



Awarding of Credit

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Approved by and date:

Board of Trustees 02/12/2018

Executive Leadership Team 01/05/2018

Policy:

Kilgore College follows standards in the Texas Higher Education Coordinating Board's *Academic Course Guide Manual* (ACGM), the *Guidelines for Instructional Programs in Workforce Education* (GIPWE), and the *Workforce Education Course Manual* (WECM), for determining the amount and level of credit awarded for all courses, regardless of format or mode of delivery.

Procedures:

Approved by and date:

Executive Leadership Team 01/05/2018

Kilgore College instructional faculty leaders will use the ACGM to determine the amount and level of credit awarded for all transfer and developmental courses.

For those cases in which the ACGM gives options for the amount of credit for a course, faculty will use their professional judgement in selecting the amount of credit to be awarded, considering such factors as the number of semester credit hours allowed in the core curriculum component areas, the total amount of hours allowed for an associate's degree, and the amount of contact hours necessary to accomplish the desired learning outcomes of the course.

Kilgore College instructional faculty leaders will use the GIPWE and the WECM to determine the amount and level of credit awarded for all workforce courses.

For those cases in which the GIPWE gives options for the amount of credit for a course, as published in the Workforce Education Course Manual, faculty will use their professional judgement in selecting the amount of credit to be awarded, considering such factors as the total amount of hours identified for an associate's degree or certificate, requirements of external accrediting/licensing agencies, feedback from advisory committees, and the amount of contact hours necessary to accomplish the desired learning outcomes of the course.

For all courses, the format or mode of delivery will not be a determining factor when considering the amount or level of credit awarded.

Faculty instructional leaders take their recommendations to the Academic Policies and Curriculum Committee for consideration and approval.