

The provost/chief academic officer, in collaboration with the faculty, shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog.

**Credit Hour
Definition**

The College District's definition of a credit hour is in agreement with that of the federal definition of credit hour as defined below.

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 15 weeks for one semester or trimester hour of credit, or ten to 12 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 item 1, above, of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The College District's credit hour definition shall apply to various modes of delivery for instruction consistent with innovative practices such as online education, competency-based credit, and other academic activities. Credit hours may be assigned to courses for an amount of work represented by verifiable student achievement of the College District's established learning outcomes.

**Application of
Definition**

The College District shall apply this definition of credit hour to its programs and coursework in order to conform to commonly accepted practice in higher education as evaluated by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

All courses offered by the College District for degrees or certificates are authorized by the State of Texas Academic Course Guide Manual for academic courses and the Workforce Education Course Manual for vocational/technical courses. Both manuals provide course descriptions and identify the number of semester credit hours that may be awarded for each course.

The College District Curriculum Committee shall establish procedures for the approval of new courses, course or program modification, and new program proposals to ensure that courses and programs provide the appropriate amount and level of credit.