

**Policy Number:**

1.3.010

**Title:**

*Credit Hour Policy*

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### **Purpose**

This policy establishes the standards for defining and assigning credit hours at TSCT to ensure compliance with federal guidelines, accreditation standards, and to support consistent academic rigor across programs.

### **Scope**

This policy applies to all credit-bearing courses offered by TSCT across all programs and delivery methods, including traditional, hybrid, and online formats. It covers credit hour definitions for lecture, general education lab, and technical lab.

### **Definitions**

In alignment with federal guidelines, a credit hour at TSCT is defined as the amount of work that reasonably approximates:

- One hour (50 minutes) of classroom or direct faculty instruction and two hours of student work outside of class each week for approximately fifteen weeks for one semester hour of credit.
- Equivalently, one semester credit hour may include:
  - **Lecture Courses:** One hour of classroom instruction per week, with two hours of outside study each week in the semester.
  - **General Education Laboratory Courses:** Two hours of lab work per week with one hour of outside study.
  - **Technical Laboratory Courses:** Generally, three hours per week per credit hour or a proportional combination as deemed appropriate by the academic department.
  - **Online Courses:** Workload equivalent to the requirements for credit hours in traditional formats, with documented learning outcomes, activities, and student engagement.
  - **Internships:** One credit per 50 internship hours in a semester.

### **Policy Detail**

#### **I. Credit Hour Assignment for Course**

**A. Course Syllabi:** Each course syllabus must clearly outline the expected time commitment, including contact hours, lab, lecture hours.

**B. Course Approval Process:** New courses must undergo review by the curriculum committee to ensure the assigned credit hours align with this policy.

**C. Periodic Review:** Credit hour assignments will be reviewed periodically as part of the academic program review to ensure continued compliance with this policy.

#### **II. Delivery Mode Adjustments**

- A. **Online and Hybrid Courses:** For non-traditional formats, the same credit hour standards apply. Online courses must document student engagement through equivalent assignments, discussions, and other structured learning activities.
- B. **Accelerated Courses:** Courses offered in a compressed timeframe must still meet the total required instructional and student work hours per credit hour as outlined above.

**III. Responsibilities**

- A. **Academic Departments:** Ensure credit hours align with this policy when proposing new courses, modifying existing courses, or conducting program reviews.
- B. **Curriculum Review Committee:** Reviews and approves credit hour assignments during course approvals and program updates to ensure consistency and compliance.
- C. **Faculty:** Design course syllabi and instructional activities to meet the credit hour requirements for student learning time, both in and out of class.

**IV. Policy Compliance**

This Credit Hour Policy ensures that TSCT maintains a consistent approach to credit assignment across all programs and formats, supporting rigorous academic standards and compliance with accreditation and regulatory expectations.

**References**

<i>Audience</i>	<i>All College</i>
<i>Effective Date</i>	<i>01/22/2013</i>
<i>Date Revised</i>	<i>01/22/2013, 11/16/2020, 4/13/25</i>
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<i>Owner</i>	<i>Vice President of Academic Affairs</i>