

<b>Title: Computation of Credit Hours by Course</b>	
Originated by: Vice President of Academic Affairs	
Signature	Date
Approved by: James D. Genandt President/CEO	
Signature	Date
Reviewed on:	Revised on: July 14, 2016

**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 and the expectations of the Higher Learning Commission.

**Rationale:** To ensure the use of a consistent standard for determining the appropriate amount of time a class should meet, depending upon the type of instruction that is 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.

**Definition of Semester Full Load**

- The *minimum* full-load per semester is defined as: Fall and Spring 12 credit hours; Summer 6 credit hours
- The *maximum* full-load per semester is defined as: Fall and Spring 21 credit hours; Summer 10 credit hours

All semester / credit hours awarded by MATC will conform to the federal and state definitions. These guidelines are also in compliance with policies set forth by the Higher Learning Commission

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.

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

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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 Vice President for Academic Affairs 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.

<b>Lectures: Classroom / Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact Time x Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work x 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)

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

**Clinicals:** 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.

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<b>Clinicals: Classroom / Faculty Instruction and Outside Student Work</b>					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact time X Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work X Weeks)	Total of instructional contact time and out of class student work
1	150 contact minutes	2250 contact minutes	0 minutes	0 minutes	2250 minutes (37.5 hours)
2	300 contact minutes	4500 contact minutes	0 minutes	0 minutes	4500 minutes (75.0 hours)
3	450 contact minutes	6750 contact minutes	0 minutes	0 minutes	6750 minutes (112.5 hours)
4	600 contact minutes	9000 contact minutes	0 minutes	0 minutes	9000 minutes (150 hours)

**NOTE:** Some courses are not structured in a separation of lecture and lab but have significant application of skills as part of the demonstration of learning objectives. Examples could include courses such as ACR 104 Non-Structural Analysis and Damage Repair I. In those instances, institutional guidelines are used by instructors to ensure appropriate length of time for the course are met related to credit available through the course (*the information below is based on a semester length of time and minimum hours per semester per credit hour of the course*):

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

**Under-enrolled Courses:** Courses of study designed in instances where enrollment has fallen below established standards but under conditions where the College agrees to offer the course to allow students to progress academically (such as the need for a particular course in order to graduate). The course will meet at the times and for the time periods specified in the relevant course schedule based on the mode of instruction.

**Internship/Externship/Field Experience:** Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact, but where the actual learning environment takes place off campus at an approved site. The learning experience will typically involve a site supervisor or preceptor and directed activity/learning will occur outside of a lecture setting. Contact time and outside student work requirements must be established and documented, and must match the total amount of work given in the example above. The faculty member or program director responsible for the experience is required to keep records of amount of supervised work and the amount of outside work assigned so that contact hours can be calculated.

**Accelerated Courses:** Courses offered outside of a standard 15 week semester in which the credit hours offered are the same as standard semester courses and the content and substantive learning outcomes are the same as those in the standard semester. These courses must meet the total amount of instructional and student work time as the examples above even if delivered within an accelerated time frame.

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**Online Courses:** Courses offered entirely online without any on-site face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture course with an alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: A) regular instruction or interaction with a faculty member once a week for each week the course runs. B) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

**Blended Courses:** Courses offered in a blended format with one or more on-site face-to-face class sessions and at least one or more online sessions, with both containing direct interaction with a faculty member. Contact time is assessed using both on-site definitions (for the on-site portion) and online definitions as above (for the online portion). In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

**Independent Study:** Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact. Minimum credit hours are determined based on faculty instructional contact minutes and student outside work time. In all such instances, such courses must match the total amount of work using the examples listed above.