

Polk State College Procedure

Subject	Reference	Date	Number
Determining Credit Hours	FS 1001.64, SBE 6A-14.030	4/03/2018	5035

- I. The purpose of this procedure is to define how credit hours are assigned to courses. Credit from multiple sources, such as transfer credit, accelerated mechanisms, prior learning assessment, and the like is evaluated in alignment with the College’s definition and application of the credit hour.
- II. The procedure for Determining Credit Hours is as follows:

College Credit (courses applicable to associate and/or baccalaureate degree programs)

- Lecture/didactic instruction for the traditional and non-traditional delivery modes: fifteen hours of direct instruction (plus a minimum of two hours of learning activities outside of class) = one college credit.
- Lab instruction for traditional on-site settings and non-traditional delivery modes: sixteen to sixty-four hours of instructional activities = one college credit.
- Clinical/practicum instruction for traditional and off-site field settings: thirty to sixty hours of learning activities equivalent to direct instruction in the traditional setting = one college credit.

Clock-Hour Credit (courses applicable to non-college credit career and technical certificate programs)

- Lecture/didactic and laboratory: 30 clock hours of learning = one credit hour.

Developmental Credit (remedial courses not applicable to degree or certificate)

- Lecture/didactic instruction for the traditional classroom: fifteen hours of direct instruction (plus an additional minimum of two hours of learning outside of class) = one non-college credit.

Institutional Credit (credit assigned by the institution that is not generally transferrable)

- Credit hours are determined based on evidence of lecture/didactic instruction for the traditional and non-traditional delivery modes: fifteen hours of direct instruction (plus a minimum of two hours of learning activities outside of class) = one college credit.
- Credit hours are assigned for a college-level course based on evidence that the student has met the outcomes of that course through assessment of qualified faculty.

Non-credit

- Continuing Education Units

Competency-Based Education (CBE)

- Instruction delivered by online, hybrid, shortened, and/or intensive formats and other nontraditional delivery modes: time and effort equivalent to learning outcomes in the traditional setting = one credit hour.

History: Adopted: April 5, 2016
 Revised: April 3, 2018

D.13.	4/3/18	D.13.	4/3/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
[Signature]			4/5/18
President's Approval			Date