

## COMPUTATION OF CREDIT HOUR VALUES

Faculty and Division Chairs are responsible for developing, maintaining, and evaluating the curriculum within an academic program, although the Board of Visitors and Board of Trustees retain final control and approval of curriculum. Assignment of credit hours for courses are determined within the program based on faculty expertise and course learning objectives. Courses are evaluated for adherence to the federal and state credit hour regulations during routine program evaluations. The Curriculum Committee is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying the expected student learning outcomes for the course meet the credit hour standard.

The following criteria must be met before a course may be offered to the general public:

1. Faculty and Division Chairs will work together to establish needed courses, criteria, outcomes, and curricula. Learning outcomes and appropriate assessment methods must be clearly defined in the course outline and syllabi.
2. The course meet state and federal regulations.
3. Course must be reviewed and approved by Academic Council and the Curriculum Committee. Programs, certificates, and degrees must be reviewed and approved by Academic Council, the Curriculum Committee, Chancellor Cabinet, Board of Visitors, Board of Trustees, and the Arkansas Department of Higher Education.
4. Have a syllabus filed in the Office of Academics.
5. Must have an approved instructor meeting Higher Learning Commission qualifications.
6. Enrollment records appropriate for audit must be maintained.

When a course is determined to have met the established criteria, the course will be placed on the schedule, in the catalog, and offered to the public.

### Standards

In general, one hour spent in lecture should be followed by two hours of outside work. Outside work may include research, homework, study time, or projects.

Clinical courses and fieldwork will meet the minimum required by the respective

professional accrediting or regulatory agency.

The college is a member SARA (State Authorization Reciprocity Agreements)

Lecture Classes	1 hour of classroom or faculty instruction per week for 15 weeks plus 1 finals week for a total of 16 weeks equals 1 semester credit hour (1:1)
Laboratory Classes	2 laboratory hours per week for 15 weeks for a total of 16 weeks plus 1 finals week equals 1 semester credit hour (2:1)
Technical Skills Laboratory	3 laboratory hours per week for 15 weeks plus 1 finals week for a total of 16 weeks equals 1 semester credit hour (3:1)
Clock Hour Classes/Programs (Cosmetology)	37.5 clock hours equals 1 semester credit hour
Fieldwork (OTA program)	Level I Fieldwork Clinical: no additional credits are assigned. Successful completion of the course requires students to pass both components (lecture and fieldwork).  Level II Fieldwork Clinical: 4 credits equals full time attendance (40 hours per week) for 16 weeks in an approved facility.
Clinical (LPN/RN programs)	(1:8) ratio for clinical components of nursing programs
Clinical Practicum (PTA program)	4 credit hours equals full time attendance for 4-5 weeks in clinical education site.