

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

SUBJECT: ~~Assignment of Credit for Academic~~

~~Courses~~Credit Hours and Substantive Interaction

REFERENCE: 34CFR 600.2 (~~11/1/2010~~09/02/2020)

ORIGINATION: July 1, 1986

EFFECTIVE: December 9, 2008~~December 9, 2008~~

REVIEWED: ~~January 2013~~October 14, 2022

SECTION 1. PURPOSE

- 1.1 To communicate procedures for assignment of credit hours and establishing substantive interactive procedures and clarification of the Curriculum and Instruction (C&I) process for course changes and additions.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All employees.

SECTION 3. DEFINITIONS

- 3.1 Credit Hour - A credit hour is an institutionally established standard of measure for faculty workloads, instructional costs, and helps establish a rate of education efficiencies. Additionally, a minimum standard for credit hours provides a traditional measurement of the time and ~~amount of~~ work represented by course ~~in~~ intended learning outcomes as ~~nd~~ verified by evidence of student achievement. A credit hour is not less than: that is an institutionally established equivalency that reasonably approximates not less than:

3.1.1 ~~4-~~One hour of classroom or direct faculty instruction (50 minutes for credit hour calculation) and a minimum of two hours out-of-class student work each week for 15 weeks. Credit hours for all courses may be awarded in increments of one unit or less, but not less than .25 units. The next increment of credit is awarded only when the student passes the minimum number of hours for that increment. Units of credit are calculated by adding total contact hours and outside-of-class hours and dividing by the number of weeks per course. Online courses will meet these minimum ~~one~~ hour (50 minutes) per week during a 15-week term, or an equivalent amount of work over a different amount of time; or

3.1.1.1 For purposes of defining instructional activity that qualifies for credit hours is an instructional activity with active participation that includes but is not limited to:

3.1.1.1.1 Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

- 3.1.1.1.2 [Submitting an academic assignment;](#)
- 3.1.1.1.3 [Taking an assessment or an exam;](#)
- 3.1.1.1.4 [Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction, scenario, or lab work;](#)
- 3.1.1.1.5 [Participating in a study group, group project, or an online discussion that is assigned by the institution; or](#)
- 3.1.1.1.6 [Interacting with an instructor about academic matters.](#)

~~3.1.13.1.2~~ At least an equivalent amount of work as required in Section 3.1.1 for other activities as established by this procedure, including laboratory [work](#), internships, practica, studio [work](#), externships, clinicals, 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 [or modality of a ~~of the~~ course](#). Credit hour assignments for compressed, fast-track, part-of-term, independent study, distance/online, or any other alternative method of delivery must be made to match the formulas above, [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.

~~4.1.1~~ [For purposes of this section, substantive interaction means instructor-led engagement with students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following occurring each week for the duration of a course regardless of the modality:](#)

~~4.1.1.1~~ [Providing direct instruction \(face-to-face, Zoom, or through video lectures, etc.\);](#)

~~4.1.1.2~~ [Assessing or providing feedback on a student's coursework;](#)

~~4.1.1.3~~ [Providing information or responding to questions about the content of a course or competency;](#)

~~4.1.1.4~~ [Facilitating a group discussion regarding the content of a course or competency; or,](#)

~~4.1.1.5~~ [Other instructional activities approved by the institution's or program's accrediting agency.](#)

~~4.1.2~~ [An institution ensures regular interaction between a student and an instructor or instructors ~~by~~, prior to the student's completion of a course or competency ~~by~~:](#)

~~4.1.2.1~~ [Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and](#)

- 4.1.2.2 [Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed, on the basis of such monitoring, or upon request by the student.](#)

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The faculty, staff, and administration believe all [citizens-persons](#) 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 that lead to an Associate in Arts, Associate in Science, Associate in Applied Science, or a Certificate degree [or other certification](#) which may be efficiently transferred to other higher education institutions [or ~~and~~](#) applied toward the completion of a Baccalaureate degree.
 - 6.1.2 Credit courses are offered in programs of study that lead to an Associate in Arts, Associate in Science, Associate in Applied Science, or a Certificate degree [or other vocational certification\(s\)](#) 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 [or career-technical and/or vocational programs](#).
- 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~~[6.3 Credit hours and lab or other required hours will be submitted and approved through the curriculum governance process and placed on the ~~course outline of record and~~ course syllabus.](#)

~~6.2.3~~[6.3.1](#) The process for approval of credit offerings includes [or through the proper curriculum shared governance process](#):

~~6.2.3.1~~[6.3.1.1](#) Faculty/Departments

[6.3.1.2](#) Recommendation of Division Dean

~~6.2.3.2~~[6.3.1.3](#) [Academic and Student Affairs Council](#)

~~6.2.3.3~~[6.3.1.4](#) Recommendation of Curriculum and Instruction Committee

6.2.3.46.3.1.5 Recommendation of Chief Academic Officer

6.2.46.3.2 Credit courses are taught, evaluated, or directly supervised by an instructor who has met the institution's qualifications for faculty appointment.

6.2.56.3.3 Credit offerings incorporate student learning outcomes, and classroom activities which all successful students are required to complete/achieve or experience.

6.2.66.3.4 Assigned units of credit are based on standards and guidelines for relating student learning outcomes and course requirements to units of credit.

6.2.76.3.5 All Credit courses require instructors to provide individual assessments of student work to determine which students have met the acquired the student learning outcomes or met requirements. Feedback should be provided once a week at minimum and before the next part of a cumulative assignment is due is less than a week occurs between assignments, when possible, and should allow students enough time to complete assignments based on instructor feedback.

6.2.86.3.6 Credit courses are offered as described in the College's catalog, schedule, course syllabus, and other appropriate documents of record.

6.2.96.3.7 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.~~

7.47.3 The ~~Vice President for Academic Affairs and Student Services~~ Chief Academic Officer is responsible for final approval and submission into the shared governance process outlined above.

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 www.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.

[October 14, 2022 – Substantive changes to the procedure is based on updates to 34CFR 600.2 on September 2, 2020.](#)