



Approval Date: 04/01/13
Effective Date: 04/01/13
Last Revised: 07/22/19

ADMINISTRATIVE RULE

Rule Number/Name:	040.027.000 – Credit Guidelines
Responsible Department:	Instructional Services
Authority:	Director of Curriculum, Assessment, Strategic Planning & Accreditation

Overview

This administrative rule defines how credit hours are determined in accordance with state and federal regulations.

Applicability

Faculty, Curriculum Committee, Instructional Services staff, Registrar, and students

Any future changes to this Administrative Rule (or Operating Procedure) must first be reviewed by the Academic Standards and Practices Committee.

Administrative Rule Statement

Critical Elements of Credit Instruction

- Credit Courses must have defined learning outcomes and have established criteria for successful completion. Assessments will be used to evaluate attainment of outcomes.
- Instruction will be delivered by instructors who have been determined to meet qualifications established through Administrative Rule 040.005.000: Instructor Minimum Qualifications.
- Credit courses must be applicable to a degree or certificate (unless approved as a Stand-alone Occupational Preparatory course – see Oregon Community Colleges and Workforce Development Handbook). Courses that are below 100-level may not always be applicable to a degree or certificate but may serve as a prerequisite for a course that is applicable to a degree or certificate.

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Establishing and Revising Credits in Courses

New credit courses and any proposed changes in course credit or clock hours follow processes outlined in Administrative Rule 040.009.000: Curriculum Development and Approval. Credit is based on in-class or equivalent hours and student out of class work.

CGCC operates on the quarter system, in which one credit is based on, or equivalent to, 30-33 hours of academic engagement. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:

- Lecture – 10 to 11 clock hours of instruction with a minimum of 20 hours of out-of-class student work.
- Lecture/lab – 20 to 22 clock hours of instruction with a minimum of 10 hours of out-of-class student work.
- Lab – 30 to 33 clock hours of instruction with minimal outside study.
- Cooperative Education/Clinical – 30 to 33 clock hours of supervised or semi-supervised instruction consisting of work experience in which a college instructor visits the work site periodically but primary supervision is from the employer or other individual contracted to provide the work experience.
- Seminar – 10 to 11 clock hours in class with a minimum of 20 hours of out-of-class student work (Example: Cooperative Education Seminar 280).
- Independent Study – A minimum of 30 hours of student involvement equals one credit hour.

For courses in which instruction is less clearly tied to clock hours, such as courses that might be offered exclusively online, course submissions shall include evidence of equivalency that reasonably approximates the minimum hours of student engagement.

Definitions (from 34 CFR Section 600.2)

1. ***Clock Hour***: One clock (or contact) hour that is 60 minutes long. No more than 10 minutes of each hour can be used for a regularly-scheduled break or passing period. (OAR 589-006-0050)
2. ***Credit Hour***: Except as provided in 34 CFR 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

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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 for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or 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

Interpretation of Administrative Rule

Director of Curriculum, Assessment, Strategic Planning & Accreditation

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 040.005.000 – Instructor Minimum Qualifications
2. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval

Further Information

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Strategic Direction

Core Theme B: Education

Appendix

1. [Oregon Community Colleges and Workforce Development Handbook](#)
2. Oregon Administrative Rules 589-006 – [Community College Course Approval](#)
3. [34 CFR Section 600.2](#)

4. 34 CFR 668.8(k) and
(l)