



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: February 19, 2016

NEXT REVIEW: February 2018

SUBJECT: AOPP 3.23 CREDIT HOUR DEFINITION

PURPOSE: The purpose of the policy is to define and explain the circumstances under which course credit hours are awarded.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: The Curriculum Committee and the Office of Academic Affairs approve credit hour assignments for courses, programs and other requirements consistent with the credit hour policy. The Office of Academic Affairs, Academic Divisions and Departments, and the Office of the Registrar ensure accurate and reliable application of the College's credit hour policy and procedures through the monitoring of both class assignments and class implementation.

I. Lecture

The College adheres to the standard definition for one semester-hour credit associated with a class meeting for a 50-minute session once per week for not fewer than 15 weeks, including exam periods, with the expectation that each in-class hour of college work should require two hours of preparation or other outside work.

II. Activity Supervised as a Group (Laboratory, Music Ensemble)

For activity supervised as a group, one semester-hour credit is awarded for two or three 50-minute periods of laboratory per week, for no fewer than 15 weeks.

III. Physically Active Lifestyle Course (PALS)

For a Physically Active Lifestyle Course, one semester-hour credit is awarded for three 50-minute periods per week, for half a semester, with the expectation that each in-class hour of college work should require 30-45 minutes of exercise, preparation, or other outside work.

IV. Independent Study and Directed Study

For an independent study and a directed study, one semester-hour credit is awarded for the equivalent of fifteen 50-minute sessions.

V. Applied Music Study

For applied music study (private music instruction), one semester-hour is awarded for a 25-minute period of instruction, for no fewer than 15 weeks, with the expectation that each 25-minute session should require three hours of practice.

VI. Accelerated Course

For an accelerated course (summer, half semester course), credit hours are earned proportionally to those earned for the same activity during a regular term of the College.

VII. Internship

For an internship, one semester-hour is awarded for 40 hours of work.

VIII. Student Teaching

For student teaching, one-semester hour is awarded for 37.5 hours of work.

IX. Online and Hybrid Course

For non-traditional delivery methods, including distance learning and hybrid delivery, credit hours are earned proportionally to those earned in the same course delivered entirely face-to-face with an emphasis placed on establishing equivalencies of the credit hour by ensuring that students achieve the same institutional learning outcomes regardless of the delivery method.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.19.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.19.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.19.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson	3.16.16
Registrar	Date

APPROVED:

/s/ Cathy Cox	8.8.16
President	Date