



## CREDIT HOUR POLICY

Instruction, Library & Instructional Services

Policy Number: 2210

### 1.0 PURPOSE

To fairly and equitably define the amount of student work that a credit hour equals and to create a process for the Curriculum Committee to assign credits to courses.

### 2.0 AUTHORITY & SCOPE

**2.1 Authority:** 34 CFR 600.2, SBCTC Policy Manual.

**2.2 Scope:** All CBC Faculty and Students.

### 3.0 DEFINITIONS

**3.1 Credit Hour** is an amount of student work for a quarter of ten to twelve (10-12) weeks that approximates not less than:

- 3.1.1** One (1) hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week;
- 3.1.2** At least an equivalent amount of work for other academic activities such as laboratory work, internships, practicums, studio work, etc.;
- 3.1.3** The contact hours during shorter quarters will consist of the same number of contact hours as a traditional quarter.

**3.2 Instructional Modality** is the way students interact with a course:

- 3.2.1 Face-to-Face:** Students and faculty members meet for a set number of hours, in a physical instructional space and on a regular weekly schedule.
- 3.2.2 Online:** Online classes consist entirely of online elements with no face-to-face component. Some online classes require students to interact with each other, the faculty member, and content at specific times, while others are entirely self-paced. This modality of instruction requires regular and substantive interaction between each student and the faculty member.
- 3.2.3 Hybrid:** Hybrid classes combine face-to-face classroom time with online instruction. Students in a hybrid class come to campus at scheduled times and meet face-to-face with the faculty member and other students. Many class activities are conducted online, including class work assignments, discussions, group projects, and assessments.
- 3.2.4 HyFlex:** **HyFlex** classes provide students the option of coming to an in-person class, attending via a synchronous online session, or completing the class requirements asynchronously or any combination of the three (3) modalities.

**3.3 Contact Hour Modes** are primarily used to calculate full-time faculty workload and are contained in the Collective Bargaining Agreement.

- 3.3.1 Lecture Mode consists of faculty members providing information and facilitating discussions and assessments. This mode may also be called didactic mode in some fields.
  - 3.3.2 Laboratory Mode consists of faculty members guiding students through hands-on or manipulative applications of learned material. Labs may or may not be aligned with a specific lecture, depending on the catalog description of a course. Within the Collective Bargaining Agreement, lab modes include science, performance, skills, clinical, and occupational distinctions.
  - 3.3.3 Guided Practices are when students are actively engaged in practicing and mastering skills under the supervision of the instructor. This category of instruction could include, but is not limited to, labs, studios, shops, clinical experiences, computer-mediated learning, hands-on projects, or other skill building activities.
  - 3.3.4 Field-based Experiences include working with or under the direction of professional practitioners and may include preceptorships, co-ops, internships, or service-learning activities. Verification of learning outcomes is documented by college faculty in collaboration with professional practitioners.
- 3.4 Synchronous Learning is when classes are scheduled for faculty and students to meet at the same time, either on campus or virtually.
- 3.5 Asynchronous Learning is when classes do not require faculty and students to meet.

## **4.0 CREDIT HOURS POLICY AND PROCEDURES**

### **4.1 Determining Credit Hours**

- 4.1.1 Course credit hours are determined by the type of instructor contact hours and the ratio of those hours to the number of weeks in a quarter. The modality of instruction does not affect the number of hours within a course. There is an expectation that the same courses with the same course number all have an equivalent amount of time and meet the same course outcomes.

**4.1.1.1** Lecture: students will receive one (1) credit for each hour of classroom instruction for the term. For each hour of in-class instruction, students should expect to work two (2) hours outside of class to master subject matter. If the lecture course is taken entirely online, the time it takes to complete the individual session will be equivalent to one (1) hour per credit.;

**4.1.1.2** Laboratory: students will receive one (1) credit for two (2) hours of laboratory instruction for the term. If the laboratory course is taken entirely online, the time it takes to complete the individual session will be equivalent to two (2) hours per credit. This applies to science, performance, skills, and occupational labs;

**4.1.1.3** Clinical Laboratory: students will receive one (1) credit for either two (2) or three (3) hours of clinical instruction for the term. The credit hours may vary based on guided practice or experiential learning involved in the clinical laboratory. The number of hours spent in clinical mode will adhere to programmatic accrediting body requirements.

**4.1.1.4** Field-Based Experiences: students will receive one (1) credit for a minimum of three (3) hours per week of supervised learning experience. Programs may determine that additional hours are needed for the students' learning needs. However, only one (1) credit will be generated for enrollment counting purposes.

#### **4.2 Implementation of the Policy**

**4.2.1** The credit hour assignment and contact hour modality for each course is assigned at the time that the Curriculum Committee approves the course; and

**4.2.2** Any existing course that comes to the Curriculum Committee for changes will be reevaluated for credit hour assignment and contact hour modality as appropriate based on the existing Credit Hour Policy.

#### **4.3 Review of the Credit Hour Policy**

**4.3.1** The Curriculum Committee will review the Credit Hour Policy and procedures at the beginning of every academic year;

**4.3.2** The Curriculum Committee co-chairs will be responsible for updating and amending the Credit Hour Policy and any related procedures under the advice of the Curriculum Committee before the beginning of the new academic year; and

**4.3.3** The Curriculum Committee will be responsible for evaluating the credit hours assigned to any new course or any course that comes to the committee for review to ensure that credit hours are accurate, fair, equitable and reliable, no matter the degree or discipline of the course. Any issues with course hours will be addressed before the second reading is approved.

### **5.0 FORMS & OTHER RESOURCES**

[2023-2026 CBC/AHE Collective Bargaining Agreement](#)

### **6.0 HISTORY & POLICY CONTACT**

**6.1 Originated:** 07/2023

**6.2 Revised:** 08/2023, 10/2023

**6.3 Proposal Date:** 08/01/2023

**6.4 Policy Review;** N/A

**6.5 Promulgation Date:** 10/16/2023

**6.6 Responsible Administrator:** Vice President for Instruction