1.b.ii. out-of-class student work equivalent to a minimum of two hours per week for each credit hour

   1.c. Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor-led, asynchronous or synchronous learning activities equivalent to:

      1.c.i. a minimum of one hour per week

      1.c.ii. out-of-class student work equivalent to a minimum of two hours per week for each credit hour.

   1.d. Laboratory and studio work, internships, practica, independent study and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work.

June 19, 2013
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Revised by College Executive Administration

May 25, 2018
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Revised