



Operating Policy and Procedure

OP 28.002 Academic Credit Hour

DATE: August 4, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the policy regarding academic credit hours.

REVIEW: This OP will be reviewed in October in even-numbered years by the Vice President for Instruction and Academic Cabinet, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

Kellogg Community College will demonstrate how the College determines the credit hours awarded to courses and programs in keeping with commonly-accepted practices in higher education and with any federal definition of the credit hour as may appear in federal regulations and that the College has procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

2. Scope

This policy applies to all academic students at Kellogg Community College.

3. Definitions

- a. *Academic Student:* Academic students are those that are taking credit bearing courses in an effort to obtain a degree or certificate.

4. Academic Credit Hour Definition (federal)

1. 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. 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 trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
 - b. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicum, studio work, and other academic work leading toward to the award of credit hours.

5. Academic Credit Hour Definition (KCC)

1. For courses to which credit has been assigned, a credit hour is defined as requiring approximately 48 hours of learning activities by a typical student to master the proportionate course outcomes. In addition, calculation of credit awarded meets State of Michigan requirements, which stipulate that a credit hour is defined as 800 minutes of instructional seat time.
2. Instruction is delivered by a variety of methods, including traditional and online formats as well as combinations of methods. Students attend course instruction and participate in outside activities to achieve course learning outcomes.

6. Institutional Standards for Credit Hour Allocation (per credit, per semester)

- a. One instructional hour is equal to 50 minutes.

	Instructional Seat Time	Assumed Outside Activity Time	Total Time
Lecture	16 hours	32 hours	48 hours
Lab	32 hours	16 hours	48 hours
Open Entry (RMTC)	16-24 hours	24-32 hours	48 hours

- b. **Clinical:** For coursework which is based on clinical experiences, the range of clinical instructional hours is 16 - 96 hours ensuring that there are no less than a total of 48 hours of learning activities per credit hour. Clinical education experiences are subject to program-specific accreditation competency requirements.
- c. **Field Experiences:** For coursework which is based on field experiences (e.g. field experiences, cooperative education or practicums), the range of field experience instructional hours is 48 - 150 hours ensuring that there are no less than a total of 48 hours of learning activities per credit hour.
- d. **Online/Hybrid:** For coursework which is not classroom based, such as online coursework or hybrid coursework (courses in which 25% - 75% of the content is delivered online), the standard instructional seat time calculation listed above does not apply. Students in online/hybrid courses are expected to complete the same learning objectives as those enrolled in traditional seat time courses. Therefore, students in courses which do not follow the instructional seat time calculation listed above must complete an equivalent amount of work as required in the traditional instructional seat time calculated courses.
- e. **Independent Study:** For coursework which is based on independent study, credit is awarded based on the outcomes of the student project. The minimum instructional time is 16 hours with a minimum total of 48 hours of learning activities per credit hour. Determination of credit is based on equivalent outcomes in the traditional classroom or lab environment.
- f. **Service Learning Experiences:** For courses that include service learning to obtain a service endorsement on an academic transcript, students are required to devote a minimum of 15 hours to a service project. Service may be direct, indirect, or advocacy-related. The service and associated assignments, may replace some traditional course assignments, but do not replace instructional time, as determined by KCC's institutional standards for lecture credit hours.

7. Roles and Responsibilities: The College's Academic Cabinet, led by the Vice President for Instruction, is responsible for ensuring that all courses developed and reviewed will adhere to this policy.

8. Persons/Departments Affected:

- a. Students
- b. Registrar
- c. Business Office
- d. Financial Aid
- e. Faculty
- f. Chairs/Directors
- g. Deans
- h. Vice President for Instruction

9. Right to Change Policy. The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice or consent.

10. Approval Date: Sept. 15, 2021