

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 4190.0

FOR POLICY NUMBER: N/A

CREDIT HOUR ASSIGNMENT

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for credit hours assigned to college-level coursework.

2. DEFINITIONS

- 2.1 Credit Hour – a time-based unit established by the Carnegie Foundation, which is one (1) semester unit of credit as equal to a minimum of three (3) hours of work per week for a semester. 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, except as provided under 34 CFR 668.8 (k) and (l). (US Department of Education)
- 2.2 Clinical Hour – a minimum of fifty (50) minutes of educational activity on or off campus during which the student is assigned practical experience under constant supervision at a health-related agency, receives individual instruction in the performance of a particular function, and is observed and critiqued in a repeat performance of such function. Adjunct professional personnel, who may or may not be paid by the College, may be used for the directed supervision of students and for the delivery of part of the didactic phase of the experience in accordance with Nebraska State Statute 85-1503.
- 2.3 Contact Hour – an educational activity consisting of sixty (60) minutes minus break time and required time to change classes in accordance with Nebraska State Statute 85-1503.
- 2.4 Cooperative Internship – an internship or on-the-job training designed to provide specialized skills and educational experiences, which is coordinated, supervised, observed, and evaluated by qualified college staff in accordance with Nebraska State Statute 85-1503.
- 2.5 Direct Instruction – in-class time that the faculty member is personally interacting with students within the context of the classroom. Lab, clinical, and cooperative learning time is also considered direct instruction time.
- 2.6 Out-of-Class Expectations – may include field trips, service learning and community engagement, study abroad, technology outside the classroom, peripatetic pedagogy, reading, homework, and place-based learning.

- 2.7 Laboratory Hour – a minimum of fifty (50) minutes of educational activity on or off campus in which students conduct experiments, perfect skills, or practice procedures under the direction of a qualified instructor in accordance with Nebraska State Statute 85-1503.
- 2.8 Practicum Hour – a minimum of fifty (50) minutes of education activity on or off campus during which the student is assigned practical experiences, receives individual instruction in the performance of a particular function, and is observed and critiqued by an instructor in the repeat performance of such function. Adjunct professionals, who may or may not be paid by the College, may be used for the directed supervision of the students in accordance with Nebraska State Statute 85-1503.

3. PROCEDURE

- 3.1 The College expectation is that for each hour of classroom or direct faculty instruction, a minimum of two (2) hours of out-of-class expectations work each week for a minimum of fifteen (15) weeks for one semester of credit, or the equivalent amount of work over a different amount of time is documented. Each course in the College catalog will have a documented list of direct and out-of-class expectations time on file in the office of the Vice President of Educational Services.
- 3.1.1 Faculty will document activities noting the following: general category, activity name, description of the activity, number of occurrences, and minutes per occurrence. The total minutes will automatically be calculated. If the class is a hybrid class, faculty will document the time spent in face to face instruction, online minutes, and total designated.
- 3.1.2 Faculty will also document out-of-class work expectations. The following will be documented: activity name, faculty description, number of occurrences, and minutes per occurrence. The total minutes will automatically be calculated.
- 3.1.3 The documentation will be completed for each course, including when significant changes occur to the course, such as delivery method, student learning outcomes, etc., by faculty and submitted to the academic dean of the respective division.
- 3.1.4 Annual review of the submitted tracker will be the responsibility of the faculty assigned to teach the course per normal college scheduling practices.
- 3.2 Approved semester to credit to contact hour ratios are as follows:

1:15 = Classroom Hour
1:30 = Academic Transfer, General Education, & Academic Support Lab Hour
1:45 = Vocational Laboratory & Clinical Hour
1:45 = Practicum Hour
1:60 = Cooperative Work Experience

4. APPLICABILITY

N/A

ISSUE DATE: 03/27/2019

EFFECTIVE DATE: 03/27/2019

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: none

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Educational Services

SPONSORING DIVISION/DEPARTMENT: Educational Services

RELATED PROCEDURES/REFERENCES: none

PROCEDURE KEY WORDS: credit hour