



## **CTC Procedure: Credit Hours**

The credit hour definition used by Columbus Technical College is informed by the definition used by the U.S. Department of Education (final regulations published on October 29, 2010) and adopted by the State Board of the Technical College System of Georgia (TCSG) in State Board policy IV. H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs. The policy defines a credit hour as: "An 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. One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hours of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item one above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours."

Academic credit for distance education coursework taken at Columbus Technical College is determined in the same manner as outlined above in State Board policy IV. H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs. The policy states that distance education or hybrid course credit is equivalent to that required for traditional course credit. Hence, CTC follows the State Board policy in regards to credit hour determination for distance education. The policy states: "One distance learning or hybrid course credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for traditional class".

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