



AP 4022 Course Approval

References:

NWCCU 2020 Standards 1.C.1, 1.C.5

Credit Courses must have clearly defined learning outcomes and have established criteria for successful completion. Assessments will be used to evaluate attainment of these outcomes. Credit courses must be applicable to transfer credits or a degree or certificate. Courses that are below 100-level may not always be applicable to a degree or certificate, but may serve as a prerequisite for a course that is applicable to a degree or certificate.

New credit courses and any change in course credit or clock hours are recommended to and approved via Curriculum and Academic Standards Committee (CASC) following the process outlined in AP-4020 Program and Curriculum Development.

Credits awarded by Rogue Community College adhere to the requirements set forth by the State of Oregon in OAR 589-006-0050 (18); OAR 589-006-0100 (1-13); and by the Higher Education Coordinating Commission's (HECC) [FTE Guidelines](#). *Credits for coursework must align with the stated credit categories recognized by the HECC:*

HECC Category for Generating Credits	RCC Course Type
Lecture	Lecture, Seminar
Lab	Lab, Open Lab, Clinical, Independent Study
Lecture Lab	Lecture Lab
Physical Education Activity Course	PE Courses
Recitation	Recitation
Cooperative Work Experience Seminar	Seminar in conjunction with Practicum/Internship/Externship
Cooperative Work Experience (CWE)	Practicum, Internship, Externship, Service Learning, CWE

Credit is based on in-class or equivalent hours and student out-of-class work. Rogue Community College (RCC) operates in the quarter system, in which one credit is based on, or equivalent to, 30-36 hours of academic engagement. Specifically;

1. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:
 - a. Lecture – credits are awarded as 1 credit for 10 to 12 clock hours of instruction plus a minimum of 20 hours of out of-class student work. Lecture occurs in an instructional setting in which the instructor presents academic subject information. A syllabus, course outcomes, and qualified instructor are required.

- b. Seminar – credits are awarded as 1 credit for 10 to 12 clock hours of instruction, in conjunction with some type of Cooperative Work Experience (CWE), such as practicum, internship, or externship. A syllabus, course outcomes, and qualified instructor are required.
- c. Lecture/lab – Lecture/lab credits are awarded at 1 credit for 20 to 24 clock hours of instruction plus a minimum of 10 hours of out-of-class student work. Lecture-lab occurs in an instructional setting in which the instructor uses integrated instructional methods including lecture and lab, providing short presentations and supervising student application of content. A syllabus, course outcomes, and qualified instructor are required.
- d. Lab – Lab credits are awarded at 1 credit for 30 to 36 clock hours of supervised instruction consisting of lab work. Labs occur in settings in which students work independently with the instructor available in the instructional area for assistance and supervision. College instructors oversee and set curriculum, but primary supervision may be by lab assistant or other College employee as assigned. A syllabus, course outcomes, and qualified instructor are required.

Clinicals are a type of Lab, in which students are placed in clinical settings and a college instructor is present in the clinical setting for assistance and supervision. Clinicals offer a hands-on experience where students are placed – with an RCC instructor – on-site in a local organization to develop and/or practice skills related directly to their degree/certificate program. This involves real patients and/or clients and is designed or selected to provide specific experiences in support of the program learning outcomes. Clinicals have a course syllabus and specific outcomes, and also include direct faculty scheduling, observation, and assessment.

- e. Cooperative Work Experience (CWE) – CWE credits are awarded at 1 credit for 30 to 36 clock hours. CWE occurs in settings in which the college places students in a structured work-based learning experience that is directly related to their classroom studies; and there is no RCC instructor with the student during the work-based learning; rather the college instructor collaborates with the work site periodically to ensure achievement of student learning outcomes. Primary supervision is from the employer or other individual contracted to provide the work experience. The CWE category includes work experience, internship, externship, practicum, service learning, and other types of experiential learning. A course outline, learning objectives, and periodic site supervisor feedback is required.



Service Learning combines community service with academic instruction, focusing on critical reflective thinking and personal and civic responsibility. Service Learning places students in activities that address community-identified needs, while developing their academic skills and commitment to their community.

Practicum and/or Service Learning may be developed as courses that combine CWE credits with CWE Seminar credits as co-requisites.

- f. Independent Study – A minimum of 30 hours of student involvement equals one credit hour.

Rescinds Procedure Number: AP-110

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