SLCC
SOUTH LOUISIANA COMMUNITY COLLEGE

Defining Credit Hours/Course Level Awarded for Courses & Programs Policy

Policy

Credit Hours Definition:

A credit hour at South Louisiana Community College is defined in accordance with federal government regulation 34 CFR 600.2, which stipulates the following:

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 not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks or one semester or trimester hour of credit, or ten to twelve weeks for one-quarter hour of credit, the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
- Following federal guidelines, SLCC awards, one (1) credit to students for satisfactory completion of one (1) fifty (50) minute session of classroom instruction for a minimum of three (3) hours of work per week for a semester of not less than fifteen (15) weeks.
- For example:
  - Lecture Classes-A semester credit hour consists of the equivalent of at least one (1) hour (50-minute period) per week of "seat time" in-class and two (2) hours per week of out-of-class student work for fifteen (15) weeks. Hence, a standard three (3) semester credit hour lecture course meets for at least forty-five (45) contract hours per semester plus a minimum average of six (6) hours of activities outside of the classroom per week for fifteen (15) weeks.

- Laboratory Classes-One (1) semester credit hour consists of the equivalent of two (2) – three (3) hours of laboratory work per week for fifteen (15) weeks.
- One internship, practicum or work-based activity semester credit hour is at forty-five (45) hours of supervised work for fifteen (15) weeks.
- For classes offered in a shortened format, the hours are prorated so that the classes contain the same total number of hours as if the classes were scheduled for a full fifteen (15) week semester.

Each course is listed alphabetically, by a four-letter prefix and course number, followed by four numbers (x-x-x-x). these four numbers in parentheses indicate lecture hours per week, lab hours per week, equivalent internship/clinical/work experience per week, and total credit hours, for a 15-week semester as shown below. If the semester length is reduced the number of hours will be proportionally increased. (Example: In a 12-week semester these hours are increased by a third, in an 8-week semester they will double and in a 4-week semester they will quadruple).

Calculating Credit Hours:
When calculating Credit Hour Formulas, all courses must provide a breakdown of the Lecture Hours, Lab Hours, Highly Specialized Hours, and Credit Hours. For Example – ENGL 1010 – 3-0-0-3; Biology 1011 -0-2-0-1

Please use the table provided below when calculating Theory/Lecture to Clinical/ Lab Hours. Theory-to-lab ratios outside the standard must be approved by the SLCC curriculum committee:

Theory to Lab/Clinical

1 to 1 Ratio		Catalog Designation		1 to 4 Ratio		Catalog Designation	
1 Credit	15 hours	1		1 Credit	60 hours	4	
2 Credit	30 hours	2		2 Credit	120 hours	8	
3 Credit	45 hours	3		3 Credit	180 hours	12	
4 Credit	60 hours	4		4 Credit	240 hours	16	
5 Credit	75 hours	5		5 Credit	300 hours	20	
1 to 2 Ratio				1 to 3 Ratio			
1 Credit	30 hours	2		1 Credit	45 hours	3	
2 Credit	60 hours	4		2 Credit	90 hours	6	
3 Credit	90 hours	6		3 Credit	135 hours	9	
4 Credit	120 hours	8		4 Credit	180 hours	12	
5 Credit	150 hours	10		5 Credit	225 hours	15	

Defining Course Level:
The Defining of course levels rests with the faculty of SLCC. Faculty members in the respective discipline make recommendations for new courses or modifications to existing courses in coordination with the Curriculum Committee, the Deans to the Chief Academic Officer for certification. The recommendations for course levels are based on the following guidelines:

Course Level Guidelines:
- Remedial or Corequisite courses; placement determined by standardized testing of entering students - **0000-0999 level course designation.**
- Survey courses, courses defining basic concepts, or courses presenting the terminology of a discipline - **1000-1999 level course designation.**

Courses of intermediate college-level difficulty; may have a 1000-level course(s) as a prerequisite(s); or survey courses devoted to particular areas or fields within a discipline - **2000-2999 level course designation.**

Expectations for 1000-level-UT Courses marked by Eligibility for ENGL 1010/0093 and/or MATH 1105/0093 or higher
- Students possess writing ability sufficiently to compose definitions, paragraphs, or essays where appropriate.
- Students possess reading skills sufficient to comprehend college-level material in textbook and monograph form.
- Students possess basic arithmetic operations (exponents, addition, subtraction, multiplication, division) and basic algebraic manipulation involving real numbers and variables, problem-solving and critical thinking skills.

Classification of Courses; D, UN, UT
Those courses labeled with a "D" and numbered 0-0999 are developmental or corequisite, and credits earned may not be used to satisfy degree requirements.

Courses labeled with "UN' are undergraduate courses that are nontransferable credits. Courses taught in technical programs which are not designed for transfer to baccalaureate programs – specifically, AAS (non-general education courses), TD, and CTS degree programs.

Courses labeled "UT" are undergraduate transferable credits. Courses taught in programs which are designed for transfer for baccalaureate degree programs – specifically, AGS, AS, ASLT, AALT & ASN degree programs.

Policy Administration
The responsibility of protecting the academic integrity of curricula, programs, and class schedule rests with the faculty, Department Chairs, Program Coordinators, and Deans. The college may adjust its basic measure for awarding academic credit proportionately to adjust for variations in academic calendars or in formats of study or delivery as long as it meets the criteria above.

Periodically, the Curriculum Committee, Academic Standards Committee, and Dean's Council will review the policy and forward recommendations to the Chief Academic Officer.

Course developers will ensure that the required quantity of student-learning per credit is the equivalent to a minimum of forty-five (45) hours of coursework over a fifteen (15) week semester through instructional activities that address and demonstrate student competencies in defined learning outcomes. Instructional activities should draw upon practices approved by the Chief Academic Officer.

The Registrar will assist Deans, Department Chairs, and Program Coordinators to schedule classes in conformity to the college semester credit hour policy each semester. Classes that meet for more than seventy-five (75) minutes consecutively will schedule a ten (10) minute break for each seventy-five (75) minute segment. Before beginning student registration, the Registrar will deliver an official system (Banner) report to the Chief Academic Officer verifying that all proposed class schedules meet the college policy. If class schedules do not meet the college policy requirements, the Chief Academic Officer will direct the Deans to coordinate with Program Coordinators and Department Chairs to adjust class schedules to conform.
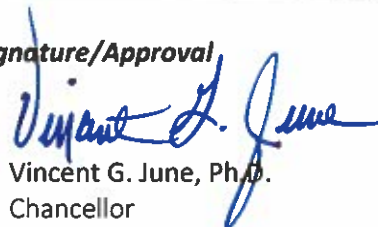
Attachments

Reference:

Policy Reference:
Federal Government Regulation 34 CFR 600.2

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Rev 1: 03/01/2023 Rev 2: 05/22/2023		
Committee for Institutional Policy Review	Initial: 10/19/2018 Rev 1: 05/09/2023	Initial: 10/19/2018 Rev 1: 05/09/2023	
Executive Leadership Team	Initial: 10/25/2018 Rev 2: 06/22/2023	Initial: 10/25/2018 Rev 2: 06/22/2023	10/26/2018

Chancellor's Signature/Approval

SIGNATURE:

DATE: 6/23/23

Vincent G. June, Ph.D.
Chancellor

Final Distribution:
Electronic: posted to College's website and sent via email to college personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of
Committee of Institutional Policy Review