



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EGA-1 Semester Credit Hour Defined **APPROVED:** July 13, 2012 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: EGA

Classification: Administrative
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To define the unit of semester credit hour and how the unit applies to various deliveries of instruction at El Paso Community College (EPCC).

PROCEDURE: EPCC verifies that courses conform to the traditional semester credit hour regardless of the mode of delivery, the length of time of the classes, and other factors.

- I. El Paso Community College (EPCC) uses the traditional “Carnegie unit” to measure credit course work. The “Carnegie unit” may also be known as the semester credit hour. The semester credit hour assesses time students spend in class, time students prepare materials out of class, and outcomes students will gain from the class. EPCC uses this semester credit hour in a way similar to that of most community colleges and universities, making it possible for EPCC to compare course work with other institutions. The semester credit hour at EPCC is based on the regular long semester of sixteen weeks. One semester credit hour means that a student is in class (traditional face-to-face format) for a minimum of fifty minutes per week for sixteen weeks. The student will spend a minimum of two hours out of class for class preparatory materials for the semester credit hour.
- II. The EPCC semester credit hour is in compliance with the Texas Higher Education Board (THECB), the *Texas Academic Course Guide Manual (ACGM)* and the *Texas Guidelines for Programs in Workforce Education (GIPWE)*.
- III. Semester Hour and Course Deliveries
 - A. Non-laboratory class instruction: For the traditional in-class EPCC course, a semester credit hour consists of one credit hour of classroom or other direct faculty* instruction and at least two credit hours of student work outside of the classroom for a semester of fifteen weeks plus one week for final exams or grades.
 - B. Laboratory class: Semester hours are in accordance with guidelines and ranges set by THECB regarding lecture and lab offerings.
 - C. Alternative modes of delivery including, but not limited to, online classes and combined online and face-to-face classes: The semester credit hour consists of classroom or other instruction and work by students outside of the classroom, as stated in III. A, above. Texas Administrative Code Title 19 Part 1 chapter 4 Subchapter A. Rule §4.6 addresses, and allows for, semester credit hours through non-traditional delivery that have equivalent learning outcomes.
 - D. Courses presented in less than the standard sixteen-week semester, including but not limited to, summer school terms, minimesters, and powerpacks: The semester credit hour consists of classroom or other instruction and work by students outside of the classroom, as stated in III. A, above.
 - E. High school dual credit classes and early college high school classes: The semester credit hour consists of classroom or other instruction and work by students outside of the classroom, as stated in III. A, above.

*Note: The word “faculty” denotes instructors, counselors and librarians.