

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE**  
**BOARD OF GOVERNORS**  
**POLICY NO. BP- 3.21**

**TITLE: CREDIT HOUR DEFINITION**

**SECTION 1. GENERAL**

- 1.1 Scope: This policy describes the conditions and process in defining a credit hour.
- 1.2 Authority: Federal Regulation - 34 CFR--PART 600
- 1.3 Effective Date: June 7, 2013

**SECTION 2. STATEMENT**

- 2.1 Eastern West Virginia Community & Technical College credit-bearing courses, including online and hybrid courses requiring both in-person and online participation, are scheduled and conducted in compliance with federal regulation defining the credit hour.
- 2.2 A credit hour for face-to-face, credit-bearing courses is the amount of work represented in intended learning outcomes and verified by evidence of student achievement, which corresponds to 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.

**SECTION 3. PROCEDURES**

- 3.1 Scheduling of credit-bearing classroom courses in all modalities – weekday, weekend, accelerated, etc. – reflects the credit-hour definition established by federal regulation.
- 3.2 Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor-led, asynchronous or synchronous learning activities equivalent to a minimum requirement defined by federal regulation.
- 3.3 Laboratory, internships, capstones, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined in the Statement section above.

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**Board of Governors, Chair**

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**Date**

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LOT: 6-17-13

PC: 6-25-13

BOG: 9-18-13

On Public Comment: through 10-11-13