

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.4

Title: Computation of Credit Hours by Course	
Originated By: Vice President of Academic Affairs	Date: 7/14/2016
President / Board of Directors Approval Date:	
Revised by: CAO	
Revision/Review Date: 3/9/2026	

Policy Statement: The purposes of this policy are to articulate Manhattan Area Technical College's practice regarding assignment of student credit hours, demonstrate compliance with commonly accepted educational practices, and ensure that the College awards educational credits in a manner consistent with federal regulations, the expectations of the Higher Learning Commission, and the policies and guidelines of the Kansas Board of Regents (KBOR). - *Programs should follow this calculation/policy unless otherwise dictated by their specific accrediting body or certification requirements.*

Rationale: To ensure a consistent standard is used to determine the appropriate amount of instructional time required for a course, based on the type of instruction being delivered.

Definition of Student Credit Hour

A student credit hour is 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 the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in #1 of this definition for other academic activities established by the College, including laboratory work, internships, externships, clinical rotations, and other academic work leading to the award of student credit hours.

The Office of Academic Affairs will ensure appropriate academic calendars and course schedules are established to meet the time requirements to award designated credit hours. Academic divisions and departments will provide appropriate course content to support the learning outcomes required by the designated credit hours awarded.

The faculty and program administrators are responsible for developing, maintaining and evaluating the curriculum within an academic program, although the Board of Directors or their representative retain final control and approval of the curriculum. Assignments of credit hours for courses are determined within the program based on faculty expertise and course learning objectives. Existing courses will be evaluated for adherence to federal credit hour regulations during routine Program Reviews. New courses will, upon review and approval at the program level, be reviewed by the Curriculum Committee and recommended to the President for approval or denial. The Curriculum Committee is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying that the expected student learning for the course meets the credit hour standard.

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Policy No. 4.2.4

Approved courses are sent to the Registrar for inclusion in the *College Catalog*. The Registrar's Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned, or otherwise notes when course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the Chief Academic Officer who will work with department chairs and/or faculty to provide correction or explanation. The following provides general guidance on the how the credit hour translates to the particular instruction method.

Lecture: Courses with multiple students who meet to engage in various forms of group instruction under the direct supervision of a faculty member.

Lectures: Classroom / Faculty Instruction and Outside Student Work					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact Time × Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work × Weeks)	Total of instructional contact time and out of class student work
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 contact minutes	1500 contact minutes	200 minutes	3000 minutes	4500 minutes (75.0 hours)
3	150 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 contact minutes	3000 contact minutes	400 minutes	6000 minutes	9000 minutes (150 hours)

Laboratory: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting. The minimum contact time per credit is typically twice that of a lecture (2:1 ratio)

Laboratory: Classroom / Faculty Instruction and Outside Student Work			
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact Time × Weeks)	
1	75 contact minutes	1125 contact minutes	
2	150 contact minutes	2250 contact minutes	
3	225 contact minutes	3375 contact minutes	

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Policy No. 4.2.4

4	300 contact minutes	4500 contact minutes	
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Clinicals/Occupational Work Experience/Internship/Practicum: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a clinical setting. The minimum contact time per credit is typically three times that of a lecture (3:1 ratio), depending upon the amount of outside work assigned.

Clinicals: Classroom / Faculty Instruction and Outside Student Work			
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact time X Weeks)	
1	150 contact minutes	2250 contact minutes	
2	300 contact minutes	4500 contact minutes	
3	450 contact minutes	6750 contact minutes	
4	600 contact minutes	9000 contact minutes	

NOTE: Some courses are not structured with separate lecture and lab components but instead integrate significant hands-on skill application as part of achieving the learning objectives. Examples include courses such as NUR 221 *Nursing Across the Lifespan*. In these cases, instructors use institutional guidelines to ensure the course meets the appropriate amount of instructional time associated with the number of credits awarded. The information below reflects a standard semester length and the minimum required instructional hours per credit hour.

Lecture (1:1)	Lecture/Lab (1.5:1)	Lab (2:1)
15 = 1 credit 30 = 2 credits 45 = 3 credits 60 = 4 credits 75 = 5 credits 90 = 6 credits	22.5 = 1 credit 45 = 2 credits 67.5 = 3 credits 90 = 4 credits 112.5 = 5 credits	30 = 1 credit 60 = 2 credits 90 = 3 credits 120 = 4 credits 150 = 5 credits 180 = 6 credits

The requirements outlined in this policy apply to all courses, without exception, regardless of their instructional format, length, or enrollment size.