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TOPIC: Clock and Credit Hour Definition and Alternative  
Credit Equivalencies - Procedures

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Policy Number:  
D6

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### Clock Hour Definition

As defined in 34 Code of Federal Regulations (CFR) §600.2, Cloud County Community College defines “clock hour” as a period of time consisting of

- A 50-60 minute class, lecture, or recitation in a 60 minute period;
- A 50-60 minute faculty-supervised laboratory, shop training, or internship in a 60 minute period.

### Credit Hour Definition

The State of Kansas defines credit hours in KS 88-26-4, as

- 1 credit hour is awarded for 750 minutes of class instruction, lecture, or recitation plus time allotted for a final exam
- Credit hours are awarded for 1125 minutes of laboratory experience
  - Laboratory experience is defined as instructor-led experimentation, observation, or practice in a field of study.
- 1 credit hour is awarded for 2700 minutes of On the Job Training (OJT), internships, or clinical experience in health occupations
  - OJT, internship, and clinical experience are defined as supervised learning experience in an on-campus or off-campus workplace setting alongside and/or with employers, employees, or residents of healthcare facilities.

As defined in 34 Code of Federal Regulations (CFR) §600.2, Cloud County Community College defines “credit hour”, except as provided in 34 CFR 668.8(k) and (l), as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **Alternative Credit Equivalencies**

#### Credit for Prior Learning

Credit for Prior Learning (CPL) is defined by the Kansas Board of Regents in the Kansas Credit for Prior Learning Guidelines as credit awarded for learning gained

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outside a traditional postsecondary academic environment. CPL involved the evaluation and assessment of an individual’s learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering or doing community service. CPL can take the form of postsecondary credit, certificates, or advanced standing towards further education or training. Postsecondary level credit is the optimal outcome.

CPL is awarded in compliance with the criteria for accreditation for the Higher Learning Commission, Kansas Board of Regents policy manual, state statutes, and the Kansas CPL Guidelines.

The following stipulations apply to all CPL Credit:

- Credits must be applicable to the student’s program of study in order to be accepted.
- Students must be degree-seeking at the college.
- Credits will be entered on a Cloud County Community College transcript upon the successful completion of 12 semester hours of work from Cloud County Community College. Exceptions may apply.
- The maximum allowable credit for prior learning is aligned with the Higher Learning Commission criterion of 75% of the total program credit hours. (HLC Policy: CRRT.B.10.020)
- Cloud County Community College cannot guarantee how CPL credit will transfer to other colleges and universities.

A. CLEP Credit

Cloud County Community College awards credit for College Level Examination Program (CLEP) exams in a variety of subject areas. An official CLEP transcript must be sent to the Office of Student Records at the college to be evaluated. Students must earn the minimum score of achievement on any given test as established below by the college academic department in which the credit would be awarded. Students must CLEP to receive foreign language CPL.

Minimum scores are evaluated by the individual academic departments in consultation with the American Council on Education (ACE) National Guide to College Credit for Workforce Training, and the National College Credit Recommendation Service (NCCRS).

CLEP exam credit will be recorded as “CR” on the official transcript and will not be included in cumulative GPA calculations. A passing CLEP score fulfills a program course requirement of “C” or better.

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Exam	Min. Score	CCCC Course Equivalency	Credit Hours
American Government	50	SS 140 US Government: National	3
Calculus	50	MA 120 Analytic Geometry and Calculus I	5
College Algebra	50	MA 111 College Algebra	3
College Composition	50	CM 101 English Composition I	3
College Composition Modular	50	CM 101 English Composition I	3
French Language	50	FL 105 French I (5) & FL 106 French II (5)	10
German Language	50	FL 113 German I (4) & FL 114 German II (4)	8
History of the US I: Early Colonization to 1877	50	HI 122 United States History I	3
History of the US II: 1865 to the Present	50	HI 123 United States History II	3
Human Growth & Development	50	SS 105 Human Growth & Development	3
Introductory Psychology	50	SS 101 General Psychology	3
Introductory Sociology	50	SS 130 Introduction to Sociology	3
Principles of Macroeconomics	50	EC 101 Economics I	3
Principles of Microeconomics	50	EC 102 Economics II	3
Spanish Language	50	FL 111 Spanish I (4) & FL 112 Spanish II (4)	8
Spanish Language	63	FL 111 Spanish I (4) & FL 112 Spanish II (4) & FL 200 Spanish III (4)	12

#### B. AP Exam

Cloud County Community College awards credit for Advanced Placement (AP) exams in a variety of subject areas. An official AP transcript must be sent to the Office of Student Records at the college to be evaluated. Students must earn the minimum level of achievement on any given test as established below by the college academic department in which the credit would be awarded.

AP Exam credit will be recorded according to the chart below. If the letter grade is awarded, it will become part of the student's cumulative GPA. A "CR" fulfills a program course requirement of "C" or better. A passing AP Exam score fulfills a program course requirement of "C" or better.

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Exam	CCCC Course Equivalency	Score	Credit Hours	Grade
Biology	SC 101 General Biology	5	4	A
		4	5	CR
Calculus AB	MA 120 Analytic Geometry and Calc. I	5-4	5	A
		3	5	B
Calculus BC	MA 120 Analytic Geometry and Calc I and MA 121 Analytic Geometry and Calc II	5-4	10	A
	MA 120 Analytic Geometry or Calc I and MA 121 Analytic Geometry and Calc II	3	5	B
Chemistry	SC 131 Chemistry I and SC 132 Chemistry II	5-4	10	A
	SC 131 Chemistry I	3	5	CR
English Language & Comp or Lit & Comp	CM 101 English Comp I and CM 102 English Comp II	5	6	CR
	CM 101 English Comp I	4-3	3	CR
French Language	FL 105 French I	5	3	A
		4-3	3	B
Geography	GE 101 World Geography	5-3	3	CR
German Language	FL 113 German I	5	3	A
		4-3	3	B
Gov't. & Politics	SS 140 U.S. Government: National	5-3	3	CR
Macroeconomics	EC 101 Principles of Macroeconomics	5	3	A
		4	3	B
		3	3	CR
Microeconomics	EC 102 Principles of Microeconomics	5	3	A
		4	3	B
		3	3	CR
Physics B	SC 140 College Physics I and SC 141 College Physics II	5-3	10	CR
Psychology	SS 101 Gen Psychology	5	3	A
		4-3	3	CR
Statistics	MA 115 Elementary Statistics	5	3	A
		4	3	B
		3	3	C
Spanish Language	FL 111 Spanish I	5	3	A
	FL 111 Spanish I	4-3	3	B
United States History	HI 122 U.S. History I and HI 123 U.S. History II	5-4	6	CR
	HI 122 U.S. History I or HI 123 U.S. History II	3	3	CR
World History: Modern	HI 121 World History II	3	3	CR

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C. Military Service Credit

The college welcomes military credit and reviews military transcripts on a case-by-case basis. An official Joint Services Transcript (JST) must be sent to the Office of Student Records at the college to be evaluated. Military service credit that appears on the JST has been evaluated by the American Council on Education or is reviewed by the college academic department in which the credit would be awarded.

Military service credit will be recorded as “CR” on the official transcript and will not be included in cumulative GPA calculations.

D. Work Experience Credit

The college welcomes postsecondary-level knowledge and skills gained through work experience such as, but not limited to, employer training programs, industry certifications, civic or volunteer experiences.

Students must complete the Work Experience Credit Form located in the Office of Student Records. Portfolios are evaluated by the individual academic departments in consultation with the American Council on Education (ACE) National Guide to College Credit for Workforce Training, and the Council for Adult and Experiential Learning’s (CAEL) Standards for Assessing Learning.

Work experience credit will be recorded as “CR” on the official transcript and will not be included in cumulative GPA calculations.

E. Other Credit

Additional certificates, exams and CPL experiences such as but not limited to, Institutional Exams or Course Challenge Exam, IB and ACT WorkKeys are evaluated by the Department Chairs with final approval by the Vice President for Academic Affairs or designee on a case-by-case basis.

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