2540 -- Credit Hour Allocation

When allocating credit hours to courses and programs, the College refers to the following federal definition and the Kansas Board of Regents: Policy and Procedures Manual, (July 1995). Chapter IV: Coordination and Supervision Policies and Procedures adopted after July 1, 1999- Section 1.

Federal Definition of Credit Hour (34 CFR 600.2)
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-

1. 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
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other 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.

KBOR Policy
K.S.A. 1999 Supp. 71-601 requires that the Kansas Board of Regents approve courses for which credit hours are awarded in community colleges. Procedures for receiving and acting on credit courses submitted by community colleges shall be the responsibility of the President and Chief Executive Officer of the Kansas Board of Regents. Procedures will ensure that quality of instruction is properly addressed by the colleges' boards of trustees, and the approval of credit courses are acted on in a timely and effective manner. (9-16-99; 12-18-03)

Procedures

1. Statute Regarding Definition of Credit Hour (K.S.A. 71-601)
    a) "Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered at a level not higher than those subjects or courses normally offered to freshmen and sophomores in four-year institutions of postsecondary education which subject or course is approved by the state board.
    b) The term "credit hour" does not include instruction in a subject or course taken by a student enrolled for audit or in any subject or course not approved by the state board.
    c) The state board shall determine whether the subjects and courses offered in the community colleges are at the level of freshmen and sophomore subjects and courses offered in the state educational institutions and shall not approve for funding any subject or course offered at a higher level.

2. Qualitative Process for Course Approval
    Quality of instruction is the responsibility of the community college governing Board of Trustees and by the chief executive officer. Each institution will utilize a process whereby credit courses are subjected to a qualitative process review prior to application for course approval. The review by each institution will minimally comply with the following expectations:
    - courses meet the intent of K.S.A. 1999 Supp. 71-601 in respect to level of instruction
    - the amount of credit assigned to each course is appropriate for the skills, knowledge and competencies included therein

- faculty in the discipline or technical field have either initiated the course proposal or have been meaningfully involved in its review and recommendation for approval
- learning outcomes and appropriate assessment methods are clearly defined in the course outline, syllabus, and/or competencies identified
- facilities, equipment, and other learning resources are adequate to support the expected learning outcomes of the course
- a college "curriculum committee" or equivalent group composed of faculty and administration has reviewed the course proposals.

Annually, the President and Chief Executive Officer or designee will request the chief executive officer of each institution to provide a verification that the institution complies with the above criteria relating to a qualitative process review.

3. Role and Responsibility of the President and Chief Executive Officer or Designee of the Kansas Board of Regents

   Regarding approval of credit courses, the responsibility of the President and Chief Executive Officer of the Kansas Board of Regents, or designee, is to:
   - Ensure compliance with the intent of K.S.A. 1999 Supp. 71-601
   - Maintain on file the verification by the colleges' chief executive officers of the qualitative review process utilized by each institution
   - Ensure consistency and uniformity in respect to the course approval process
   - Ensure that colleges have provided required course information
   - Consult with college administration if problems arise regarding a course
   - Provide assistance to college staff to facilitate course approval
   - Approve or disapprove courses

   The President and Chief Executive Officer is authorized to make judgments about matters or issues that are not specifically addressed herein these Procedures for Approval of Credit Courses. (8-20-99; 12-18-03)

Standards for Determining Credit Hours for Courses

Credit is the basic unit of collegiate level instruction that is assigned to a course or courses equivalent learning. Credit may be awarded according to the following standards.

Time-based Standard

- A regular college semester is defined as 15 weeks of instruction and one week allocated for final exams.
- Lecture courses must meet for a minimum of 750 minutes per credit hour (50-minute hour for 15 weeks), plus time allocated for a final exam.
- Laboratory courses, including those in vocational-technical programs, must meet for a minimum of 1,125 minutes per credit hour (1.5 x 750 minutes). Laboratory courses are ones in which students predominantly are involved in experimentation or application learning activities.
- Internship, practicum, and on-the-job training courses must meet for a minimum of 45 hours (60 minute hour) per credit hour.
- Physical education activity courses must meet for a minimum of 1,500 minutes per credit hour.
- Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not be less than the minimum required for laboratory courses as defined above.

(Based on policy 1502; approved by President on 8/27/12)