



## Credit Hour Assignment

Lansing Community College is required to follow the Federal definition of a credit hour, pursuant to Federal law and the awarding of financial aid to students. The Higher Learning Commission is charged with reviewing our procedures for assigning credits to courses. The Course Information Management Team (CIMT) then determines the appropriate meeting times for face-to-face classes based on a given course's number of credit hours. CIMT has prepared worksheets that facilitate these calculations.

The Federal definitions are intended to be flexible, since many course sections do not have regular "seat time." For example, an online section has no seat time, in the traditional sense. However, the Federal definition of a credit hour anticipates this through an expectation of an equivalent amount of work. Determining the amount of work, hence the number of credit hours, is addressed in the definition of a credit hour (See 34 CFR 600.2):

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 of out-of-class student work each week for approximately fifteen weeks for one semester..., or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities...leading to the award of credit hours.

Consequently, your rationale for assigning a given number of credit hours for a new course must explain the relationship between the learning outcomes and subsequent verification of student achievement, such that it equates appropriately to the expectations for a credit hour in line with this Federal definition.

For assistance, or if you have further questions, feel free to contact the Accreditation Liaison Officer in Academic Affairs: [Mark Kelland](#), x1056.