



Where Your Future Is Waiting

POLICY NUMBER: AA 1010

Title:	Credit Hour
Effective Date:	10/24/2018
Last Revision Date:	02/01/2023
Office:	Academic Affairs

Policy Statement

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. Credit hours at Central Louisiana Technical Community College (CLTCC) are awarded based on the established clock-to-credit hour ratios. CLTCC defines the minimum conversion rates of clock hours to semester credit hours as a credit hour equivalent to a minimum of each of the following: one-semester credit for 15 hours of lecture, 30 hours of laboratory, or 45 clock hours of work-based activities.

Definitions

Clock Hour—A period of 60 minutes with a minimum of 50 minutes of instruction.

Credit Hour (Federal Definition)— Except as provided in 34 CFT 668.8(k) and (l), 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: (1) 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 for one semester or trimester hour of credit, or ten to twelve weeks for a one-quarter hour of credit, or the equivalent amount of work over a different amount of time; or, (2) 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.

Laboratory Instruction— An instructional setting in which students apply theories and principles they learn during lectures to acquire the proficiency and skills necessary to succeed in their occupation.

Lecture— A lecture is an instruction provided by a qualified faculty member or other resources that imparts the concepts, principles, and theories of an academic or technical subject.

Work-Based Activities— Structured learning activities conducted in supervised work settings external to the institution or in a location that involves the public are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities).

Review Process:

<i>Distribution:</i>	Reviewing Committee/Entity	Review Date	Approval Date
	<i>Chancellor</i>	10/24/18	02/01/2023

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