

AP 4130 - Credit Hour Process

Definition: "Clock or contact hours" means 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.

The college Executive Team reviews the academic calendar annually to ensure instructional time.

The Curriculum Committee reviews new and revised course outlines to align contact hours, classroom instruction time and awarded credit hours so that the scheduling of credit-bearing courses in all course delivery formats adhere to the credit hour definition.

Instructional Dean reviews courses to ensure that credit-bearing courses, regardless of course delivery format, adhere to the clock or contact hours required to generate one credit per quarter term, as outlined below.

Generating One Credit

Lecture	10-12 hours / term
Lab	30-36 hours / term
Lecture-Lab	20-24 hours / term
Physical Education Activity Course	30-36 hours / term
Recitation	10-12 hours / term
Cooperative Work Experience Seminar	10-12 hours / term
Cooperative Work Experience (CWE)	30-36 hours / term

June 19, 2013

Adopted by College Council

May 25, 2018; June 6, 2023; January 16, 2026

Revised by College Administration