

College Procedure: 501.3 – Credit Hour Definition

Policy Reference: 501 – Academics and Enrollment
 Responsible Department: Academic Affairs
 Approval Authority: Cabinet
 Procedure Owner: Vice President, Academic Affairs
 Effective Date: 01/20/2012

Version Number: 2
 Legal Counsel Reviewed (yes/no): No
 Legal Reference(s): Chapter 21 of the Iowa Administrative Code and the Federal Credit Hour Definition
 Scope: College-wide

Reason for Procedure

The procedure defines a unit of credit and establishes minimum requirement for credit hours awarded by instructional modality.

The Procedure

Kirkwood defines a unit of credit as a semester hour. A semester hour of credit is given for one hour in class each week for a period of 16 weeks. (See College Catalog) No registration or orientation hours may be included when determining credit hours. The college's minimum requirements are:

Table 1 Instructional Delivery

Instructional Delivery	Delivery Definition	Minimum Minutes	Contact Hours
Classroom Work	Lecture and formalized classroom instruction under the supervision of a faculty member	800	16
Laboratory Work	Experimentation and practice by students under the supervision of a faculty member	1600	32

Instructional Delivery	Delivery Definition	Minimum Minutes	Contact Hours
Clinical Practice	Applied learning experience in a health agency or office under the supervision of a faculty member	2400	48
Work Experience	Employment related experience planned and coordinated by an institutional representative and employer, with control and supervision of the student on the job	3200	64
Distance Education	Courses taught over the Internet, or other electronic means, (i.e. in-class hybrids, WebLive)	Same as above with equivalent	Same as above with equivalent
FlexForward Courses	Courses or programs of study that allow students to complete course competencies at a faster pace than if offered by conventional methods	Equivalent outcome achievement and verifiable evidence	Equivalent outcome achievement and verifiable evidence

References

CHAPTER 21 OF THE IOWA ADMINISTRATIVE CODE (“ONE CREDIT HOUR EQUALS 50 MINUTES”) AND FEDERAL CREDIT HOUR DEFINITION (“A CREDIT HOUR IS THE 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: ONE HOUR OF CLASSROOM WORK AND A MINIMUM OF TWO HOURS OF OUT-OF-CLASS STUDENT WORK EACH WEEK FOR APPROXIMATELY 15 WEEKS FOR ONE SEMESTER.”)

Revision Log

Table 2 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	01/20/2012	Bill Lamb, Vice President, Academic Affairs	New procedure
2	02/24/2020	Cabinet	Procedure template