



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new  
Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new  
Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

### **Credit Hour Policy**

Credit-bearing courses are scheduled and conducted in compliance with federal regulations defining the credit hour, regardless of delivery method. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than 30 hours of student engagement.

Credit is based on in-class or equivalent contact hours of instruction plus student out-of-class work. The 30-36 hours of student engagement for each credit is represented by:

1. Lecture, music ensemble, private lessons: 10 to 12 contact hours of instruction plus a minimum of 20 hours of out-of-class student work
2. Lecture/lab: 20-24 contact hours of instruction plus a minimum of 10 hours of out-of-class student work
3. Lab: 30 to 36 clock hours of instruction
4. Cooperative Education/Clinical/Practicum: 30 to 36 clock hours of supervised or semi-supervised instruction consisting of work experience
5. Independent Study: a minimum of 30 hours of student involvement equals one credit hour

The Curriculum Committee of the college is charged with reviewing the contact hours, student learning outcomes, and assessment methods for all new and revised courses. Instructional deans will be responsible for certifying that the course meets the credit hour standard. For courses in which instruction is less clearly tied to contact hours, such as courses that might be offered exclusively online, the [Program director, Chair or Dean] will review evidence of equivalency that reasonably approximates the minimum hours of student engagement

This credit hour policy applies to all credit bearing courses regardless of the mode of delivery Academic department chairs and deans will audit course sections to ensure compliance with this policy.