

PHILLIPS COMMUNITY COLLEGE
BOARD POLICY

Policy: 408

Subject: College Credit and Student Course Load Policy

Date Adopted: 6/76
3/16

Revised: 8/88, 9/06, 9/14,

Reviewed: 5/13, 6/19, 7/25

Phillips Community College endorses the traditional axiom of time requirements for granting college credit which are as follows:

One lecture hour per week for 16 weeks = 1 college credit

One, two, or three laboratory, studio, or activity hours per week for 16 weeks = 1 college credit.

These time requirements generally translate to 800 lecture minutes per semester. Laboratory, activity, or studio minutes per semester range from 800 minutes to 2,400 minutes. All Arkansas Course Transfer lab courses and specific lab courses required for an Associate of Arts or Associate of Science degree meet three (3) hours per week (2,400) minutes.

Online Course Credit

Online course credit directly correlates with face-to-face courses in terms of time spent completing lessons or modules, time spent completing readings, assignments and assessments, and rigor. Students enrolled in online courses are expected to spend 800 minutes of instructional time per credit hour. In addition to the 800 minutes per instructional hour, online students are expected to engage in 1600 minutes of out of class student work per lecture hour. If a student is enrolled in a laboratory, activity, or studio, the minimum required time is 1600 per credit hour.

The definition of a credit hour for both direct and online instruction complies with the federal definition of a credit hour which *requires one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately 16 weeks for one (1) semester or the equivalent amount of work over a different amount of time.* PCCUA has a 16-week semester.

Student Course Load

The typical student course load for a semester is 15 credit hours. Students may carry up to 18 hours in fall or spring semesters without special permission; however, the average is

15. No more than seven (7) hours will be allowed in a single summer school term or more than 18 hours in fall or spring semesters without permission.

Students desiring to take additional hours must obtain permission from a dean and the Vice Chancellor for Instruction.