



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3510 Credit Hour Assignment
Origination: 02-26-2020
Approved: 05-08-2020
Effective: 05-08-2020
Reviewed:
Last Updated:

Subject: Credit Hour Assignment

1. PURPOSE

This policy statement establishes guidelines for assigning credit hours to courses.

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic courses.

3. REFERENCES

- 3.1 U.S. Department of Education Office of Post-Secondary Education, “Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010.” This policy also reflects regulations specified in 34 CFR §600.2, §602.24, and §668.8.

4. DEFINITIONS

- 4.1 The U.S. Department of Education defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement through an equivalency that reasonably approximates not less than
- 4.1.1 One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work or their combined equivalent for approximately fifteen weeks, or the equivalent amount of work over a different amount of time, equals for one credit hour; or
 - 4.1.2 At least an equivalent amount of work as required in 4.1.1 for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours

Independent study is study under the supervision, guidance, instruction, and evaluation of student performance by a faculty member.

5. POLICY

- 5.1 The College complies with credit hour guidelines set by the federal government, Pennsylvania Department of Education, and any applicable program-specific accrediting bodies. Therefore,
 - 5.1.1 One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work or their combined equivalent for approximately fifteen weeks, or the equivalent amount of work over a different amount of time, equals for one credit hour;
 - 5.1.2 At least an equivalent amount of work as required in 5.1.1 for other academic activities, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.
- 5.2 The academic calendar and schedule of course offerings shall designate an additional final exam week or its equivalent at the conclusion of each semester.
- 5.3 Minimum instructional time for laboratory courses is 30 hours for one credit hour.
- 5.4 Courses that do not have the required face-to-face contact time, for example, hybrid or laboratory courses, meet the credit hour standard if the course:
 - 5.4.1 Covers the same material in the same depth as a face-to-face version of the same course.
 - 5.4.2 Has been evaluated by the Dean of Curriculum and Instruction or designee for content and rigor with approval of the credit awarded documented.
- 5.5 Minimum student time engaged in internship is 150 hours/credit hour.
- 5.6 Courses completed by independent study are expected to are required to comply with the credit hour policy and are governed by an instructor-developed instructional plan approved, in advance, by the Dean of Curriculum and Instruction.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Vice President of Academic and Student Affairs is responsible for the administration of this policy.

7. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file_

President

Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>

Revision Notes: Policy in Origination