



Credit Hour Assignment

1. PURPOSE

This policy statement establishes guidelines for assigning credit hours to academic courses at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic courses.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key

4. DEFINITIONS

- 4.1 A credit hour is a unit of academic credit.
- 4.2 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 credit hour equals 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;
 - 5.1.2 At least an equivalent amount of work as required in 5.1.1 is required for other academic activities as established by the institution, including but not limited to, laboratory work and field experiences leading to the award of credit hours.
- 5.2 Courses that do not have the required face-to-face contact time, including but not limited to, hybrid or laboratory courses, meet the credit hour standard if the course:
 - 5.2.1 Covers the same material in the same depth as a face-to-face version of the course;

- 5.2.2 Has been evaluated by the appropriate Academic Director or designee for content and rigor with approval of the credit awarded documented.
- 5.3 Minimum student time engaged in internship is 150 hours/credit hour.
- 5.4 Minimum student time engaged in externship is 40 hours / credit hour.
- 5.5 Minimum instructional time for laboratory courses is 22.5 hours / credit hour.
- 5.6 Courses completed by independent study are required to comply with the credit hour policy and are governed by an instructor-developed instructional plan approved, in advance, by the appropriate Academic Director.
 - 5.6.1 Independent study courses are only intended as an option for students whose progress toward degree completion is hindered by aspects including, but not limited to, semester of offering, schedule conflicts, or class cancellation.
 - 5.6.2 If a course has only one student remaining after the conclusion of the schedule adjustment period, the appropriate Academic Director may approve an independent study option.

6. RESPONSIBILITIES AND TIMELINES

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

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

<i>Signature on file</i>	4-11-2025
_____ Chairperson, Board of Trustees	_____ Date
<i>Signature on file</i>	4-11-2025
_____ President	_____ Date

Revision Notes: Policy in Revision