

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## Purpose

The purpose of this procedure is to describe the College processes relative to meeting state law and federal guidelines of awarding credit hours.

## Procedure

- A. Florida State College at Jacksonville follows state laws and federal guidelines in defining a credit hour. The College determines and monitors credit hours regardless of format, session length, or instructional delivery method (such as online, hybrid, technology-enhanced, traditional face-to-face). The College follows commonly accepted practice in higher education for classes offered during a term. Class offering and schedules are determined by academic departments. Common meeting days for traditional face-to-face classes are Monday and Wednesday or Tuesday and Thursday. Night classes are usually held one night a week. The College has 15-week semesters with shorter sessions within each semester, allowing students the flexibility to choose schedules which are best for the student's needs. The creation of the classes must adhere to calculation guidelines regardless of the length of the session.
- B. Establishment of course credit hours
  1. Standard course credit hours are determined through the College's curriculum process as maintained in the official Curriculum File. A credit hour is defined as the amount of student work necessary to meet intended learning outcomes to earn a Carnegie unit via direct faculty instruction and/or other academic activities. For fully synchronous lecture classes in a 15-week semester, one semester credit hour is equivalent to 15 contact hours with the instructor and a reasonable approximation of two (2) hours of student work per week. Classes that are wholly or partially asynchronous must reasonably approximate the same time and work demands for the asynchronous components as a fully synchronous class. For career certificate (i.e., "clock hour") classes, a clock hour is equal to no less than 50 minutes. One vocational credit hour (i.e., "clock hour") is equivalent to 30 contact hours of instruction. Official course outlines and the credit hours for a course must also be consistent with the State Course Numbering System (SCNS).
- C. Calculation of class contact hours
  1. Contact and credit hour standards for courses are established in the course dictionary in the student administrative computing system. The course dictionary is the section of the College's administrative computing software which maintains the relevant information for the courses the College offers. Curriculum Services sets up the Course Dictionary which calculates standard contact hours for each synchronous course, based on current state requirements and the College's curriculum, as approved through the established curriculum approval process. Site parameters for tolerance of standard contact hours have been established to enforce the contact hour range. These site parameters are established by the Provost/Vice President of Academic Affairs in compliance with state and federal requirements, and monitored by the Registrar.

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- a. At the initial creation of the class, course data such as credit hours and standard contact hours are automatically loaded from the curriculum area of the student administrative computing system. Employees designated and trained as course encoders do not have the ability to change the credit or standard contact hours of a class.
  - b. The actual contact hours of a class are also automatically calculated on the basis of the course's synchronous meeting schedule. Thus, courses with an asynchronous component will have actual contact hours that are less than the class' standard contact hours.
  - c. For classes which have an online, laboratory, clinical, or asynchronous component,
    - i. The designation of TBA (To Be Announced) on a schedule line indicates academic activities may occur synchronously outside of regular class time, or asynchronously.
    - ii. The appropriate supervising dean reviews the syllabus of the classes encoded with a TBA for date and time, and confirms that the class includes specific academic activities which must be completed by the student to meet the intended learning outcomes established in the official course outline approved through the established curriculum approval process. The ability for the supervising dean to review all classes with TBA is available through the student administrative computing system.
2. The approved course contact hour records and course outlines are officially filed in Curriculum Services. The Academic Operations department oversees departmental encoding of classes and provides documentation and training on scheduling guidelines and procedures.
  3. As discussed above, classes that are wholly or partially online must reasonably approximate the same time and work demands for the distance learning components as a fully face-to-face class. For this reason, when a class has an asynchronous distance learning component, scheduled hours will appear for only the synchronous portion, if any, and the total calculated contact hours will be less than the total contact hours for a fully synchronous version of the same course. For all courses, the supervising dean is responsible for ensuring that the class syllabus is designed to meet the intended learning outcomes.

REFERENCES: F.S. 1001.64, 1001.65, 1012.82

Adopted Date: January 10, 2013

Revision Date: May 18, 2022