

ISP 350

Credit Hour Policy

PURPOSE

Defines parameters for course credits.

SUMMARY

The credit hour is a measure of total time commitment required of a student in a particular course of study. Total time consists of up to 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 per term.

STANDARD

1. Credit is based on student in-class (or equivalent hours for non-face-to-face modalities, such as online, remote, or hybrid courses) and 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. Physical Education: 30-36 hours/term
 - f. Combination of lecture and lab hours when delineated as stated in number two, below.

These equivalences are summarized in the following table:

Course Type	One Credit
Lecture	10-12 hours/term
Lecture/Lab	20-24 hours/term
Lab	30-36 hours/term
Cooperative Education/Clinical	30-36 hours/term
Physical Education	30-36 hours/term

2. Where courses do not fall directly into one of the above categories (1a - 1e), 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.

REVIEW HISTORY

ISP Committee	Adopted	January 15, 2015
College Council	Reviewed	February 19, 2015