

04.01.10 Credit Hour Definition

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations

for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. **Credit Hour Award:** WCCS determines that **one semester credit hour will be awarded for a minimum of 750 minutes** of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation 34 CFR 600.2 which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.
2. **ACCS Policies and Course Directory:** WCCS follows the ACCS Board of Trustees Policies which are published on the ACCS Course Directory. This Course Directory is used by all institutions in the ACCS to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College uses standardized instructional resources and ensures state mandates and policies through the use of standardized College syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions / Information:

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.