

GRAYS HARBOR COLLEGE
Operational Policy

Subject: CREDIT HOUR POLICY

Page 1 of 1

Operational Policy Number: 321

Date adopted: 11/19/13, 1/17/17

Grays Harbor College determines credit hour based on the following policy definitions established by the State Board for Community and Technical Colleges (SBCTC) to guide instructional practice, with each definition equating to a minimum of three weekly hours of student effort per credit:

- **Theory:** 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, demonstration, case studies, role playing, problem based inquiry, and collaborative activities. Instruction may be a mix of presentation, facilitation and guided activities evident by frequent ongoing communication between instructor and students. Such activities could take place in a variety of instructional modalities. 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.
- **Guided Practice:** 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.
- **Field-Based Experience:** Students are engaged in autonomous study or related work activity under the intermittent supervision of the instructor. This mode include working with or under the direction of professional practitioners and may include preceptorships, co-ops, internships, or service learning activities. Verification of learning outcomes is documented by college faculty in collaboration with professional practitioners. One credit is generated by a *minimum* of three weekly contact hours of supervised learning experience. Whereas, three weekly contact hours is the minimum, programs can determine that additional hours are needed for student learning outcome needs. However, only one credit will be generated for enrollment counting purposes.

To ensure consistency and accuracy, Grays Harbor College requires that any change in credit hour determination must be reviewed by Division Chairs and Instructional Council prior to implementation.

This policy is based on U.S Department of Education credit hour definitions and referenced by the Northwest Commission on Colleges and Universities.