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## CREDIT/CONTACT HOUR POLICY

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**Category:** Academic

**Date Established:**

**Name of Responsible Office:** Academic Services

**Date Last Approved:** Click to enter a date.

**Title of Responsible Executive:** Provost and Vice President, Academic Services

VP, Economic and Workforce Development and Career Technical Education

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### Summary

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Monroe Community College is committed to offering courses that comply with applicable state and federal education laws, and accreditation and SUNY guidelines on the awarding of credit hours based on contact hours of student time spent in an academic setting.

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### Policy

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#### POLICY STATEMENT

Monroe Community College acknowledges the guidance and regulations of the State University of New York, the New York State Education Department, the Middle States Commission on Higher Education, and the United States Department of Education on the awarding of credit hours based on contact hours of student work. The College is committed to offering courses that comply with and adhere to these guidelines and regulations.

#### BACKGROUND

Academic credit may be earned for completed courses in many different types of class settings and instructional modalities. This policy affirms that Monroe Community College complies with all guidance and regulations regarding the awarding of academic credit. In addition, the College commits to a regular review of all existing curricula to ensure adherence to these guidelines and regulations. During the development of new courses to be offered at the College, scrutiny of the mode(s) of delivery and amount of student time spent in each academic setting shall be appraised to ensure appropriate contact hours and credit hours are assigned.

#### DEFINITIONS

**Student Contact Hour (MCC):** The equivalent of a standard one-hour (at least 50 minutes) period in which the student is engaged in instruction, regardless of method of delivery.

**Semester Credit Hour (SUNY):** One 50-minute session of classroom instruction per week for a semester of not less than 15 weeks.

**Semester Hour (NYSED):** Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of Subchapter A, Chapter II of Title VIII of the New York Code Rules and Regulations. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

**Credit Hour (USDOE):** Except as provided in 34 CFR 668.8(k) and (l), a 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 trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## **RESPONSIBILITY**

Provost and Vice President, Academic Services

Vice President, Economic and Workforce Development and Career Technical Education

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## **Contact Information**

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Provost and Vice President, Academic Services

Vice President, Economic and Workforce Development and Career Technical Education

Academic Deans

Department Chairs

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## **Related Information**

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[Faculty Senate Resolution 2.4.1\(2\)\(b\)](#)

### **Related SUNY Documents:**

[SUNY Credit/Contact Hour Policy 1305](#)

### **Other Related Documents:**

[NY State Higher Education Department, Title VIII; Chapter II, 50.1 Definitions](#)

[MSCHE Credit Hour Policy](#)

Definitions from [Title 34 of the United States Code of Federal Regulations, The Higher Education Act of 1965](#).