

# ISP ####

## Credit Hour Policy

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### Policy

#### PURPOSE

Defines parameters for course credits.

#### SUMMARY

The credit hour is a measure of total time commitment required of a typical student in a particular course of study. Total time consists of three components: 1) time spent in class; 2) time spent in laboratory work, internships, practica, studio work, and other scheduled academic work; 3) time devoted to reading, studying, problem-solving, writing or other preparation outside of class or other scheduled activities. One credit hour is generally awarded for three hours per week of work in and out of class. For example, each hour of class lecture is generally expected to require two hours of work outside of class. Thus, one credit represents 30 to 36 hours of work.

#### STANDARD

1. Credit is based on in-class or equivalent hours and student out-of-class work. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:
  - a. Lecture: 10 to 12 clock hours of instruction plus a minimum of 20 hours of out-of-class student work
  - b. Lecture/lab: 20 to 24 clock hours of instruction plus a minimum of 10 hours of out-of-class student work
  - c. Lab: 30 to 36 clock hours of instruction
  - d. Cooperative Education/Clinical: 30-36 hours of supervised or semi-supervised instruction consisting of work experience which a college instructor oversees in conjunction with the employer or other individual contracted to provide work experience.
  - e. Combination of lecture and lab hours when delineated as stated in number two, below.
  
2. Where courses do not fall directly into a Lecture, Lecture/lab, or Lab category, the program faculty will need to clearly delineate the hours expected of students for the credits received. The Curriculum Office will provide a means for this delineation on the Course Outline Submission System.

While there may be natural diversity among academic units in administering these standards, the standards should be carefully considered when assigning credits to courses. For example, one- or two-day workshops, field trips, etc. will not qualify for academic credits unless there are extensive pre- or post-workshop assignments to provide the required 30 hours of work per credit. Also, the extensive outside work of some laboratory or studio classes should be taken into account in assigning credits.

While the above requirements for outside work are stated as minimums, the typical student should not be expected to spend excessive time on out of class work in addition to the minimum.

**APPROVALS**

College Council	Initial Draft – Not yet approved
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