
Procedure: Assignment of Credit Hours

The procedure will govern the assignment of credit hours for all types of formalized instruction regardless of delivery method or length of term as described below:

- I. Lecture Courses (Didactic)**
 - a. One (1) credit hour consists of one (1) contact hour that equates to a minimum of 750 minutes that typically requires an additional two hours of out-of-class work by the student for every hour of formalized instruction.
- II. Laboratory Courses**
 - a. One (1) credit hour consists of two (2) contact hours that equates to a minimum of 1,500 minutes with the expectation of one additional hour of outside preparation by students.
- III. Clinical Laboratory Experience**
 - a. One (1) credit hour consists of three (3) contact hours that equates to 2,250 minutes.
- IV. Directed Practice**
 - a. One (1) credit hour consists of five (5) contact hours that equates to 4,500 minutes.
- V. Practicum**
 - a. One (1) credit hour credit hour consists of seven (7) contact hours that equates to 6,300 minutes. A maximum of nine (9) credit hours may be earned in practicum, or any combination of practicum and cooperative work experience, over the certificate and associate degree programs.
- VI. Cooperative Work Experience**
 - a. One (1) credit hour consists of ten (10) contact hours 9,000 minutes cooperative work experience instructional time. A maximum of nine (9) credit hours may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the course of the certificate and associate degree program.
- VII. Field Experience**
 - a. One (1) credit hour consists of twelve (12) that equates to 10,800 minutes. A maximum of nine (9) credit hours may be earned in field experience, or any combination of field experience, cooperative work experience, and practicum over the course of the certificate and associate degree program.
- VIII. Seminar**
 - a. One (1) credit hour consists of one (1) contact hour that equates to a minimum of 750 minutes that typically requires an additional two hours of out-of-class work by the student for every hour of formalized instruction.

Related Policies or Procedures:

[Credit Hour Policy 3.04](#)

History:

	Date:	Reason:
Issued:	12/01/2023	Original issue date
Revised:	05/21/2024	Separated procedure from policy

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.