



Procedure Number:	AS 114
Procedure Title:	Credit Hour Definition
Relevant Board Policy:	N/A
Relevant SACSCOC Principle:	10.7 Policies for Awarding Credit
Relevant SACSCOC Policy:	Credit Hours
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

Northeast Lakeview College employs sound and acceptable practices for determining the amount and level of credit awarded for courses. The semester credit hour provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled in the traditional classroom settings and in laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and in distance and correspondence education. The value of a credit hour can be determined by contact time, the educational experience, and out-of-class preparation by the student. All courses have an assigned credit-hour value, as listed in the Catalog and/or related official publications. All courses' assigned credit-hour value is further defined by total credit hours, lecture hours, and lab credits, or units, as applicable, which are identified in the Catalog.

Credit Hour Definition

A semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at Northeast Lakeview College, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one (1) hour each week during a traditional long semester, approximately sixteen (16) weeks. One instructional contact hour is equivalent to 50 instructional minutes. This includes not less than one (1) instructional contact hour each week for approximately fifteen (15) weeks of direct faculty instruction, a minimum of two (2) hours out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.
2. Face-to-face courses that are offered in less than a sixteen (16) week semester will consist of the same number of class contact hours, and have the same learner outcomes and quality of instruction

as sixteen (16) week semester courses.

3. At least an equivalent amount of work is required for other academic activities including laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and other academic work that lead to the award of credit.
4. Online, hybrid and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hours are based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction is equivalent to traditionally-delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, Northeast Lakeview College takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the Northeast Lakeview College regardless of location or mode of delivery.

The College adheres to the Texas Lower Division Academic Course Guide Manual for academic transfer courses and the Texas Workforce Education Course Manual for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid, or other delivery modes. The ACGM provides the expectation for lecture hours, laboratory hours, and contact hours based upon the semester credit hours assigned to the course.

The College adheres to the Guidelines for Instructional Programs in Workforce Education/Workforce Education Course Manual (GIPWE/WECM) for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid, or other delivery modes. The GIPWE/WECM provides the expectation for lecture hours, laboratory hours, and contact hours based upon the semester credit hours assigned to the course, and includes recommendations for traditional lecture or lab based coursework, practicums, internships, cooperative education, and clinical coursework.

Compliance with these guidelines is monitored by the THECB through mandatory state reporting of all courses offered by the institution at all sites. The guidelines from both the ACGM and GIPWE are provided in **Attachment 1 and 2.**

Course Numbers

All credit courses offered by NLC are identified by a four-digit number (for example, ENGL 1301).

The first number identifies the level of the course:

- 0 = Developmental
- 1 = First-Year
- 2 = Sophomore

The second number indicates the semester credit hour (SCH) value of the course. The third and fourth numbers distinguish the courses within a program area.

Attachments: ACGM Guidelines, GIPWE Guidelines

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Last Updated: 3/5/2019

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Attachment 1: ACGM Lecture/Lab Table

Please note that this table shows the many allowable lecture/lab combinations for academic courses, but not all possible combinations will fit with each academic course. For any particular course, be sure to follow the parameters given in the ACGM course entry for the number of credit hours and contact hours.

Table 1. Lecture–Lab Credit/Contact Hour Combinations for Academic Courses

Semester Credit Hours	Contact Hour Range per Semester	Lectures per week for combination	Labs per week for combination	Total contact hours per semester for combination
1 SCH	16-64	0	2	32
1 SCH	16-64	0	3	48
1 SCH	16-64	0	4	64
1 SCH	16-64	1	0	16
1 SCH	16-64	1	1	32
2 SCH	32-128	0	5	80
2 SCH	32-128	0	6	96
2 SCH	32-128	0	7	112
2 SCH	32-128	0	8	128
2 SCH	32-128	1	2	48
2 SCH	32-128	1	3	64
2 SCH	32-128	1	4	80
2 SCH	32-128	2	0	32
2 SCH	32-128	2	1	48
3 SCH	48-144	1	5	96
3 SCH	48-144	1	6	112
3 SCH	48-144	1	7	128
3 SCH	48-144	1	8	144
3 SCH	48-144	2	2	64
3 SCH	48-144	2	3	80
3 SCH	48-144	2	4	96
3 SCH	48-144	3	0	48
3 SCH	48-144	3	1	64
4 SCH	64-160	1	9	160
4 SCH	64-160	2	5	112
4 SCH	64-160	2	6	128
4 SCH	64-160	2	7	144
4 SCH	64-160	2	8	160
4 SCH	64-160	3	2	80
4 SCH	64-160	3	3	96
4 SCH	64-160	3	4	112
4 SCH	64-160	4	0	64
4 SCH	64-160	4	1	80
5 SCH	80-176	2	9	176
5 SCH	80-176	3	5	128
5 SCH	80-176	3	6	144
5 SCH	80-176	3	7	160
5 SCH	80-176	3	8	176
5 SCH	80-176	4	2	96
5 SCH	80-176	4	3	112
5 SCH	80-176	4	4	128
5 SCH	80-176	5	0	80
5 SCH	80-176	5	1	96

Attachment 2 : GIPWE/WEEM Lecture/Lab Tables

A SCH Local Need lecture-lab course may not have fewer than 16 or more than 176 contact hours. The courses must follow the established ratios for contact hour and credit hour assignments as discussed in Chapter Three. Preferred and allowable combinations are outlined in Table 4.1 below. A range of contact hours with lecture-lab components is specified for each number of SCH. Local Need external learning courses must follow the established ratios for the appropriate type of external learning course as outlined in the *WEEM Protocol Manual*.

WEEM: Lecture – Lab Credit/Contact Hour Combinations for SCH,
Local Need, and Special Topics Courses

SEMESTER CREDIT HOURS (SCH)	PREFERRED Contact Hour Range per Semester	PREFERRED COMBINATIONS*			ALLOWABLE Contact Hour Range per Semester**	OTHER ALLOWABLE COMBINATIONS***		
		Lecture /wk	Lab /wk	Contact /sem		Lecture /wk	Lab /wk	Contact /sem
1	16-48	1	0	16	16-64	1	1	32
		0	2	32		0	4	64
		0	3	48				
2	32-80	2	0	32	32-128	2	1	48
		1	2	48		0	5	80
		0	4	64		0	6	96
		1	3	64		0	7	112
		1	4	80		0	8	128
3	48-96	3	0	48	48-144	3	1	64
		2	2	64		1	4	80
		2	3	80		1	5	96
		2	4	96		1	6	112
						1	7	128
			1	8	144			
4	64-128	4	0	64	64-160	4	1	80
		3	2	80		2	5	112
		3	3	96		2	7	144
		2	4	96		2	8	160
		2	6	128		1	9	160
		3	4	112				
5	80-144	5	0	80	80-176	5	1	96
		4	2	96		3	4	112
		4	3	112		3	5	128
		4	4	128		3	7	160
		3	6	144		3	8	176
			2	9	176			

*Preferred contact hours and combinations are those that typically represent best practices or the most common course patterns.

**Range includes Preferred Combinations and Other Allowable Combinations.

***Other allowable combinations are available for specific circumstances.

WECM External Learning Experience Definitions

Criteria	Practicum	Cooperative Education	Clinical Experience	Internship
1. Level of Instruction	Basic, Intermediate, or Advanced	Basic, Intermediate, or Advanced	Basic, Intermediate, or Advanced	Basic, Intermediate, or Advanced
2. Type of Learning	Required for health programs; required or elective for non-health programs	Required or elective	Required or elective	Required or elective
3. Student Outcomes	Gain practical experience in a discipline; enhance skills, and integrate knowledge	Gain practical experience in a discipline; enhance skills, and integrate knowledge	Synthesize new knowledge; and/or apply previous knowledge; and/or learn to manage the work flow	Synthesize new knowledge; and/or apply previous knowledge; and/or learn to manage the work flow
4. Method of Instruction	Supervised practice	Lecture with supervised practice	Practical experience related to theory simultaneously	Practical experience related to theory simultaneously
5. Type of Supervision	<u>Health Related</u> : Direct by faculty or a clinical preceptor <u>Non-Health Related</u> : Indirect by external site supervisor	Indirect by external site supervisor	Direct and/or close by faculty or clinical preceptor	Direct by external site supervisor
6. Lecture Component	Separate prerequisite or co-requisite course	1 hour/week required to be included	Separate prerequisite or co-requisite course	Separate prerequisite or co-requisite course
7. Role of College Faculty	Periodic visits	Lecture and/or periodic visits to external site	Primary instructor or periodic visits	Primary instructor or periodic visits
8. SCH to Contact Hour Ratio	1:7, 1:8, 1:9, or 1:10	1:7, 1:8, 1:9, or 1:10	1:3, 1:4, 1:5, or 1:6	1:3, 1:4, 1:5, or 1:6

WECM: External Learning Experience SCH Course Ranges

SCH	Contact Hrs Semester	Clinical	Internship	Practicum	Cooperative Education
1	48-96	xxxx1160, 1161, 1162 or 1163 xxxx2160, 2161, 2162 or 2163	xxxx2186, 2187, 2188, or 2189	n/a	n/a
1	112-160	n/a	n/a	xxxx1164,1165, 1166, 1167, 1168 or 1169 xxxx2164, 2165, 2166, 2167, 2168 or 2169	n/a
2	96-192	xxxx1260, 1261, 1262 or 1263 xxxx2260, 2261, 2262 or 2263	xxxx2286, 2287, 2288, or 2289	n/a	n/a
2	128-176	n/a	n/a	n/a	xxxx1280, 1281, 1282, 1283, 1284 or 1285 xxxx2280, 2281, 2282, 2283, 2284 or 2285
2	224-320	n/a	n/a	xxxx1264, 1265, 1266, 1267, 1268 or 1269 xxxx2264, 2265, 2266, 2267, 2268 or 2269	n/a
3	144-288	xxxx1360, 1361, 1362 or 1363 xxxx2360, 2361, 2362 or 2363	xxxx2386, 2387, 2388, or 2389	n/a	n/a
3	240-336	n/a	n/a	n/a	xxxx1380, 1381, 1382, 1383, 1384 or 1385 xxxx2380, 2381, 2382, 2383, 2384 or 2385
3	336-480	n/a	n/a	xxxx1364, 1365, 1366, 1367, 1368 or 1369 xxxx2364, 2365, 2366, 2367, 2368 or 2369	n/a
4	192-384	xxxx1460, 1461, 1462 or 1463 xxxx2460, 2461, 2462 or 2463	xxxx2486, 2487, 2488, or 2489	n/a	n/a
4	352-496	n/a	n/a	n/a	xxxx1480, 1481, 1482, 1483, 1484 or 1485 xxxx2480, 2481, 2482, 2483, 2484 or 2485
4	448-640	n/a	n/a	xxxx1464, 1465, 1466, 1467, 1468 or 1469 xxxx2464, 2465, 2466, 2467, 2468 or 2469	n/a
5	240-480	xxxx1560, 1561, 1562 or 1563 xxxx2560, 2561, 2562 or 2563	xxxx2586, 2587, 2588, or 2589	n/a	n/a
5	464-656	n/a	n/a	n/a	xxxx1580, 1581, 1582, 1583, 1584 or 1585 xxxx2580, 2581, 2582, 2583, 2584 or 2585
5	560-640	n/a	n/a	xxxx1564, 1565, 1566, 1567, 1568 or 1569 xxxx2564, 2565, 2566, 2567, 2568 or 2569	n/a
6	288-576	xxxx1660, 1661, 1662 or 1663 xxxx2660, 2661, 2662 or 2663	xxxx2686, 2687, 2688, or 2689	n/a	n/a
6	576-656	n/a	n/a	n/a	xxxx1680, 1681, 1682, 1683, 1684 or 1685 xxxx2680, 2681, 2682, 2683, 2684 or 2685

