



## CREDIT HOUR PROCEDURE

**Board By Law:**  
**Policy Number: 6.0402**  
**Subject Area: Instruction**  
**Approved Date: 08/27/2018**

### **Procedures for Ensuring Compliance with the KC Credit Hour Policy**

All courses and credit assignments at Kaskaskia College are reviewed and approved by department faculty, the college's Curriculum Council, and the ICCB to ensure that the credit hours awarded are appropriate to the KC Credit Hour Policy and that student learning outcomes and course requirements accurately reflect the amount of credit to be awarded for the course. In those cases, in which courses are part of a degree program, they are specified in the program proposal along with hours and credit.

Faculty are required to complete an annual Credit Hour Compliance review using the Credit Hour Requirement Calculator. This review is completed at the beginning of each fall term by 10th day of the term. The Credit Hours Requirement Calculator Form is to be completed and turned in with the First Day Handout for each class being offered.

Procedures for the awarding of credit, course proposals, and program proposals are specified in the guidelines of the College Curriculum Council, which are available on the college's intranet site. All new course proposals presented to Curriculum Council requires as Credit Hour Requirement Form Completed for review by the Curriculum Council.

Information of the number of credit hours and the dates, time, duration, and delivery format for each course is published online through the course schedule and is publically accessible prior to student registration each term.

### **Implementation Schedule:**

The implementation of the Credit Hour Compliance Review Procedure will take place in three phases as follows:

Phase I: All fall standard, face-to-face regular term classes will use the Credit Hour Requirement Calculator to analyze all standard, face-to-face, regular term fall classes. These forms will be turned in to their respective Instructional Dean by December 2018. All remaining spring standard, face-to-face, regular term classes will use the Credit Hour Requirement Calculator to analyze all standard, face-to-face, regular term spring classes. These forms will be turned in to their respective Instructional Dean by May 2019.

Phase II: All accelerated term classes (regardless of mode of delivery) will use the Credit Hour Requirement Calculator to analyze all accelerated term classes (regardless of mode of delivery). These forms will be turned in to the respective Instructional Deans by December 2019.

Phase III: This phase will begin in Fall of 2021. All faculty will review all classes being taught annually using the Credit Hour Compliance Requirement Calculator and will turn these Credit Hour Compliance Requirement Calculator Forms in to their respective Instructional Dean with their First Day Handouts by 10th day of every fall term.

Replaces Credit Hour Procedure 3.09P  
Approved August 27, 2018; July 7, 2020