

Procedures for Awarding Credit

Credit Hour Value

The credit hour is a unit by which the College measures course work. The credit hour value for a course is determined primarily by the amount of time in class and/or lab, the intensity of the educational experience, and the amount of outside preparation required by the student. A lecture course with extensive reading or other out-of-class preparation shall result in one credit for each classroom hour per week or 1 credit hour for each contact hour. A laboratory experience with moderate out-of-the class preparation shall equal 1 credit for two classroom hours per week or 1 credit hour for 2 contact hours. A laboratory/clinical experience with little out-of-class preparation shall equal one credit for three classroom hours per week or 1 credit hour for 3 contact hours.

The credit hour values assigned to a course for class time at Monroe County Community College are based on a fifteen-week semester, regardless of the length of a term within the semester.ⁱ For example, a 3-credit hour lecture class is equal to 3 contact hours of lecture per week multiplied by fifteen weeks, or 45 total contact hours for the semester. In this case, the ratio of credit to contact hours is 1:1. A 2 credit hour lec-lab class may be 1 contact hour of lecture and 2 contact hours of lab per week multiplied by fifteen weeks. The total contact hours for the course would be 3 hours per week multiplied by fifteen weeks for a total of 45 contact hours. In this case, the ratio of credit to contact hours for lecture is 1:1 and the ratio of credit to contact hours for lab is 2:1.

Each credit hour is equal to at least 800 minutes of instruction. As noted above, many academic experiences are integral to courses and/or programs because they allow students to practice and apply learning. Instructional time in laboratory, clinical, or workplace requires additional contact hours to earn a credit hour. Additional credit may be awarded for courses that require students to have significant prep time beyond the 1 credit hour – 2 hours preparation outside of class rule (see Procedure 3.19). The calculations are based on a fifteen week semester with each classroom hour equated to 55 minutes: One contact hour equals 55 minutes of activity per week times fifteen weeks, regardless of whether the class section meets the course of the fifteen week semester. For example, a course may meet 7 weeks during a fifteen week semester.

A maximum of four (4) credit hours may be earned in cooperative work experience or any combination of a similar experience such as internship over the associate degree program.

Contact hours for Self-Directed Courses must be limited to a ratio of 1 credit hour to 16 contact hours *unless* it is clear from the course description that the contact hours reported are supervised by college personnel such as instructors or tutors. Examples of courses fitting this exception are nursing practica, clinicals, and independent studies.

Type of Course	Minimum Contact Hours		Course Credit Hours
	Per	Week	
Lecture	1		1
Lab	2-	3	1
Clinical	3		1
Cooperative, Self-Directed	16		1

Credit hours **for non-traditional delivery** of courses or programs generally do not use the above lecture/laboratory/practicum formulas for credit calculation. However, it is expected that course sections delivered in the on-line format demonstrate that students completing these classes have acquired equivalent levels of knowledge, skill, or competency that are equated to those for the same course delivered in the traditional format.

Exceptions to these procedures may be made with approval from the Vice President of Instruction.

ⁱ Monroe County Community College runs on a 15-week semester. Therefore, each classroom hour equates to 55 rather than 50 minutes.