March 16, 2012

TO: 
Miles College Faculty, Staff and Students

FROM: 
Dr. Emmanuel Chekwa
Vice President and Dean of Academic Affairs

RE: 
Definition of Credit Hour

Policy concerning definition of credit hour, approved by faculty, was adopted by the Board of Trustees at their meeting held March 8, 2012. Under federal regulations, all accredited institutions are responsible to comply with the definition of the credit hour as provided in Section 600.2 and 600.24(f) of the Higher Education Opportunity Act, which defines the credit hour as:

"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:

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 ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different period of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

The College will continue to comply with this definition of the credit hour; and it shall review periodically the application of this credit-hour policy across the institution, to ensure that credit hour assignments are accurate, reliable, appropriate to degree level, and that they conform to commonly accepted practices in higher education.

Attachment

EC/lg
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 type courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses can range between one and four semester hours.
  - Requires 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 student work per week per credit hour.
  - Student learning outcomes are based on documented time required for students to complete 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 are equivalent to two contact hours per week.
  - Laboratory courses are practical application type courses focused on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis being placed 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.
  - Requires a minimum amount of two hours of out of class student work per week per credit hour.
  - Student learning outcomes are based on documented time required for students to utilize 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 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 can range from three to twelve semester hours.
  - Requires a minimum amount of out of class student work per week equivalent to at least a minimum amount of two hours per credit hour or as applicable to the course type.
- Student learning outcomes are based on documented time required for students to learn 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.
  - Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
  - Applied music lessons can range from one to two semester hours.
  - Requires a minimum amount of two hours of out of class practice time per week per credit hour.
  - Student learning outcomes are based on documented time required for students to complete assignments and learning activities for the specific discipline in order to achieve a specified competency level.

- Weekend courses are one semester hour which is equivalent to one contact hour per week.
  - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.
  - Requires a minimum amount of six hours of out of class student work per week per credit hour.
  - Student learning outcomes are based on documented time required for students to complete assignments and learning activities for the specific discipline in order to achieve a specified competency level.

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**Entities Affected by the Policy**

Administration, Faculty, Staff and Students

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**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 equivalency 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 fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, 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 the policy.
- The Academic Dean and Associate Dean will work with Division Chairs to adjust the times to meet the established standards.
- The Registrar will assist departments in assigning and calculating times for classes.

Definitions

- Traditional- theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses can range between one and four semester hours and students interact in the same physical space.
- Laboratory courses are practical application type courses focused on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis being placed 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 can earn from three to twelve semester hours.
- Weekend-theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration where students interact in the same physical space during their instructional time but the courses are offered during the weekend. Courses have same principles as traditional course format.

Responsibilities

Academic Affairs

Interpreting Authority

Office of the President
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 4.9 as it applies to the credit hour, the Commission will notify the U.S. Secretary of Education. The institution will be informed of such action.

Policy Adoption Review and Approval

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<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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<tbody>
<tr>
<td>March 8, 2012</td>
<td>Miles College Board of Trustees</td>
<td>Approved</td>
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