

**College Procedure:** 501.3 - Credit Hour Definition  
**Policy Reference:** 501 – Academics and Enrollment  
**Responsible Department:** Academic Affairs  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Academic Affairs  
**Effective Date:** 1/20/2012

**Version Number:** 2

**Legal Counsel Reviewed (yes/no):** No

**Legal Reference(s):** Chapter 21 of the Iowa Administrative Code and the Federal Credit Hour Definition

**Scope:** College-wide

## Reason for Procedure

The procedure defines a unit of credit and establishes minimum requirement for credit hours awarded by instructional modality.

## The Procedure

Kirkwood defines a unit of credit as a semester hour. A semester hour of credit is given for one hour in class each week for a period of 16 weeks. (See *College Catalog*) No registration or orientation hours may be included when determining credit hours. The College's minimum requirements are:

Instructional Delivery	Delivery Definition	Minimum Minutes	Contact Hours
Classroom Work	Lecture and formalized classroom instruction under the supervision of a faculty member	800	16
Laboratory Work	Experimentation and practice by students under the supervision of a faculty member	1600	32
Clinical Practice	Applied learning experience in a health agency or office under the supervision of a faculty member	2400	48
Work Experience	Employment related experience planned and coordinated by an institutional representative and employer, with control and supervision of the student on the job.	3200	64
Distance Education	Courses taught over the Internet, or other electronic means. (i.e. in-class hybrids, Weblive)	Same as above with equivalent	Same as above with equivalent

		work required	work required
FlexForward Courses	Courses or programs of study that allow students to complete course competencies at a faster pace than if offered by conventional methods	Equivalent outcome achievement and verifiable evidence	Equivalent outcome achievement and verifiable evidence

## References

Chapter 21 of the Iowa Administrative Code (“One credit hour equals 50 minutes”) and Federal Credit Hour Definition (“A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: 1 hour of classroom work and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester.”)

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1		Bill Lamb, Vice President, Academic Affairs	
2		Cabinet	Procedure template 2/24/2020