



DIVISION	ADOPTION DATE
IV Instruction and Curriculum	1972
POLICY NAME	REVISIONS
04.13.00 Computation of Credit	Revised: 1982, 08/2017, 01/2022

04.13.00 COMPUTATION OF CREDIT

The following statement of policy is intended to serve as the basis for the computation of credit of courses offered at Joliet Junior College (College). Deviations from the policy must be approved by the appropriate instructional academic dean, the vice president for academic affairs, the Illinois Community College District 524 Board of Trustees (Board), and the Illinois Community College Board.

The U.S. Department of Education credit hour definition for the Title IV financial aid purposes is the amount of work that reasonably approximates not less than:

- A. 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 a semester (or the equivalent amount of work over a different amount of time); or
- B. At least an equivalent amount of work as required in item A above for other academic activities such as laboratory work, internships, practica, studio work, or other academic work leading to the award of credit hours.

The use of the Federal credit hour definition is required for all courses for which the institution awards Federal student aid. The College may set a higher standard that requires more student work per credit hour and use a measure of metric different from this definition for academic and non-federal purposes.

The Illinois Community College Board (ICCB) Systems Rules Manual provides the following course credit hour determination:

- A. Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour.
- B. Lecture Courses. Courses with students participating in lecture/discussion-oriented instruction shall be assigned one semester credit hour or equivalent for each 15

classroom contact hours, at a minimum, of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

- C. Laboratory Courses. Courses in which students participate in laboratory/clinical-laboratory oriented instruction shall be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours, at a minimum, of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.