

Course Credit Hour Determination RVC Administrative Procedure (4:20.040)

This procedure guides the College's determination and review of credit hours assigned to classes.

Purpose

Changes in delivery of instruction (i.e., face-to-face, hybrid, and on-line) and alternative length of courses (i.e., less than 16-week courses), have led to the need to move beyond the Carnegie unit to define credit hour in such a way that it represents a consistent unit of measure regardless of the instructional method or length of course. Rock Valley College has established a credit hour determination that consistently and systematically reflects equivalency of work and learning expectations for all students enrolled in a given course, regardless of the delivery method or number of weeks in the course. Students have consistent course learning outcomes as evidenced by student achievement regardless of modality and alternative length of course.

Scope

Course credit hour determination applies to students who are enrolled in credit-bearing programming.

Department and Primary Point of Contact Involved

Department: Academic Affairs

Primary Point of Contact: VP of Academic Affairs/CAO

Definitions

Carnegie Unit

Time-based reference for measuring educational attainment used by American universities and colleges.

Procedure

When a course is designed or revised, Academic Affairs, under the direction of the Chief Academic Officer, works with the faculty and dean to determine the appropriate number of credits for that course. This is determined through the use of a Credit Hour Compliance Form.

All credit hour courses must meet the guidelines included in the Illinois Community College Board Administrative Rules, Section 1501.309(b). The required contact hours to inform the credit hour determination is based on a 50-minute hour:

Rock Valley College

Minutes			Total
Contact Hours	Minutes Excluding Finals and Breaks	Finals	Total Excluding Breaks
1	750	120	870
2	1,500	120	1,620
3	2,250	120	2,370
4	3,000	120	3,120
5	3,750	120	3,870
6	4,500	120	4,620

A Credit Hour Compliance audit is conducted and validated systematically through standard course assessment cycle, as well as part of the Program Review cycle.

All classes must meet for the time indicated. This is to ensure that we remain in compliance with ICCB and HLC expectations. For hybrid and online classes, it is important to ensure the class is meeting the minutes requirements, as the credit hour compliance has not yet changed to accommodate this different mode of instruction. Therefore, for hybrid courses, the class that is offered face to face or synchronously online should meet for the duration of the class time. For fully-online and asynchronous portions of hybrid courses, the Course Component Index can provide a guide to ensure compliance to the Administrative Rules.

Related Documents

2021-2026 Collective Bargaining Agreement between Illinois Community College District #511 and Rock Valley College Faculty Association Local 6211 IFT-AFT

ICCB System Rules Manual

Reference: Board Report 7066

Implemented: December 17, 2013

Revised: February, 2023; June 24, 2026