

## Credit Hour Policy

<b>Policy Number</b>	600.24.01	<b>Custodian</b>	Dean of Academics
<b>Approved Date</b>	10/15/2024		
<b>Effective Date</b>	10/15/2024	<b>Review Date</b>	8/30/24

### 1. Purpose

### 2. Persons Affected

- 2.1. Students
- 2.2. Faculty
- 2.3. Board of Trustees

### 3. Policy

This policy is to ensure the following:

- 3.1. Credit hours shall conform to commonly accepted practices in higher education as defined in this policy and to ensure the college awards educational credits in a manner consistent with federal regulations and the expectations of the Higher Learning Commission (adheres to 34 CFR 600.2, 602.16, 668.8, Minnesota Rule 1105.1400, and HLC Policy FDCR.A.10.020).

### 4. Definitions

- 4.1. Credit Hour. Unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at WETCC.
- 4.2. Carnegie Unit. Unit to measure the amount of time a student has studied a subject. The standard Carnegie Unit is defined as a minimum of 50 minutes of in-class instruction per week for fifteen weeks (750 minutes) and a maximum of 60 minutes of in-class instruction per week for sixteen weeks (960 minutes). For each hour of in-class instruction, students are expected to complete two hours of instruction outside of class.
- 4.3. Federal Credit Hour. ED GEN-11-06, only required for federal program purposes. Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—
  - 4.3.1. 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 or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - 4.3.2. At least an equivalent amount of work as required in paragraph (4.3.1.) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Federal law dictates that a semester credit hour must include a minimum of 37.5 clock hours of instruction (12.5 clock hours of in-class instruction and 25 clock hours of out-of-class student work).

- 4.4. Institutional Credit Hour. Measures to the extent the institution determines reasonable equivalencies to a credit hour of student work. It allows the college to consider a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
- 4.5. WETCC Credit Hour. The amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –
  - 4.5.1.1. 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 or the equivalent amount of work over a different amount of time, such as in distance learning environments: or
  - 4.5.1.2. At least an equivalent amount of work as required in paragraph (5.3.1.1) of this definition for other academic activities as established by the college or university including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
- 4.6. Distant Learning Format. Classes that do not have the required face-to-face contact time e.g. asynchronous or hybrid.
- 4.7. Distant Learning Format. Classes taken in a virtual environment.
- 4.8. Associate of Arts Degree in Humanities, Arts, and Social Sciences. Undergraduate two-year degree that covers general subjects and prepares students with a broad survey of Liberal Arts, Science, and Mathematics.
- 4.9. Credit-bearing Certificates. It is a prescribed set of courses leading to a credential that should be focused on a defined set of skills or structured expertise.

## 5. Procedures

Faculty, BOT member, or student responsibility

- 5.1. Faculty instruct WETCC approved credit hour courses.
  - 5.1.1. Academic Dean approves course content, credit hours, program length and degree.
  - 5.1.2. Courses will align to the Minnesota Transfer Curriculum (MnTC), ten goal areas that focus on core liberal arts and sciences competencies, which will outline educational expectations, student outcome goals, and core competencies.
  - 5.1.3. Course transferability is dependent on the receiving institution.
- 5.2. The Academic Dean will develop and sustain articulation agreements with other institutions to establish a transfer pathway. It will identify how WETCC courses will align to the receiving institution courses to be applied toward degree completion.
  - 5.2.1. Transfer cases will be completed on an individual basis with the dean of academics.
- 5.3. WETCC Credit Hour
  - 5.3.1. The amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –
    - 5.3.1.1. 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 or the equivalent amount of work over a different amount of time, such as in distance learning environments: or

- 5.3.1.2. At least an equivalent amount of work as required in paragraph (5.3.1.1) of this definition for other academic activities as established by the college or university including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

#### 5.4. Degrees and Credit-bearing Certificates Awarded

5.4.1. Associate of Arts Degree in Humanities, Arts, and Social Sciences awarded when the following is met:

- 5.4.1.1. 60 credits at the 100 level or higher.
- 5.4.1.2. The maximum transfer credit that can be applied toward an associate degree is 20 credits.
- 5.4.1.3. Completion of general education program outcomes requirements of 40 credits in the ten MnTC goal areas. A 2.0 or higher cumulative GPA is required in courses used to fulfill the general education requirements, including transfer courses.
- 5.4.1.4. Completion of the institutional requirements.
  - 5.4.1.4.1. Courses that WETCC designates as necessary for graduation with the A.A. degree: First Year Experience (1 cr.), Final Year Experience (1 cr.), Computer Literacy for College Learners (3 cr.), History of White Earth (3 cr.), Anishinaabe Culture- Overview (3 cr.), and Beginning Ojibwemowin (3 cr.).

#### 5.4.2. Credit-bearing Certificates

5.4.2.1. Credit-bearing Certificate awarded when the following is met:

- 5.4.2.1.1. 18 semester credits at the 100 level or higher that are identified to complete the specific certificate program.
- 5.4.2.1.2. A 2.0 or higher cumulative GPA is required in courses, including transfer courses.
- 5.4.2.1.3. The maximum transfer credit that can be applied toward a certificate program cannot exceed one-third of the credit hours required for the program.

### Revision History

Rev. Date	Rev. No.	Revision
10/15/2024	0	New policy