



College of The Albemarle Procedure

Procedure Number: 4.2.10.1

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Title: Program and Credit Hour Requirements

Related Policy and Procedures: Policy 4.2.10 Credit Hour Requirements

Divisions of Responsibility: Learning

Administrators and faculty shall adhere to the standards of the State Board of Community Colleges Code, the Curriculum Standards, and the NCCCS Combined Course Library for determining the requirements for programs and credit hours for Curriculum and Continuing Education courses.

I. Program Hour Requirements

- A Certificate program which is a stand-alone curriculum program title or which is the highest credential level awarded under an approved applied science degree shall include a minimum of 12 semester hours and a maximum of 18 semester hours from the curriculum courses at the 100 - 299 level.
- A Diploma program which is a stand-alone curriculum program title or which is the highest credential level awarded under an approved applied science degree shall include a minimum of 36 semester hours and a maximum of 48 semester hours from the curriculum courses at the 100 - 299 level. The Aviation Diploma has been granted an exception to the maximum number of credit hours allowed.
- Associate Degrees shall follow the guidelines presented in SBCCC 1D 400.10 for the required number of semester hours, or the range of accepted semester hours.

II. Credit hours Calculations

- 1 credit hour = 16 hours of class work including "lecture and other classroom instruction"
- 1 credit hour = 32 hours of "experiential laboratory work"
- 1 credit hour = 48 hours of "faculty directed laboratory work" or "clinical practice"
- 1 credit hour = 160 hours of "work experience" including cooperative education and internships

III. Credit Hour Guidelines

- A. Credit hour guidelines are similar to the federal definition of a credit hour.
- B. At least an equivalent amount of work as required outlined in item II above for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.



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- C. Department Chairs and Program Coordinators shall ensure all course schedules follow the North Carolina Community College System requirements for credit hours (IG SBCCC200.93 Reporting of Student Hours in Membership for Curriculum Classes).
- D. New program and program change recommendations impacting credit hours shall be vetted by the College's Academic Affairs Committee.
- E. Department Chairs and Program Coordinators shall follow the guidelines provided by the NCCCS.

September 11, 2023

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N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision