



Ohio Administrative Code

Rule 3358:5-7-03 Credit hour system policy.

Effective: May 5, 2025

(A) Clark state college is committed to the establishment of a credit hour system that is consistent with the requirements of the U.S. department of education, the Ohio department of higher education and the guidelines of the higher learning commission.

(1) Clark state follows the federal definition of the credit hour: a credit hour is 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:

(a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work 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,

(b) At least an equivalent amount of work as required in paragraph (A)(1) of this rule for other academic activities as established by the institution, including laboratory work, internships, practice, studio work and other academic work leading to the awards of credit hours.

(2) Clark state also follows the Ohio department of higher education definition of a credit hour as a minimum of seven hundred fifty minutes (semester credit hour) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction. Credit hours may be calculated differently for other types of instruction (i.g., laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulation of regional accreditors and the federal financial aid program.

(B) Credit can be achieved through the scheduled classes offered by the college in any of the college-approved locations or course delivery formats.



(C) Credit can also be awarded by one of the four processes for credit equivalencies:

- (1) Transfer credit from other regionally accredited post-secondary institutions;
- (2) Articulated credit as defined in a formal agreement with another agency, institution, or business or as defined in a procedure established by the college. These agreements and procedures may allow credit for corporate training, adult education training, high school programs determined to be of college-level rigor or other forms of learning;
- (3) Proficiency credit granted through the student's successful completion of a proficiency examination or other approved assessment process developed by the college or a college-approved agency, institution, or business;
- (4) Portfolio credit for prior life and/or work experience.

Each of these forms of equivalent credit must be validated through the appropriate campus processes.