

**WALLA WALLA COMMUNITY COLLEGE  
CREDIT HOUR  
ADMINISTRATIVE PROCEDURE 6400**

**I. CREDIT HOUR STANDARDS**

All courses, regardless of modality (face-to-face, online, hybrid [HyFlex]), must adhere to the credit hour standard as established. Any course offered for less than the standard 10–12-week quarter must be equivalent in both direct faculty contact hours and out-of-class effort (approximately two hours for every hour in class) expected of students for a full quarter length course. The rationale for an exception for any course must be documented and approved by Curriculum Committee and approved by the Vice President of Instruction. The following definitions have been established to guide instructional practice, with each definition equating to a minimum of three weekly hours of students' effort per credit.

Category	Definition	Credit Hour to Contact Hour (per week)
Theory	Students are engaged with faculty and class members in learning theoretical material and/or engaging in activities to apply the theory leading to mastery of course outcomes. Modes of instructional delivery could include but are not limited to: lecture, small group discussion, guided conversation, demonstration, case studies, role playing, problem-based inquiry, and collaborative activities. Instruction may be a mix of presentation, facilitation, and guided activities evidenced by frequent ongoing communication between instructor and students. Such activities could take place in a variety of instructional modalities. One credit is generated by one weekly contact hour of instruction or the equivalent amount of work over a different amount of time. Generally, it requires out-of-class student effort, typically two hours per class hour.	1:1
Guided Practice	Students are actively engaged in practicing and mastering skills under the supervision of the instructor. This category of instruction could include but is not limited to labs, studios, shops, clinical experiences, computer-mediated learning, hands-on projects, or other skill building activities. Instruction may be individualized or group-focused and include skills assessment. Such activities could take place in a variety of instructional modalities. One credit is generated by two weekly contact hours of instruction or the equivalent amount of work over a different amount of time. May also include out-of-class student effort, typically one hour per two class hours.	1:2
Field-based Experience	Students are engaged in autonomous study or related work activity under the intermittent supervision of the instructor. This mode includes working with or under the direction of professional practitioners and may include preceptorships, co-ops, internships, or service-learning activities. Verification of learning outcomes is documented by college faculty in collaboration with professional practitioners. One credit is	1:3

	generated by a minimum of three weekly contact hours of supervised learning experience. Programs may determine that additional hours are needed for the student learning needs. However, only one credit will be generated for enrollment counting purposes.	
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WWCC Instructional Modalities	
Category	Definition
1. Traditional (face-to-face) classes	Students and instructors meet for a certain number of hours, in a classroom and on a regular weekly schedule. Courses are supported through use of the College's Learning Management System.
2. Online Classes	Online classes consist entirely of online elements with no traditional (face-to-face) component. Some online classes require students to interact with each other, the faculty, and content at specific times, while others are entirely self-paced. Courses are supported through use of the College's Learning Management System.
3. Hybrid Classes	Hybrid classes combine traditional (face-to-face) classroom time with online instruction. Students in a traditional hybrid class come to campus at scheduled times and meet face-to-face with instructors and students. Many class activities are conducted online, including class work assignments, discussions and group projects. Courses are supported through use of the College's Learning Management System.
	a. HyFlex Classes
	HyFlex classes permit students the option to flex their attendance between the options of in-person and/or online activities. Students will have opportunities throughout the quarter to choose between engaging online or engaging in person as all activities and assessments are offered with online and in-person options.

## II. ROLES AND RESPONSIBILITIES

- A. Vice President of Instruction & Vice President of Student Services: Reviews the academic calendar annually to ensure instructional time.
- B. Curriculum Committee: Reviews each new and revised course syllabus to align contact hours, instruction time, and awarded credits so that the scheduling of credit-bearing courses in all formats reflects the credit-hour definition established by federal and state regulations.
- C. Instructional Deans, in collaboration with Instructional Directors/Chairs: Reviews all area offerings to ensure:
  - 1. Credit-bearing face-to-face courses require student participation that are equivalent to:

- a. A minimum of one hour per week.
  - b. Out-of-class student work equivalent to a minimum of two hours per week for each credit hour.
2. Credit-bearing online courses require student participation in instructor-led, asynchronous or synchronous online learning activities that are equivalent to:
    - a. A minimum of one hour per week.
    - b. Out-of-class student work equivalent to a minimum of two hours per week for each credit hour.
  3. Credit-bearing hybrid [HyFlex] courses require a combination of in-person instruction and online instruction, instructor-led, asynchronous or synchronous learning activities equivalent to:
    - a. A minimum of one hour per week.
    - b. Out-of-class student work equivalent to a minimum of two hours per week for each credit hour.
  4. Laboratory and studio work, internships, practicum, independent study, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work.

<p><b>Policy Contact:</b> <u>Vice President, Instruction</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>June 21, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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