

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
Clinical	30-36 hours/term
Physical Education Activity Course	30-36 hours/term
Recitation	10-12 hours/term
Cooperative Work Experience (CWE) Seminar	10-12 hours/term
Cooperative Work Experience (CWE)	30-36 hours/term

- 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 Inventory Management 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 considered in assigning credits.

- Partial credits may be awarded in one-half credit increments when college programs are required to meet industry-driven standards for contact hours. No other fractional credit amount is allowed. Partial credits may not be awarded in Lower Division Collegiate courses.

Course Type	Half Credit
Lecture	5-6 hours/term
Lecture/Lab	10-12 hours/term
Lab	15-18 hours/term

REVIEW HISTORY

ISP Committee	Adopted	February 23, 2024
Presidents' Council	Reviewed	February 13, 2024
College Council	Reviewed	December 1, 2023
ISP Committee	Updated	May 13, 2022
Presidents' Council	Reviewed	May 3, 2022
College Council	Reviewed	April 15, 2022
ISP Committee	Adopted	January 15, 2015
College Council	Reviewed	February 19, 2015