

BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE ADMINISTRATIVE PROCEDURE

SERIES: 1 | **General Rules**
NUMBER: | **General Campus Conduct**

Scope: | Allocation of Credit Hour
Approval Date: | July 1, 2007
Effective Date: | July 1, 2007
Last Review Date: | October 18, 2013
Next Review Date: |

SECTION 1. Purpose

- 1.1 The primary purpose of the Administrative Procedure is to set forth the definitions and guidelines for assignment of academic credit.

SECTION 2. Definitions.

- 2.1 Credit Hour. The number of credit hours transcribed based on contact hours of a course.
- 2.2 Lecture Course. Instruction based on principles, concepts or ideas. Instruction is under the direct supervision of an instructor. Delivery format may be lecture, recitation, discussion, demonstration, seminar, online, or hybrid. Ratio: 1 credit hour per 15 contact hours.
- 2.3 Laboratory Course. Instruction based on practical application. This requires limited out of class assignments per week. Main emphasis is in the use of equipment, tools, machines, etc. Purpose is to develop manual skills and job proficiency and is under the direct supervision of the instructor. Ratio: 1 credit hour per 30 contact hours.
- 2.4 Internship, Clinical, Practicum. Instructions occurs on the job. Activities are jointly coordinated by the institutional and the employer. Ratio: Minimum 1:45 hours. (Max: 1:150)

SECTION 3. Administrative Procedure

- 3.1.1 A credit hour is the amount of contact hours needed to achieve intended learning outcomes and verified by evidence of student achievement. An institutionally established equivalency reasonably approximates not less than 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. Federal regulations require that a semester hour must include at least 37.5 clock hours of instruction.
- 3.2 All new courses will be submitted to Curriculum and Instruction committee for completeness and correct allocation of credit.
- 3.3 Course descriptions will be maintained in the Registrar's office. Official descriptions and course allocation will be reviewed annually as part of the Catalog publication process.

SECTION 4. Exceptions

- 4.1 The President of the College, or his/her designee, may make exceptions to this policy for academic and other reasons as may be deemed appropriate.

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