Federal Requirement 4.9

16. The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. *(Federal Requirement 4.9)*

__X__ Compliance  __ ___ Non-Compliance

4. 9 – Definition of Credit Hour

**Narrative:**

Chipola bases its credit hour policy on the federal definition of credit hours as found in the Code of Federal Regulations 34 (CFR) 600.2, *(1)* the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Credit Hour Policy, *(2)* and Florida Administrative Code (FAC) 6A-10.033 *(3)*.

Chipola’s courses and programs conform to its credit hour policy, *(4)* Florida’s Statewide Common Course Numbering System (SCNS), *(5)* Florida mandates for program lengths (See Table 4-4.1 on pages 87 and 88.), and accepted practices in higher education. Chipola has a procedure for determining the credit hours awarded to all courses and programs. This procedure is incorporated in Chipola College Administrative Procedures (CAP 2.5) *(6)* and utilized in the review and approval process for new and revised courses and programs. The procedure is implemented in the course syllabi and program Academic Plans. The credit is verified in the college catalog description, the class schedule, and the student transcript.

**Credit Hour Policy**

Chipola College Board Policy 2.006—Definition of Credit Hour *(4)* states the following:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. 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 or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The college publishes the Credit Hour Policy in both the print and online Chipola Policy Manual and in the print and online Chipola College catalog. The credit hour definition
applies to all credit-bearing activities whether they take place on the college campus, at another site, or online.

**Credit Hour Procedure**
All board policies and related procedures are followed at Chipola College, including the procedure associated with determining and awarding credit hours.

Faculty develop the syllabi and First Day Handout for each of their courses, following the guidelines for course syllabi, and any additional guidelines provided by the department/school and college, including the credit hour policy and procedure. Proposals for new courses or revisions, including the course description, the credit hours, and student learning outcomes, are forwarded to the department academic deans for approval.

Chipola academic deans review faculty’s proposed new or revised courses for content considering the degree level and discipline in determining the credit and amount of work required by students to achieve defined student learning outcomes. They assess whether the rigor of the work is equivalent to the credit assigned and whether the course credit is appropriate to the State mandated program length and semester hour requirement (See Table 4-4.1 on pages 87 and 88.). If the course is in compliance with all requirements, including Credit Hour Policy and Credit Hour Procedure, the course moves to the college Curriculum Committee.

The college Curriculum and Courses of Study Committee reviews new and revised courses for conformity to the college policy and procedure and commonly accepted practice in higher education. Proposed courses are matched with comparable courses already in the Statewide Course Numbering System (SCNS) and submitted to the State for review. The full Statewide Course Numbering System Website is available for all colleges.

Florida’s Office of the Statewide Numbering System provides oversight regarding all courses offered by the Florida College System. Each course offered by Chipola must be identified in SCNS. Statewide faculty discipline committees approve all course offerings. This ensures common practices among all public postsecondary institutions and all participating non-public institutions in Florida when awarding and determining credit. The statewide course numbers are assigned based on criteria that include (1) prerequisites; (2) intended students; (3) level of complexity; (4) content, depth, and detail with which content is treated; and (5) outcomes. Once the State accepts the college course, it is available for use.

The college complies with and publishes in the catalog Florida Statutes, Section 1007.24(7), which describes the Statewide Course Numbering System (SCNS) and includes Florida’s “General Rule for Course Equivalency” and “Exceptions to the General Rule for Equivalency”.

Shown below in Table 4.9-1 are (1) the types of postsecondary credit authorized by the State of Florida to be awarded by the college; (2) the college mandated procedure for
assigning credit; (3) evidence of implementation of the procedure for a sampling of courses and programs; and (4) college verification of awarded credit.

<table>
<thead>
<tr>
<th>Types of State Authorized Post-Secondary Credit from F.A.C. 6A-10.033</th>
<th>Procedure for Determining Credit (from College Administrative Procedure 2.5 – Procedure for Determining Credit Hours)</th>
<th>Examples of Procedure Implementation</th>
<th>Verification of Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Credit (Courses applicable to associate and/or baccalaureate degree programs)</td>
<td>Lecture/didactic instruction for the traditional classroom: fifteen hours of direct instruction (plus an additional minimum of two hours of learning activities outside of class) = one college credit</td>
<td>ENC 1101</td>
<td>Courses/ Syllabi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENC 1102</td>
<td>Academic Plans</td>
</tr>
<tr>
<td></td>
<td>Lecture/didactic instruction for non-traditional delivery modes: fifteen hours of specified learning activities equivalent to direct classroom instruction (plus an additional minimum of two hours of independent learning activities) = one college credit</td>
<td>CGS 1060</td>
<td>Catalog Descriptions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENC 2210</td>
<td>Class Schedules</td>
</tr>
<tr>
<td></td>
<td>Lab/studio instruction for traditional on-site settings: thirty-sixty hours of instructional activities = one college credit</td>
<td>BSC 2010L</td>
<td>Student Transcripts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHM 1045L</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 1300C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab/studio instruction for non-traditional delivery modes: thirty-sixty hours of learning activities equivalent to lab/studio instruction in the traditional setting = one college credit</td>
<td>BSC 2093L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical/Preceptorship/Practicum instruction for traditional off-site field settings: thirty-eighty hours of learning activities equivalent to direct instruction in the traditional setting = one college credit</td>
<td>NUR 2350C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAE 4941</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internship instruction for on-the-job practice under work-place professional: a minimum of 35 hours per week per semester = one college credit</td>
<td>SCE 4945</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACG 4940</td>
<td></td>
</tr>
</tbody>
</table>

Table 4.9-1
Chipola College Compliance with Credit Hour Definition (Types of Credit, Procedure, Implementation, and Verification)
Credit Governed by Florida Statute, Section 1007.24(7), SCNS, and F.A.C. 6A-10.033
<table>
<thead>
<tr>
<th>Credit Hour Policy and Procedure Implementation Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chipola documents are evidence that credit is awarded in compliance with its policy and procedure. Chipola syllabi and First Day Handouts list the State approved course description and credit hours. (See examples above in Table 4.9-1.) In addition, content, student learning outcomes, assignments, and class requirements are included. The college course titles and credit hours are identified on the Academic Plans that students follow for program completion. The Chipola College Catalog contains all official course descriptions with credit hours listed. The Chipola Class Schedule contains all courses and credit hours offered for enrollment each session, and Chipola student transcripts record the course and credit hours and grade awarded at the end of each session. (See examples above in Table 4.9-1.) These documents demonstrate that Chipola follows its policy and procedure governing credit hours.</td>
</tr>
</tbody>
</table>

**Distance Learning: Credit Hour Application**

The college’s credit hour policy and the administrative procedure for determining credit hours apply to distance learning. An online class credit hour represents the equivalent amount of work as a credit hour for all other classes with the same course number and description. See for syllabi and First Day Handouts illustrating that traditional and online classes with the same course number and credit hours contain the equivalent work.

**Documentation:**

[2]  SACS COC Commission Policy – Credit Hours
[3]  Florida Statute 6A-10.033 – Postsecondary Credit Definitions
[6]  Chipola College Administrative Procedure (CAP) 2.5 – Procedure for Determining Credit Hours
[7]  Chipola College Administrative Procedure (CAP) 1.1 – College Committee (excerpt-Curriculum and Courses of Study Committee)
[9]  Florida Statute 1007.24, Statewide Course Numbering System
[10]  Chipola College Catalog – Course Equivalency
[11]  Chipola College Catalog – Credit Hour Equivalency
[12]  Chipola College Academic Plans Website
[14]  Chipola College Class Schedule
[15]  Chipola College Syllabi and First Day Handout for Traditional and Online Course