



## COLLEGE POLICY

<b>Policy Name:</b> Credit Hours	<b>Policy Number:</b> CP 1.11
<b>Board Policy Reference:</b> n/a	<b>Approvals:</b> Student Learning Council: 12-11-17 Executive Team: 12-13-17 Navigators Committee: 2-5-18 Legal Counsel: 2-7-18 President: 1-22-24
<b>Applicable WAC/RCW:</b> n/a	

### Credit Hour Policy

Course credit hours are determined by the type of contact hours required for a course and the ratio of those hours to the number of weeks in a quarter.

"Credit hours" are defined as the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by the number of direct faculty instruction hours per week and/or the number of hours of out-of-class student work

### Total Contact Hours for a Course per Quarter

The total number of contact hours per week (a one-hour period = one contact hour) that a class normally meets, within the categories defined below. One contact hour may include a 5-10 minute break between periods, and class contact hours may be calculated on a 50-minute hour.

Classes scheduled in block mode may count the hours between the start and finish (Example: 8 a.m. to 12 noon = 4 hours; 9 a.m. to 10 a.m. = 1 hour).

### Calculating Credit Values

The following titles, definitions, and credit ratios are used in calculating credit values for an 11 week quarter. No additional credit equivalents may be generated by adjusting the length of a quarter.

Category	Definition	Contact Hrs per Week to Credit Ratio
<b>Lecture/Theory</b>	Students are engaged with faculty and class members in learning theoretical material and/or engaging in activities to apply the theory leading to mastery of course outcomes. Modes of instructional delivery could include but are not limited to: lecture, small group discussion, guided conversation,	1:1

	demonstration, case studies, role playing, problem-based inquiry, and collaborative activities. Instruction may be a mix of presentation, facilitation, and guided activities evidenced by frequent ongoing communication between instructor and students. Such activities could take place in a variety of instructional modalities.	
<b>Credit Hours</b>	One credit is generated by one weekly contact hour of instruction or the equivalent amount of work over a different amount of time. Generally requires out-of-class student effort, typically two hours per class hour. <i>Eleven classroom contact hours, including final examinations generate one credit hour at Cascadia.</i>	
<b>Laboratory/Guided Practice</b>	Students are actively engaged in practicing and mastering skills under the supervision of the instructor. This category of instruction could include but are not limited to labs, studios, shops, clinical experiences, computer-mediated learning, hands-on projects, or other skill building activities. Instruction may be individualized or group-focused and include skills assessment. Such activities could take place in a variety of instructional modalities. One credit is generated by two weekly contact hours of instruction or the equivalent amount of work over a different amount of time. May also include out-of-class student effort, typically one hour per two class hours.  <i>Twenty-two contact hours generate one credit hour at Cascadia.</i>	2:1
<b>Field-Based Experience/ Work Site</b>	Students are engaged in autonomous study or related work activity under the intermittent supervision of the instructor. This mode includes working with, or under the direction of professional practitioners and may include preceptorships, co-ops, internships, or service learning activities.  In the case of worksite education experiences, the learning activity must be based on a written agreement (LTA Learning Template Agreement) between the student, faculty advisor, and worksite supervisor. Students are required to record hours worked. Students must also maintain contact with the faculty advisor and submit reflections as specified in the LTA. One credit is generated by three weekly contact hours of instruction. These experiences can be paid or unpaid.  <i>Thirty-three instructional hours generate one credit hour at Cascadia.</i>	3:1

This definition is in compliance with the [NWCCU Credit Hour Policy](#) and federal credit hour definition set forth in Section 600.2 and 600.24.

*Federal regulations mandate that all candidate and accredited institutions comply with the definition of the credit hour as set forth in Section 600.2, which defines the credit hour as:*

*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 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 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.*