

MANUAL OF POLICY

Title	Definition of Semester Credit Hours	3301
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated January 26, 2016	

South Texas College employs sound and acceptable practices for determining the amount and level of credit awarded for courses. The College adheres to the **Texas Lower Division Academic Course Guide Manual** for academic transfer courses and the **Texas Workforce Education Course Manual** for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid, or other delivery modes.

The semester credit hour provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled in the traditional classroom settings and in laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and in distance and correspondence education. The value of a credit hour can be determined by contact time, the educational experience, and out-of-class preparation by the student.

A semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at South Texas College, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one (1) hour each week during a traditional long semester, approximately sixteen (16) weeks. This includes not less than one (1) hour each week for approximately fifteen (15) weeks of direct faculty instruction, a minimum of two (2) hours out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.
2. Face-to-face courses that are offered in less than a sixteen (16) week semester will consist of the same number of class contact hours have the same learner outcomes and quality of instruction as sixteen (16) week semester courses.
3. At least an equivalent amount of work is required for other academic activities including laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and other academic work that lead to the award of credit.
4. Online, hybrid and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hour is based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction is equivalent to traditionally-delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, South Texas College takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the South Texas College regardless of location or mode of delivery.