

EvCC6105: CREDIT HOUR POLICY

Original Date: January 8, 2013

Revision Date: May 21, 2013

Policy Contact: Executive Vice President of Instruction & Student Services

POLICY

It is the policy of Everett Community College to determine course credit hours by the type of instructor contact hours and the ratio of those hours to the number of weeks in a quarter. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. The number of credit hours assigned to a course is defined by the number of hours per week in class and the number of hours per week in out of class preparation. The College shall employ the following categories in assignment of course credit hours and can be a combination of more than one mode of instruction.

1. Lecture/Discussion (1:1)

Contact hours in which the predominant instructional mode is lecturing from prepared materials and/or discussion. Conduct of instruction is continually under the direction of the instructor. This mode requires approximately two additional hours of out-of-class assignments per classroom contact hour. In this mode, one credit is generated by each weekly contact hour of instruction.

The mode is direct teacher instruction. Content shall be primarily theory or applied theory, with the majority of classroom contact hours devoted to presentation of new material. Practice and mastery of that material is accomplished primarily outside the classroom or through companion laboratory/clinic classes. Instruction may be a mix of direct and indirect teacher instruction, but the majority is direct.

Ten to twelve classroom contact hours, including final examinations, generate one credit hour.

2. Applied Learning/Laboratory (2:1)

Contact hours in which the predominant instructional mode is individual study in a classroom, laboratory, shop, or studio. Conduct of the instruction is continually under the direct supervision of the instructor. This mode includes learning activities in laboratories, clinics, or workplaces where students received hands-on learning experience continually supervised by the instructor. Work is normally completed in the learning environment, but may include out-of-class assignments. In this mode, one credit is generated by two weekly contact hours of instruction and approximately one additional hour of out-of-class assignments.

Contact hours are devoted primarily to practice, mastery, classification, and application of material, and may include presentation of new theoretical material. Instruction may be a combination of direct and indirect teacher instruction, but the majority of the instruction is indirect.

Twenty to twenty-four contact hours generate one credit hour.

3. Work Site (3:1)

Contact hours in which the predominant instructional mode is autonomous study or related work activity under the intermittent supervision of the instructor. This mode includes working with or under the direction of professional practitioners. One credit is generated by three weekly contact hours of instruction.

In the case of work site educational experiences, the learning activity must be based on a written agreement with the participating training provider. A one-hour-per-week seminar or discussion group activity is required.

Thirty to thirty-six instructional hours generate one credit hour.

4. Other (5:1)

Contact hours in which minimal supervision is provided or required for work-related activities. This mode includes internships, and community involvement projects. One credit is generated by five weekly contact hours of instruction. In this case, work site experiences have no related seminar or discussion activity.

Fifty to sixty contact hours generate one credit hour.

RESPONSIBILITIES

The College has delegated the Vice President of Instruction the responsibility for review and approval of course credit hours, as recommended by the Instructional Council.

RELEVANT LAWS AND OTHER RESOURCES

[WAC: 250-61-050\(19\)](#)

[NWCCU Policy on Credit Hours](#)

[SBCTC Policy Manual](#)

REVISION HISTORY

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APPROVED BY

Board of Trustees