

# PROCEDURE:

## 5.1.2p2. Credit Hour

*Revised:* April 16, 2014, April 15, 2015; April 27, 2016; April 19, 2017; April 18, 2018; April 20, 2022

*Last Reviewed:* April 16, 2014, April 15, 2015; April 27, 2016; April 19, 2017; April 18, 2018; April 17, 2019; April 15, 2020; April 21, 2021; April 20, 2022

*Adopted:* April 17, 2013

### I. PURPOSE

As part of the Technical College System of Georgia (TCSG), Ogeechee Technical College adheres to the TCSG General Program Standards and program-specific standards to determine the credit hours awarded for courses and programs.

### II. RELATED AUTHORITY

State Board Policy 5.1.2. General Program and Program Specific Standards  
TCSG General Program Standards 02-02-06

### III. APPLICABILITY

This procedure applies to all credit courses at Ogeechee Technical College.

### IV. DEFINITIONS

#### Class Type Codes:

On Campus (Banner code "CA"): Courses that are taught primarily in the classroom or lab with 50 percent or less of instruction online. On campus courses may include lecture, labs, internships, clinicals and other in-person instructional modalities. On campus courses are not considered distance learning courses.

Blended (Banner code "BL"): Blended courses are distance learning courses with the majority of the course content, activities and interactions occurring online (>50% but <100% online) but may require students to come on campus for specific labs, assignments, activities, or events. Blended courses must detail any on-site course components in the course catalog.

Online Synchronous (Banner code "OS"): Courses taught fully online synchronously with course content, activities and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events, which must be detailed in the course catalog.

Online Asynchronous (Banner code "OA"): Courses taught fully online asynchronously with course content, activities and interactions occurring entirely online. This delivery method does not require students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Flex courses that allow students the option of coming on campus, taking the course online synchronously, or taking it online

asynchronously should be coded as online asynchronous ('OA') provided that the student is not required to be online or on campus at specific dates or times during the term. Online asynchronous courses may require proctored events, which must be detailed in the course catalog.

Blackboard: Blackboard is the learning management system used by Ogeechee Technical College for distance education.

## **V. ATTACHMENTS**

None.

## **VI. PROCEDURE**

General Program Standard 02-02-06 is directed by the State Board Policy 5.1.2. General Program and Program Specific Standards.

In accordance with federal requirements, 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. Following General Program Standard 02-02-06, Ogeechee Technical College differentiates between lecture-based instruction and lab-based instruction in its definition of a semester credit hour.

Specific definitions are as follows:

- Lecture is defined as direct faculty instruction. 750 minutes of lecture, (15 contact hours) is one credit hour unit.
- Demonstration labs (Lab 2) are defined as instruction which emphasizes teacher assisted learning activities, normally requiring some out-of-class preparation by the student. 1500 minutes (30 contact hours) of demonstration lab time is one credit hour unit.
- Practical labs (Lab 3) are defined as instruction which emphasizes structured activities and requires application and practice of occupational competencies. Practical labs may include practicum, internship, or clinical assignments. 2250 minutes (45 contact hours) of practical lab time is one credit hour unit.

All courses, regardless of the mode of instructional delivery, will follow these credit hour standards.

Lab is any learning activity that is not specifically designated as lecture. Activities can include, but are not limited to, demonstration, practicum, internship, or clinical (see definitions below). Designation of an activity as Lab 2 or Lab 3 is at the discretion of the course developer.

**Demonstration** – teacher assisted learning activities, normally requiring some out-of-class preparation by the student, and may require out-of-class practice assignments.

**Practicum** – instruction which emphasizes structured activities requiring application and practice of occupational competencies. Normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.

**Internship or Clinical** – instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. Normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments. Clinical is normally associated with health sciences technology related programs.

Distance-learning or blended - Course credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for a traditional class. Distance learning courses may be comprised of a combination of lecture and laboratory activities.

### **Distance Education Courses**

1. Hybrid and blended courses differ from lecture-based or traditional courses in the way that instructional time is interpreted. Blended and online courses must incorporate sufficient academic engagement at a distance in order to meet the same competencies and student learning outcomes expected in traditional courses.
2. Syllabi for distance education courses are compared to syllabi from the same courses offered in a traditional format to ensure that competencies are the same and activities/assignments are comparable.
3. Online and blended courses will incorporate both instructor-to-student and student-to-student interaction to ensure that learning is not taking place in isolation and that students are academically engaged.
4. During the semester, the Deans for Academic Affairs will evaluate online courses using the faculty observation instrument.
5. Examples of activities which promote student academic engagement may include, but are not limited to, the following: submitting an assignment, taking an examination, performing proctored events, utilizing computer-assisted instruction, reading, conducting research, participating in group activities, and contributing to academic online discussions.

## **VII. RECORD RETENTION**

N/A