

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS AND STUDENT SERVICES
SIP-3240**

SUBJECT: Assignment of Credit for Academic Courses

REFERENCE: 34CFR 600.2 (11/1/2010)

ORIGINATION: July 1, 1986

EFFECTIVE: December 9, 2008

REVIEWED: January 2013

SECTION 1. PURPOSE

1.1 To communicate procedures for assignment of credit.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All employees.

SECTION 3. DEFINITIONS

3.1 Credit Hour - 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:

3.1.1 one hour (50 minutes) per week during a 15 week term, or an equivalent amount of work over a different amount of time; or

3.1.2 at least an equivalent amount of work as required in Section 3.1.1 for other activities as established by this procedure, including laboratory, practica, studio, and/or other academic work leading toward the award of credit hours.

SECTION 4. PROCEDURE

4.1 The assignment of credit hours to a course is to be in compliance with the requirements in the definition contained in Section 3, regardless of the delivery format of the course. Credit hour assignment for compressed, fastrack, part-of-term, independent study, distance/on-line, or any other alternate method of delivery must be made in terms of the instruction provided and the required workload/homework and learning outcomes expected from the student, i.e. or minimum of the equivalent of one credit hour classroom instruction and two hours out-of-class effort for every credit hour.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 The faculty, staff, and administration believe all citizens have a right to develop their abilities in accordance with their chosen goals, and the College provides the means through which this development may take place. The College's measure of the academic learning experience is the credit hour. Courses offered during the academic semester/part-of-term are assigned a credit value related to the number of class hours involved in

the course, typically from one to four credits, but may be more depending on the program of study. Some courses require time for laboratory/clinical work in addition to the time required for lecture. For laboratory classes, every credit hour assigned requires two hours (120 minutes) each week of instruction. Allied Health, Nursing, and Salon Management/Cosmetology courses with a laboratory/clinical component differ in the time required based on national accreditation and/or state licensing board requirements. Consideration and assignments of academic credit must be consistent with Section 3.

SECTION 6. GENERAL PROVISIONS

- 6.1 Rationale for assignment of academic credit:
 - 6.1.1 Credit courses are offered in programs of study which lead to an Associate in Arts, Associate in Science, Associate in Applied Science, or a Certificate degree which may be efficiently transferred to other higher education institutions and applied toward the completion of a Baccalaureate degree.
 - 6.1.2 Credit courses are offered in programs of study which lead to an Associate in Arts, Associate in Science, Associate in Applied Science, or a Certificate degree which prepares and/or upgrades students' skills in the occupation of their choice, especially those occupations which help meet the needs of the College service area.
 - 6.1.3 Credit courses on a non-degree basis are offered in developmental courses of study.
- 6.2 Guidelines for credit courses:
 - 6.2.1 Courses offered for credit should be developed under procedures that are designed to protect the integrity of credit as evidence of successful academic accomplishment and in compliance with regulations stated in the Federal Compliance Guide.
 - 6.2.2 The process for approval of credit offerings include:
 - 6.2.2.1 Faculty/Departments
 - 6.2.2.2 Recommendation of Division Dean
 - 6.2.2.3 Recommendation of Curriculum and Instruction Committee
 - 6.2.2.4 Recommendation of Chief Academic Officer
 - 6.2.3 Credit courses are taught, evaluated, or directly supervised by an instructor who has met the institution's qualifications for faculty appointment.
 - 6.2.4 Credit offerings incorporate stated learning objectives and classroom activities which all successful students are required to achieve or experience.
 - 6.2.5 Assigned units of credit are based on standards and guidelines for relating learning objectives and course requirements to units of credit.
 - 6.2.6 Credit courses require individual assessment to determine which students have acquired the learning objectives or met requirements.
 - 6.2.7 Credit courses are offered as described in the College's catalog, schedule, course syllabus, and other appropriate documents of record.
 - 6.2.8 Credit courses offer recognition of achievement by an entry on the student's permanent academic record (transcript) maintained by the institution.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Faculty and departments originating new or revised credit course offerings are responsible for ensuring that recommendations are consistent with Section 6.2.1 of this procedure.
- 7.2 The Division Deans are responsible for ensuring that recommendations are in compliance with this procedure.
- 7.3 The Registrar is responsible for ensuring comparability for acceptance of transfer credit.
- 7.4 The Vice President for Academic Affairs and Student Services is responsible for final approval.

SECTION 8. CANCELLATION

8.1 SCP-3240, Assignment of Credit/Non-Credit Courses.

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: April 2010 — The policy SCP-3240 was rescinded by the Board of Governors to become a unit procedure on December 9, 2008.

January 2013 — The procedure was revised to reflect the federal definition of a credit hour, to document the standards in practice for ensuring course content and student workload expectations for courses offered comply with the definition, and to include specific responsible parties who maintain integrity of credit hour assignments for the institution.