

Credit Assignment Procedures

When a new class is being considered for incorporation into the existing curricula, faculty (with assistance from administration) research peer institutions that offer the class and examine the following:

Course Description

Credit Hour Assignment

Length of Class (Quarter or Semester)

Textbook Selection

Class Expectations

Weekly Assignments

If questions arise, the college contacts the peer institution(s) for additional information and request a copy of the course syllabus if not already available. Faculty then make a textbook selection and develop a sample syllabus for the class, ensuring that course content comprises 4 quarter hours of credit. In the development of the syllabus, faculty designate the breakdown of lecture and lab hours contained in the course description. The new class is then reviewed for approval by the faculty advisory committee and, if approved, incorporated into the curricula.