

Southeastern Illinois College requires this policy to be practiced by all faculty, fulltime and part-time. All definitions and standards apply equally to courses offered both on and off campus, and in all modes of instructional delivery.

I. Federal definition of a credit hour

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 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 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 outlines in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

A semester hour approximates one hour (or 50 minutes) of classroom time and two hours of out-of-class student work each week in a 15-week semester or its equivalent. (*Report of the Meeting of the National Advisory Committee on Institutional Quality and Integrity*, December 2010, U.S. Department of Education, pp. 25-26).

II. Application of the Policy

The requirements which follow represent minimums for average students. Some deviation in excess of these requirements may occur.

1. Basic one credit hour
 - a. At least 15 contact hours (with each hour being 50 minutes) of lecture, discussion, seminar, or colloquium, as well as a minimum of 30 hours of student homework, are required for each unit of student credit.
2. Lecture, traditional class
 - a. A semester credit hour is earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study (homework, reading assignments, preparation for class) for each class session (meeting time). Typically, a three-semester credit hour course meets for three 50-minute sessions per week for fifteen weeks, for approximately 45 sessions and 90 hours of work outside the classroom. (This usually yields 16 weeks when including the final exam.)
3. Laboratory/clinical-laboratory-oriented class
 - a. Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per

semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

4. Nonclinical internship/practicum/OJT
 - a. Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.
5. Distance Education, Internet and Hybrid (blended) Courses
 - a. The credit hour policy for distance education, Internet and hybrid courses is consistent with the standards for courses offered through face-to-face instruction, although some or all of course content and faculty-student interaction occurs through one or more forms of distance education.
6. Independent Study
 - a. Academic standards and procedures for evaluating student progress for independent study are the same as those applied to other credit or noncredit courses.
7. Credit by Examination
 - a. Semester hour credits may be awarded for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.
8. Short Sessions
 - a. Credit hours may be earned in short sessions proportionately to those earned for the same course during a traditional 15-week semester, normally no more than one credit per week of full time study. Courses offered over a period of time other than a traditional 15-week semester will require the same amount of classroom and out-of-class work per credit hours as is required of semester-long courses. The same amount of work will be distributed over a shorter period of time and may be allocated in various ways. Forty-five hours of work are required to earn one credit hour. The allotment of face-to-face instruction and work outside of class may vary. Examples:
 1. For one credit, a workshop could require 15 hours of contact time and 30 homework hours (total hours = 45).
 2. For one credit, a seminar could require 20 hours of contact time and 25 homework hours (total hours = 45).
 3. For one credit, a studio could require 30 hours of contact time and 15 homework hours (total hours = 45).

Since it would be virtually impossible for a student to satisfactorily complete 45 hours of work in less than one week, the policy regarding the

duration of courses maintains that a course must cover at least a one-week period for every unit of credit given. During the intensive summer session, however, eight units of credit might be given over a four-week period.

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Legal Ref:

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