

C-8a PROCEDURE Credit Hour Definition and Program Length

As Southeast Community College's (SCC) subject matter experts, the faculty are responsible for determining the appropriate number and type of contact hours needed to cover student learning objectives for any course or program. The contact hours are converted to credit hours based on federal regulation and FTE/REU Guidelines provided by the Nebraska CCPE. There are several internal and external processes to ensure contact and credit hours are applied appropriately and consistently across SCC, as well as other Nebraska Community Colleges:

- Faculty and/or Program Chairs may submit proposals for new courses or course changes for initial review and discussion with the Division Dean. After the initial review is completed, the curriculum approval process is started. This includes review and potential approvals from the Registrar's Office, Division Dean, Assessment Office, Curriculum Committee and the Vice President of Instruction. The curriculum committee shall include members representative of various academic disciplines across SCC. Curriculum Committee recommendations are then sent to the Vice President of Instruction who determines final approval as SCC's Chief Academic Officer
- The new program, or existing program curriculum updates, approval process includes review and consideration for approval by the Program Chair, Division Dean, Registrar's Office, Curriculum Committee, Vice President of Instruction, SCC's Accreditation Liaison Officer, Student Affairs representatives including the Admissions Office, Financial Aid, Advising and Degree Audit Notification and the Website Manager.
- Once all approvals are obtained, updates to the catalog are processed.
- All new courses are reviewed on an annual basis by all Nebraska Community College Chief Academic Officers and CCPE staff.
- When cumulative credit hour changes reach thresholds established by the Higher Learning Commission (HLC), SCC ensures substantive change processes are followed, as outlined in SCC substantive change policies and procedures.

Related Policy: C-8

Adopted: 6/13/22-Administrative Team

Reviewed/Revised: 3/18/22, 6/10/22, 6/13/22

Created: 3/28/22

Web link:

Tags: credit hour

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Policy C-8 approved by Board of Governors

7.19.2022

Effective 8.19.2022