



608 POLICY – Academic Year Definition

608.1 Statement of Policy

Redlands Community College operates on a semester system which includes two 16-week semesters and a summer 8-week semester each academic year. Redlands Community College defines its academic year for all degree programs as 32 weeks and 24 semester hours. Redlands offers programs in credit hours with terms for all academic programs. Payment periods for financial aid is determined by term.

Redlands Community College adheres to the State Regents for Higher Education’s policy regarding academic calendar standards and the calculation of a semester hour of credit.

608.2 Related Procedure

The procedures section of the Policies and Procedures Manual contains a procedure with definitions and general guidelines that are related to this Academic Year Definition Policy. The definitions in the related procedure are incorporated by reference into this policy.

Adopted March 2017



608 PROCEDURE – Academic Year Definition

608.2:1 Definitions

One-semester-hour of credit is normally awarded for completion of a course meeting for 800 instructional minutes, 50 minutes per week for sixteen weeks, exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One-semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1600 minutes, 100 minutes per week for sixteen weeks.

Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit as those courses offered during a standard academic semester.

608.2:2 Charts

The charts below is used to determine semester credit hour calculations.

| Credit Hours | Instructional Minutes Per Semester Class |
|---------------------|---|
| 1 credit hour | 800 minutes |
| 2 credit hours | 1600 minutes |
| 3 credit hours | 2400 minutes |
| 4 credit hours | 3200 minutes |
| 5 credit hours | 4000 minutes |

| Credit Hours | Instructional Minutes Per Week (16 week semester) |
|---------------------|--|
| 1 credit hour | 50 minutes a week |
| 2 credit hours | 100 minutes a week |
| 3 credit hours | 150 minutes a week |
| 4 credit hours | 200 minutes a week |
| 5 credit hours | 250 minutes a week |



| Credit Hours | Instructional Minutes Per Week (8 week semester) |
|---------------------|---|
| 1 credit hour | 100 minutes a week |
| 2 credit hours | 200 minutes a week |
| 3 credit hours | 300 minutes a week |
| 4 credit hours | 400 minutes a week |
| 5 credit hours | 500 minutes a week |

Further information is presented on the Higher Learning Commission's Worksheet for Instructions on the Assignment of Credit Hours and Clock Hours and the Program Hour spreadsheet (available upon request from the office of the Chief Academic Officer). Redlands offers Certificate programs, Associate of Applied Science degrees, and Associate of Arts or Science degrees.

Tuition and fees are assessed to cover the cost of instruction and other student services. Students enrolling in 12 or more credit hours for the fall and spring semester are considered full time. All fees and charges are approved by both the Redlands Community College Board of Regents and the Oklahoma State Regents for Higher Education. Tuition and fees are posted on the college website to assist stakeholders in determining the overall cost of attendance.

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