



**ADMINISTRATIVE POLICY**

Number	400-22
Adoption	02-06-2020
Deletion	
Revision	
Review Date	10-14-2024

**Assignment of Credit Hours**

Pratt Community College shall record one semester credit hour, as defined by the Kansas State Board of Regents, for a student that is enrolled for credit and has made satisfactory progress in a class that consists of the minimum clock hours established by the KBOR, times which satisfy the requirements for Federal Title IV aid purposes.

In alignment with these policies, a student will be granted one credit hour for

- making satisfactory progress in a lecture class consisting of at least 750 minutes of class instruction, plus time allocated for a final exam,
- making satisfactory progress in a laboratory class consisting of at least 1125 minutes of class instruction,
- making satisfactory progress in on-the-job training, internships, or clinicals consisting of at least 2700 minutes of class instruction,
- making satisfactory progress in a class delivered via distance education based on the amount of time needed to achieve the course competencies in a face-to-face format.

In addition to the class times herein identified, a student should spend two hours per credit hour on coursework outside the course each week.

Definitions (as per KBOR):

“Credit hour” - basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered at a level not higher than those offered to freshmen and sophomores in four-year post-secondary institutions (for community colleges, this level is determined by state board); does not apply to courses enrolled for audit or not approved by state board.

“Distance education course” – a course in which at least 75% of instruction and interaction are delivered either synchronously or asynchronously due to faculty and students physically separated in place or time and in which 11.25 or more hours of instruction per credit hour are delivered via recording, interactive video, internet, etc.

New Policy Dated: 02-06-2020

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