



Committee RECOMMENDATION FORM

Academic Affairs

Institutional Support

Student Affairs

College Affairs

GP Change

No GP Change

Recommendation:

The Academic Affairs Committee is recommending the addition of the Credit Hour Policy in the General Policy Manual (G-30-22).

Rationale:

Currently the college does not have an official policy to define credit hours received as well as the contact hours needed for each type of course and the work expected from students outside the classroom. The credit hour policy would give students the ability to see the various categories of courses; and how they affect the hours scheduled for their classes, the amount of work expected from them outside the classroom, as well as the credits received for their work.

History:

Academic Affairs First Reading: 4/15/19

Academic Affairs Second Reading: 4/29/19

Timeline for Implementation:

2019-20 GPM

Submitted by: Jessica Giglio /s/ Chair, Academic Affairs Date: 5/13/19

Action taken by the President: Approved Denied Tabled

Comments:

/s/ President, COCC

Date:



Form 1: Presentation Checklist

Credit Hour policy

Name: Betsy Julian and Vickery Viles

Date: April 10, 2019

Department: Instruction

COCC Contact Information: bjulian@cocc.edu

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

This is a proposal for an official policy to define credit hours.

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
 - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
 - Policy—new
 - Identify suggested location in *GPM*: G-30-22
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

NA

INSTRUCTIONAL REQUIREMENTS

Will clarify the credit hours received as well as the contact hours needed for each type of course as well as the work expected from students outside the classroom.

OPERATIONAL NEEDS, CURRENT AND FUTURE

will go into GPM

STUDENT IMPACT

Students will be able to see the various categories of courses and how it impacts hours scheduled for their classes and the amount of work expected from them outside the classroom, as well as the credits received for their work.

ANTICIPATED IMPLEMENTATION TIMELINE

Will be included in the 2019-20 GPM

Credit Hour Policy

Credit-bearing courses are scheduled and conducted in compliance with federal regulations defining the credit hour, regardless of delivery method. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than 30 hours of student engagement.

Credit is based on in-class or equivalent contact hours of instruction plus student out-of-class work. The 30-36 hours of student engagement for each credit is represented by:

1. Lecture, music ensemble, private lessons: 10 to 12 contact hours of instruction plus a minimum of 20 hours of out-of-class student work
2. Lecture/lab: 20-24 contact hours of instruction plus a minimum of 10 hours of out-of-class student work
3. Lab: 30 to 36 clock hours of instruction
4. Cooperative Education/Clinical/Practicum: 30 to 36 clock hours of supervised or semi-supervised instruction consisting of work experience
5. Independent Study: a minimum of 30 hours of student involvement equals one credit hour

The Curriculum Committee of the college is charged with reviewing the contact hours, student learning outcomes, and assessment methods for all new and revised courses. Instructional deans will be responsible for certifying that the course meets the credit hour standard. For courses in which instruction is less clearly tied to contact hours, such as courses that might be offered exclusively online, the [Program director, Chair or Dean] will review evidence of equivalency that reasonably approximates the minimum hours of student engagement

This credit hour policy applies to all credit bearing courses regardless of the mode of delivery Academic department chairs and deans will audit course sections to ensure compliance with this policy.