

## **CREDIT AND INSTRUCTIONAL CONTACT HOUR DEFINITIONS AND GUIDANCE**

Monroe Community College offers credit-bearing degree and certificate programs that are approved by State University of New York (SUNY) and approved by and registered with the New York State Education Department (NYSED). Credit hours and instruction time for courses within these programs follows SUNY and NYSED guidelines and are consistent with guidance from the Middle States Commission on Higher Education (MSCHE) and the United States Department of Education's definition of a credit hour.

### **The State University of New York (SUNY) Credit/Contact Hour Policy, #1305:**

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

#### *I. Lecture, seminar, quiz, discussion, recitation*

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

#### *II. Activity supervised as a group (laboratory, field trip, practicum, workshop, group studio)*

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

#### *III. Supervised individual activity (independent study, individual studio, tutorial)*

One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.

#### *IV. Full-time Independent Study (student teaching, practicum)*

If a student's academic activity is essentially full-time (as in student teaching), one semester credit hour may be awarded for each week of work.

#### *V. Experiential Learning*

At its discretion, an institution may award credit hours for learning acquired outside the institution which is an integral part of a program of study. When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.

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### *VI. Credit by Examination*

At its discretion, an institution may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

### *VII. Short Sessions*

Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution, normally at no more than one credit per week of full-time study.

### *VIII. Appeal and Review*

Institutions may present educational justification for departures from these policy provisions to the office of the provost and vice chancellor for academic affairs, which will be responsible for their interpretation. Credit hours to be earned in approved overseas academic programs will continue to be considered on an individual basis following established procedures. Other special arrangements suggested by campuses will be considered on an individual basis by this office.

### **New York State Education Department Regulations:**

Codes, Rules and Regulations of the State of New York, Title 8 – Education Department, Chapter II – Regulations of the Commissioner, Subchapter A – Higher and Professional Regulations, Part 50 – General, Section 50.1 (o): “*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 this Subchapter. 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.*”

Section 52.2(c)(4): “*A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only: (i) when approved by the commissioner as part of a registered curriculum; (ii) when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution; or (iii) in the event of a temporary closure of an institution by the State or local government as a result of a disaster, as defined in section 50.1(w) of this Title, when the commissioner has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.*”

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### United States Department of Education:

Electronic Code of Federal Regulations, Title 34: Education, Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A – General, Section 600.2 offers the following definition of a credit hour:

*“Credit hour: 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.”*

### Monroe Community College Course Types and Instructional Contact Hour Guidelines:

Approval of all courses offered at MCC follow the process outlined in Faculty Senate Resolution 2.0, Curriculum. Upon approval, courses are listed in the College Catalog and Banner.

#### Group Instruction:

- Lecture, seminar, conference, and discussion-based courses, in which students are engaged in group instruction, supervised directly by a faculty member, are classified as “Lecture”.
- One credit will be awarded for each 50 minutes of instructional time per week over a 15-week semester. In addition, students are expected to spend 100 minutes per week in study outside of class for each 50-minute instructional period.

<b>Credits Awarded</b>	<b>Semester Instructional Time with 100 minutes Student outside preparation per 50 minutes of class</b>
1	$50 \times 15 = 750$ minutes
2	$50 \times 15 \times 2 = 1500$ minutes
3	$50 \times 15 \times 3 = 2250$ minutes
4	$50 \times 15 \times 4 = 3000$ minutes

#### Group Supervision:

Laboratory, group performance, and group studio courses are those in which student activity is supervised as a group by an individual faculty member. Each course type takes place in dedicated, discipline-specific settings. Students perform directed work and may work either individually or as a group.

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- One credit will be awarded for the equivalent of 150 minutes of instructional time per week over a 15-week semester, with little or no outside of class preparation by the student. Students are expected to spend 30 minutes or less per week in study outside of class for each 150-minute period of instruction. (3-hour class = 1 credit hour)
- One credit will be awarded for the equivalent of 100 minutes of instructional time per week over a 15-week semester for courses requiring substantial outside of class preparation by the student. Students are expected to spend 50 minutes per week in outside preparation for each 100-minute instructional period. (2-hour class = 1 credit hour)

<b>Credits Awarded</b>	<b>Semester Instructional Time with 0-30 minutes Student Outside Preparation per 150 minutes of class</b>	<b>Semester Instructional Time with 50 minutes Student Outside Preparation per 100 Minutes of Class</b>
1	$150 \times 15 = 2250$ minutes	$100 \times 15 = 1500$ minutes
2	$150 \times 15 \times 2 = 4500$ minutes	$100 \times 15 \times 2 = 3000$ minutes

### Experiential Learning:

In accordance with SUNY Policy 1305, "When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study." MCC recognizes two types of experiential learning courses:

#### Clinical:

- Courses conducted in approved on or off campus clinical settings, where students participate in experientially focused learning, supervised directly by a faculty member or preceptor, are classified as "Clinical".

#### Internship:

- Courses conducted in approved on or off campus settings, where students work independently, with periodic and regular supervision by a faculty member, are classified as "Internship". One credit hour may be awarded for each week of full-time work.

<b>Credits Awarded</b>	<b>Semester with focused student learning, supervised directly</b>	<b>Semester with independent student work, supervised periodically &amp; regularly</b>
1	40 – 45 hour work week	One week of full-time work

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### Individual Instruction:

#### Individual Performance:

- Performance-based courses, such as individual music lessons, in which students are engaged in individual instruction, supervised directly by a faculty member, are classified as “Individual Performance”.
- One credit will be awarded for each 50 minutes of instructional time per week over a 15-week semester. In addition, students are expected to spend 150 minutes per week in practice outside of class for each 50-minute instructional period.

<b>Credits Awarded</b>	<b>Semester with 150 minutes Student practice outside 50 minutes of class per week</b>
1	$50 \times 15 = 750$ minutes

#### Independent Study:

- Courses conducted for the benefit of individual students, outside of current approved course offerings, are classified as “Independent Study”. One credit hour will be awarded for the equivalent of 2250 minutes of academic activity by the student, under the supervision of a faculty member.

<b>Credits Awarded</b>	<b>Semester with 150 minutes Student academic activity under supervision of a faculty member per week</b>
1	$150 \times 15 = 2250$ minutes