

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 3040

**TITLE:** CREDIT HOUR ASSIGNMENT

**BASED ON POLICY:** 3.04 LENGTH OF COURSES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

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I. Purpose:

To ensure that all credit hours meet the minimum federal requirements as outlined below and comply with the credit hour guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

II. Procedure:

A. Definition

To ensure compliance with federal regulations, a credit hour is defined as the amount of work necessary to achieve intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the College including laboratory work, internships, practicums, clinicals, cooperative on-the-job training, capstone experiences, and other academic work leading to the award of credit hours
3. A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.
4. As defined in 34 CFR 668.8 (I) Eligible Program
  - a. A college credit hour must include at least 37.5 clock hours of instruction combined with work outside of class.

- b. An occupational credit hour must include at least 30 clock hours of instruction.

B. Credit assignment

1. The Curriculum Committee ensures that the appropriate level and amount of credit is assigned to each course. This determination is based on a variety of factors including the guidelines provided by the Florida Department of Education in the Florida Curriculum Frameworks, Florida Statewide Course Numbering System (SCNS), as well as student learning outcomes, level of rigor, and anticipated student workload.
2. In determining the amount of work SFSC's learning outcomes will entail, the College may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
3. The credit assigned to each course is the same regardless of the modality of instruction.

**HISTORY: Adopted: 12/1/20**

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**Reviewed:**

**Revised:**