

## **CREDIT HOUR**

ADMINISTRATIVE RULE NUMBER: D005

LAST APPROVED: June 04, 2013, December 15, 2015, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

---

### OVERVIEW: D005.1

*Credit Hour.* Except as provided in 34 CFR 668.8(k) and (l), 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 not less than:

#### A. LECTURE:

For a lecture class, one credit is considered to be one hour of lecture class time per week and two hours per week of homework. For the typical four-credit class, a student spends four hours per week in class and should do eight hours per week of homework. The total term hours are calculated by multiplying the weekly hours by 10; or

#### B. LECTURE/LAB:

For a lecture/lab class, the lab portion generally takes the place of the hours assigned to homework, since the student is required to use supervised college facilities to do assignments related to homework. Thus one credit of lecture/lab equals two hours per week of instruction. For the typical four-credit-class, a student spends eight hours per week in class and would typically have very little, if any, homework (e.g. painting, welding). The total term hours are calculated by multiplying the weekly hours by 10; or

#### C. LAB:

For a lab class (typically a class made up of both lecture AND lab) the lab portion takes three hours of lab time per week, per lab credit hour. The lab setting is one in which students work independently with the instructor available and in the instructional area for assistance and supervision. The hours per week are considered to be all in class with no outside assignments. The total term hours are calculated by multiplying the weekly hours by 10.

### CRITICAL ELEMENTS OF CREDIT INSTRUCTION: D005.2

- A. Credit Courses must have defined learning outcomes and have established criteria for successful completion. Assessments will be used to evaluate attainment of outcomes.

## **CREDIT HOUR**

ADMINISTRATIVE RULE NUMBER: D005

LAST APPROVED: June 04, 2013, December 15, 2015, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

- 
- B. Instruction will be delivered by instructors who have been determined to meet qualifications established for the discipline as recommended by the Curriculum Committee and approved by the administration.
  - C. Consideration is given to the relevant academic preparation and prerequisites established as appropriate.
  - D. Credit courses must be applicable to a degree or certificate (unless approved as a Stand-alone Occupational Preparatory course – see Oregon Community Colleges and Workforce Development Handbook). Courses that are below 100-level may not always be applicable to a degree or certificate but may serve as a prerequisite for a course that is applicable to a degree or certificate.

### ESTABLISHING AND REVISING CREDITS IN COURSES: D005.3

New credit courses and any change in course credit or clock hours are recommended by the Curriculum Committee for approval by the Vice President of Instruction and Student Services. Credit is based on in-class or equivalent hours and student out of class work. TBCC operates in the quarter system, in which one credit is based on, or equivalent to, 30 to 36 hours of academic engagement. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:

- A. Lecture – 10 to 12 clock hours of instruction plus a minimum of 20 hours of out-of-class student work
- B. Lecture/lab – 20 to 24 clock hours of instruction plus a minimum of 10 hours of out-of-class student work
- C. Lab – 30 to 36 clock hours of instruction
- D. Cooperative Education/Clinical – 30 to 36 clock hours of supervised or semi-supervised instruction consisting of work experience in which a college instructor visits the work site periodically but primary supervision is from the employer or other individual contracted to provide the work experience
- E. Seminar – 10 to 12 clock hours in class plus a minimum of 20 hours of out-of-class student work (Example: Cooperative Education Seminar 280)
- F. Independent Study – A minimum of 30 hours student involvement equals one credit hour.

**CREDIT HOUR**

ADMINISTRATIVE RULE NUMBER: D005

LAST APPROVED: June 04, 2013, December 15, 2015, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

---

For courses in which instruction is less clearly tied to clock hours, such as courses that might be offered exclusively online, the faculty will present evidence of equivalency that reasonably approximates the minimum hours of student engagement.