CREDIT HOUR POLICY

Federal Credit Hour Definition: A credit hour is 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 trimester hour of credit, or ten to twelve weeks for one quarter hour 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 in 1 of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2

For all Western Wyoming Community College courses and programs with academic credit, the credit hour is defined as the amount of work represented in the desired learning outcomes and verified by evidence of student achievement. Summer, shorter block, and distance education courses have equivalent expectations and in the case of in-person instruction, the same time requirements.

1. One hour of class time of directed faculty instruction and two hours of out-of-class work for a full semester or equivalent time for a shorter session.
2. Equivalent amount of work and assessment for other academic activities such as clinical, practicum, and internships.
3. A credit hour for WWCC is 50 minutes. For courses such as online, where no required seat time exists, a credit hour is measured by an equivalent amount of work as documented by student achievement, use of equivalent syllabi, textbooks, and learning objectives.
4. Course Types:

   APPLIED MUSIC LESSON: One private half-hour or hour lesson per week in a specified area with a required minimum preparation time. Each lesson is one-on-one instruction with a faculty member and includes working with an accompanist. Minimum 375 minutes per credit hour.

   CLINICAL: A course of study designed especially for the preparation of students that PRACTICUM involves the supervised practical application of previously studied theory in the field. Minimum 2250 minutes per credit hour.
DIRECTED STUDY: This individualized method of instruction involves the student working on his/her own to carry out objectives established by the instructor in an area where there is a specific need and no WWCC course offered to address the student’s requirements. Procedure: Before a directed study can be started, the instructor must develop a complete course syllabus, have it approved by the division chair, and submit it to the office of enrollment services. Competency based.

FIELD SCHOOL/ FIELD STUDY: A field school/study is a classroom without walls where lectures are ongoing and the material learned is applied directly to the appropriate environment. Minimum 1500 minutes per credit hour.

INTERNET: An Internet course is a course that provides instruction through a computer interface. Instruction, discussion, assessment and feedback is conducted electronically. Class assessment is based on attainment of course outcomes. The course may be open-entry/open-exit or may follow a prescribed semester schedule for assignments, papers, and exams. Competency based.

INTERNERSHIP: This method of instruction results in the placement of the student in a major-specific paid or unpaid work position. The supervising instructor must submit a complete course outline to the Office of Enrollment Services that covers all of the guidelines established in the WWCC catalog for this type of course. A position must be available and agreed upon between the student and the instructor of record before the student registers for the class. Minimum 3750 minutes per credit hour.

LABORATORY: A course in which the primary method of instruction is application-oriented “learning by doing.” The discussion/group interaction format may also be utilized. Minimum 1500 minutes per credit hour.

LECTURE: A course in which the primary method of instruction is verbal and where a lecture/discussion/group interaction format is utilized. Minimum 750 minutes per credit hour.
OPEN ENTRY: A course in which the primary method of instruction is application-oriented (flex) “learning by doing” or self-paced, mastery-learning (open entry/open exit) courses where students work with instructor supervision in the accomplishment of instructor-established objectives and sequenced learning activities. Competency based.

SEMINAR: A small group of students studying under an instructor using a variety of instructional and learning methods ranging from lecture to discussion of student research. Students may also attend a seminar given by an expert in the field followed by discussion and interaction. Minimum 750 minutes per credit hour.

STUDIES IN: The topics class may be a lecture, laboratory, or a combination lecture/lab. This category should be used for testing a class to determine if the demand is there and whether the format is appropriate before making it a permanent course offering within a WWCC program. Procedure: Studies courses may be offered in the same topical area only two times. A complete course syllabus must be approved by the division chair and submitted to the Office of Enrollment Services before the class may be taught. All studies course outlines will also be submitted to curriculum committee each semester as part of its consent agenda.

VIDEOTAPED: A videotaped course is a complete and integrated instructional system that generally includes, in addition to the videotaped component, a textbook and a variety of other instructional material designed to be used by faculty and students as the principal components of a college course. These courses usually have an internet component that facilitates interaction between students and instructor.

WORKSHOP: A brief, intensive educational program for a group of people that focuses on techniques and skills in a particular field. Workshop is a lab-type course. Only 6 hours of Workshop credit may be count toward graduation. The Workshop category should be used for areas where the topics vary and the course is not
Offered on a regular basis. A completed course syllabus, will be approved by the division chair and submitted to the Office of Enrollment Services before the class may be taught. Workshop courses may be offered in the same topical area only two times, and then they have to be taken to curriculum committee for approval to make the course a permanent course offering in the Workshop category. Minimum 1500 minutes per credit hour.

Western Wyoming Community College requires a minimum of 64 credit hours for an Associate Degree and provides one year certificates as well as a small number of specialized shorter duration certificates. All programs are approved by the Curriculum Committee, the Board of Trustees, and the Wyoming Community College Commission.

Adopted October 10, 2013