



*Definition of Credit Hour*

**Approval Authority: Office of the President**

**Responsible Executive: Dean and Vice President of Academic Affairs**

**Responsible Office(s): Academic Affairs, Academic Records**

**Effective: March 8, 2012**

**Reviewed: April 20, 2017**

**Miles College**

Policy and Procedure Library

## Policy on Definition of Credit Hour

### Policy Statement

Miles College defines the credit hour as a unit of measure representing the time spent in instruction (contact hour) and the pursuit of student learning outcomes.

- Traditional courses are based on one semester hour which is equivalent to one contact hour per week.
  - Traditional courses are theory focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours.
  - Courses require a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum of two hours of out-of-class student work per credit hour.
  - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Laboratory courses are based on one semester hour which is equivalent to two contact hours per week.
  - Laboratory courses (practical application) focus on the use of equipment, tools, machines, and programs generally found in a laboratory with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
  - Laboratory courses require a minimum of 30 hours of contact for every semester hour of credit.
  - Laboratory courses require a minimum of two hours of out-of-class student work per week per credit hour.
  - Student learning outcomes are based on documented utilization of techniques and methods for the specific discipline in order to achieve the specified competency level.
- Internship/practicum courses are based on one semester hour which is equivalent to one contact hour per week.
  - Internship courses require contact hours relevant to the amount of time spent in actual experience. An internship/practicum course involves the development of job related or practical skills and provides students with direct experience.
  - Internship/practicum courses may range from three to twelve semester hours; and
  - require a minimum amount of out-of-class student work per week equivalent to a minimum amount of two hours per credit hour or as applicable to the course type.

- Student learning outcomes are based on documented completion and utilization of practical application of skills required for the specific discipline in order to achieve the specified competency level.
- Applied music courses are based on one semester hour which is equivalent to one contact hour per week.
  - Courses require a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out-of-class practice time per week per credit hour.
  - Applied music lessons can range from one to two semester hours.
  - Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
  - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Weekend courses are scheduled so they contain the equivalent number of required contact hours as if the courses were scheduled for a full semester.
  - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.
  - Courses require a minimum of six hours of out-of-class student work per week per equivalent credit hour.
  - Additional out-of-class assignments are assigned to ensure that the required contact hours for the course are met (i.e., additional readings, research, Blackboard forums, etc.).
  - Student learning outcomes are based on documented completion of assignments and learning activity for the specific discipline in order to achieve a specified competency level.
- Courses offered through online delivery are scheduled so they contain the equivalent number of required contact hours as if the courses were scheduled for a full semester.
  - Online courses are traditional in nature and the same principles regarding traditional courses apply.
  - Courses require a minimum of two hours of out-of-class student work per week per equivalent credit hour.
  - Student learning outcomes are based on documented completion of assignments and learning activity for the specific discipline in order to achieve a specified competency level.

### **Entities Affected by the Policy**

Administration, Faculty, Staff and Students

### **Policy Background**

In accordance with Federal Regulations, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the College, including laboratory work, internships, practical, studio work and other academic work leading to the award of credit hours.

## **Policy Procedures**

- Division chairs and program coordinators will assist faculty with development of course student learning outcomes which comply with new policy based on a specified course format.
- Division chairs will develop course schedules in a manner consistent with this policy.
- The academic dean will assist the division chairs to adjust the times to meet the established standards.
- The registrar will assist divisions and departments in assigning and calculating times for classes.

## **Definitions**

- Traditional--- theory courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours and students interact in the same physical space.
- Laboratory (practical application)--- courses focus on the use of equipment, tools, machines , and programs generally found in a laboratory areas with emphasis on the hands-on experience.  
Laboratory courses are equivalent to one semester hour.
- Applied music--- courses are individualized private instruction with content based on individual ability and rate of progression.
- Practicum/Internship--- courses that require contact hours relevant to the amount of time spent in actual experience. Practicum and internship courses are courses that involve the development of job related skills and provide students with direct practical experience. Students in practicum or internship courses may earn from three to twelve semester hours.
- Weekend --- theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration that are offered during a modified schedule that is less than the minimum semester term.
- Online--- theory type courses focused on principles, concepts or ideas offered through online delivery during a modified calendar period that is less than the minimum semester term.

## **Responsibilities**

Office of Academic Affairs

## **Interpreting Authority**

### **Statutory or Regulatory References**

*If the [Board of Trustees of the Commission on Colleges] imposes a public sanction or takes adverse action in part or in full for continuing non-compliance with FR 10.7 as it applies to the credit hour, the Commission will notify the U.S. Secretary of Education. The College will be informed of such action.*

### **Policy Adoption Review and Approval**

<u>Date</u>	<u>Entity</u>	<u>Action</u>
March 8, 2012	Miles College Board of Trustees	Approved

Last Reviewed April 20, 2017