

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: MINIMUM COURSE LENGTH
REQUIREMENTS

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF
RESPONSIBILITY: ACADEMIC AFFAIRS



PRESIDENT

September 28, 2012

DATE

PURPOSE

The purpose of this procedure is to insure that courses meet the minimum course length required by the Federal Definition of a Credit Hour.

PROCEDURE

I. All courses offered for credit will adhere to the Federal Definition of a Credit Hour.

Federal Definition of the Credit Hour. For purposes of the application of this procedure and in accord with federal regulations, 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

a. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, or

b. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work,

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internships, and other academic work leading to the award of credit hours.

2. Courses offered in a hybrid-mode or asynchronous (online) mode must have the same learning outcomes as the same course offered in a traditional classroom mode.