

Educational Program Series—4000

CREDIT HOUR PROCESS

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 regulations and board policy.

Instructional Deans:

1. Review to ensure that:
 - A) Credit-bearing online courses require student participation in instructor-led asynchronous or synchronous online learning activities that are equivalent to:
 - 1) a minimum of one hour per week
 - 2) out-of-class student work equivalent to a minimum of two hours per week for each credit hour
 - B) Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor-led, asynchronous or synchronous learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for each credit hour.
 - C) Laboratory and studio work, internships, practica, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work.

June 19, 2013

Revised by College Executive Administration