

Policy for Awarding Credit

Monroe County Community College adheres to the State of Michigan, Department of Energy, Labor, and Economic Growth's definition and practices for determining contact hours and awarding credit for courses, including courses and/or class sections delivered in an alternative method.

Each credit hour is equal to at least 800 minutes of instruction, regardless of the length of the semester.

A **course contact hour** is a total of 50 minutes of student instruction in which the student is scheduled to come into contact with an instructor or with tutorial or laboratory equipment. The total contact hours for a course are calculated by summing the total instructional minutes for that course in the academic period and dividing by 50.

A **course credit hour** shall be determined by the institution's predominant calendar system. A semester credit hour shall not be less than 800 instructional minutes. All other units should be measured proportionately.

Establishing a Norm for **courses delivered in an alternative method**: Faculty assign credit hours and contact hours based upon a documented set of institutional policies and procedures. The Norm process is to establish a measure or standard of attainment. The institutional measure or standard determines the proportionate instructional contact hours and associated credit hours that a student is expected to prepare for the instructional hours.

(Activities Classification Structure (ACS) Manual for Community College's ACS Manual, 2003 (Amended 2010, pp.3-4):

In addition, the College adheres to the federal guidelines and commonly accepted practice in higher education for awarding credit:

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 activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours (*U.S. Department of Education*).

Basic to this policy is a commonly accepted minimum of two hours of study and preparation time required for every credit hour. MCCC's guidelines for out-of-class student work by credit hour are consistent with the federal guidelines (See MCCC Procedure 3.19) Detailed procedures for awarding credit are presented in Procedure 4.09(a).

Adopted by the Board of Trustees 6-24-13)