Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.4.6

3.4.6 - Practices for Awarding Credit

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

Judgment of Compliance

☑️ In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. The State Board of Education establishes the amount and level of credit awarded for courses, defines all types of credit, including college, workforce, preparatory, and non-credit (1). Each college credit is counted in semester hours; one college credit is based on the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Credits awarded for Distance Learning courses are equivalent to those awarded for the same courses on site. They are structured to provide equivalent content and depth of instruction.

The Statewide Course Numbering System (SCNS) is administered through the Office of Articulation, within the Department of Education in Florida (2). The SCNS provides a database of all Florida postsecondary courses at public technical centers, community colleges, universities, and participating private institutions. This system ensures that courses are transferable among all of the State’s public higher education institutions.

The Florida SCNS is comprised of Faculty Advisory Committees who provide guidance to the System by reviewing and approving course requests. The SCNS provides a handbook that explains the development of the system and how it operates (3). The Dean of Enrollment Services oversees compliance with State of Florida Rules and institutional policies for all courses approved in the curriculum process.

New course proposals and course revisions originate in an academic department, where they are reviewed by the department faculty to determine if they meet the general intent and purpose of that department, are appropriate in content for the proposed credit to be awarded, and contain appropriately-challenging content for the level at which the credit is to be offered. When a new proposal is approved by a department, it is
forwarded to the Curriculum and Courses of Study Committee. This committee is composed of faculty from each academic department (See also CS 3.4.1 – Academic Program Approval; CS 3.4.10 – Responsibility for Curriculum; and CS 3.7.5 – Faculty Role in Governance, for more information about the work of the Curriculum and Courses of Study Committee).

The college Curriculum and Courses of Study Committee reviews and provides direction on all courses that are developed or revised as stated in Chipola College Board Policy 2.005 ([4]; [5]). Per SCNS guidelines, each institution assigns the title, credit, and content of the proposed course. Once the proposal has been approved by the Curriculum and Courses of Study Committee, the addition or changes are submitted to the Florida SCNS to ensure that the courses are appropriately aligned with the state system in the amount and level of credit awarded. Upon approval from the SCNS, the course number, name, description, and credit hours are added to the list of course offerings in the College Catalog ([6]).

**Documentation:**

1. [Rule 6A-10.033 - Postsecondary Credit Definitions](#)
2. [Florida Department of Education Statewide Course Numbering System](#)
3. [Florida Department of Education Statewide Course Numbering System Handbook](#)
4. [Chipola College Board Policy Number 2.005: Delegation to Faculty the Responsibility for Curricula, Academic Standards & Professional Performance Review](#)
5. [Curriculum and Courses of Study Committee Purpose](#)
6. [Chipola College 2006-2007 Catalog, pp.88-112](#)