



Title:	Credit Definition Policy
Effective Date:	03/02/2017
Last Revision Date:	03/02/2017
Office:	Academic Affairs

Credit Definition Policy

Purpose and Scope

This policy guides the College in determining credit hours to be awarded for coursework in all Northshore Technical Community College for-credit programs in accordance with the Federal and State Definition of a Credit Hour and the Council on Occupational Education. The federal government relies on credits as a measure of student learning engagement for the purposes of awarding financial aid. Instruction may take place in a variety of modes appropriate to the discipline. This basic measure may be adjusted proportionately to reflect modified academic calendars, standard calendar variations from one term to another, formats of study, and exigencies, e.g. severe weather, etc.

Definitions

Credit Hour: (Federal Definition) the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates...

1. not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester, or trimester 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 outlined in item 1 above for other academic activities as establish by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Semester Credit Hour: the most commonly used unit for reporting the credit earned in a class and is based on a sixteen-week calendar at Northshore Technical Community College. A class must meet for a minimum of 750 minutes for every semester hour of credit. (See chart below.) The common practice is to have two or more hours of outside of class work for every hour of in-class instruction.

Regular Credit: credit earned for regularly offered collegiate courses of instruction that meet the requirements of a program. The federal credit hour definition does not emphasize the concept of “seat time” (time in class) as the primary metric for determining the amount of student work for federal purposes. Institutions may assign credit hours to courses for an amount of work represented by verifiable student achievement of institutionally established learning outcomes. Credits may be awarded on the



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basis of documentation of the amount of work a typical student expected to complete within a specified amount of academically engaged time or on the basis of documented student learning calibrated to the amount of academically engaged time for the typical student.

Transfer Credit: credit granted for hours earned at other accredited institutions.

Credit for Prior Learning: credit granted by non-traditional means. (Reference Academic Affairs #014 Credit for Prior Learning for details.)

Chart

Summary of Semester Credit Hours Guidelines					
Instructional Type	Weekly Student Class Hours	Preparation Weekly per Class Hours	Semester Minutes Class/Prep	Number of Semester Credit Hours Awarded	Notes
Non-Laboratory Class					
Lecture	1 to 4	Required	750-3,000/1,500-6,000	1 to 4	
Web/Web Based Majority/Web Based Hybrid	3	Required	2,250/4,500	3	
Lecture/Laboratory Class Instruction					
Combined Lecture/Lab	3 to 5	Varies	2,250-3,750/0	4	
Clinical	5.6 to 8.4 class hours (84 to 126 contact hours per course)	Varies	750-3,750/0	3	
Laboratory Class Instruction					
Laboratory	1 to 3	Varies	750-2,700/0	1 to 2	
Other					
Study Abroad	1 to 3	Varies	Varies	1 to 6	Depends on length of trip/s



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Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	03/02/2017	03/02/2017
X	College Leadership Committee	03/02/2017	03/02/2017
X	Academic Affairs Committee	03/02/2017	03/02/2017

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