

Federal Requirement 4.9

The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practice in higher education and Commission policy.

Impact Statement

Prior to the merger of Baton Rouge Community College (BRCC) and Capital Area Technical College (CATC), each campus followed the guidelines for defining a credit hour outlined in the Code of Federal Regulations 34 CFR 600.2 ([Figure 4.9.1](#)). On each campus, the policy followed was provided by their respective accrediting body: SACSCOC for BRCC, and the Council on Occupational Education (COE) for CATC, as set forth in Louisiana Technical College policy ([Figure 4.9.2](#)). The policies of both SACSCOC and COE are based on 34 CFR 600.2. At both institutions, the credit hours awarded for programs adhered to the definitions of programs outlined by the State of Louisiana Board of Regents ([Figure 4.9.3](#)). In addition, the conversion of clock hours to credit hours for those programs offered by the former CATC mandated by their respective state accrediting bodies to be based on clock hours (for example, Barber-Styling, Cosmetology, Nurse Assistant, and Practical Nursing) adhered to the Louisiana Technical College policy and 34 CFR 668.8 ([Figure 4.9.4](#)).

Rationale

For the merged college, credit hours for courses and programs will continue to follow the federal guidelines as summarized in BRCC's Academic Affairs policy No. 1.4270 ([Figure 4.9.5](#)). The table on the following page provides examples of the application of BRCC's policies for awarding credit hours.

Supporting Documents

Figure 4.9.1	34 CFR 600.2
Figure 4.9.2	LTC Policy No IS1930.118
Figure 4.9.3	BoR Academic Affairs Policy 2.15
Figure 4.9.4	34 CFR 668.8
Figure 4.9.5	BRCC Academic Affairs Policy 1.4270
Figure 2.4.3	BRCC 2013-2014 Catalog

Examples of the application of BRCC’s policy for awarding credit hours for courses include:

Course Rubric and Title	Course Credit hrs	Lecture Credit hrs	Lecture Contact hrs	Lab ¹ Credit hrs	Lab ¹ Contact hrs	Total Contact hrs per week	Total Contact hrs per semester	Contact: Credit hr Ratio, Lecture	Contact: Credit hr Ratio, Lab ¹
PHSC 101, Physical Science I	3	3	3	0	0	3	45	15:1	
PHSC 101L, Physical Science I Lab	1	0	0	1	2	2	30		30:1
CMGT 110, Construction Graphics	3	2	2	1	2	2	60	15:1	30:1
BIOL 210, General Microbiology	4	3	3	1	3	6	90	15:1	45:1
MATH 210, Calculus I ²	5	5	6	0	0	6	90	18:1 ²	
EMSE 211, Clinical Practicum III	2	0	0	2	16	16	240		120:1
HNUR 1411, Nursing Fundamentals II ³	3	2	2	1	5.3	7.3	110	15:1	80:1
HPHM 2022, Pharmacy Clinical Externship ⁴	7	0	0	7	14	14	210		30:1
PTEC 291, Process Technology Internship	3	1	1	2	10	11	165	15:1	75:1

1. In this table, the term ‘lab’ refers to supervised instruction in a setting other than a lecture setting and includes studio, internship, externship, clinical, and/or practicum.
2. Calculus instructors requested the additional hour of lecture time per week to improve retention.
3. This course is required for completion of the Practical Nursing Technical Diploma, a program mandated by the Louisiana State Board of Practical Nursing Examiners (LSBPNE) to include a minimum of 700 hours of lecture and 800 hours of lab/clinical instruction. The BRCC program has been approved by the LSBPNE.
4. This course is offered during the third term (summer) of the Pharmacy Technician program (a Certificate of Technical Studies program or CTS) and primarily involves shadowing a registered pharmacist. Students are not paid for their work in the pharmacy.
5. The complete list of programs with curricula and credit hours may be found in the BRCC College Catalog ([Figure 2.4.3](#))