

NCTA CREDIT HOUR DEFINITION AND STANDARDS

All NCTA courses will follow the federal credit hour definition and guidelines as detailed below.

Clock hour:

- 1) A period of time consisting of—
 - (i) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
 - (ii) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period;
 - (iii) Sixty minutes of preparation in a correspondence course; or
 - (iv) In distance education, 50 to 60 minutes in a 60-minute period of attendance in—
 - (A) A synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or
 - (B) An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.
- 2) A clock hour in a distance education program does not meet the requirements of this definition if it does not meet all accrediting agency and State requirements or if it exceeds an agency's or State's restrictions on the number of clock hours in a program that may be offered through distance education.
- 3) An institution must be capable of monitoring a student's attendance in 50 out of 60 minutes for each clock hour under this definition.

Credit hour: Except as provided in [34 CFR 668.8\(k\)](#) and [\(l\)](#), a credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that—

- (1) Reasonably approximates not less than—
 - (i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
 - (ii) At least an equivalent amount of work as required in paragraph (1)(i) of this definition 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.
- (2) Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

<https://ecfr.federalregister.gov/current/title-34/subtitle-B/chapter-VI/part-600>

Policy application

The number of credits associated with a course taught at NCTA must follow the federal credit hour definition/standards and approved by Academic Council before being offered to students. Assignment of credit will be based on the following standards:

- 1 credit hour = a minimum of 50 minutes of supervised, instructional time for lecture and laboratory activities per week for a full semester schedule
 - Double this amount per week for 8-week sessions
- Emphasis to instructors is that 1 credit hour equals at least 3 hours of work in accordance with the federal credit hour definition.
 - 1 lecture hour and 2 hours out of class work
 - 1 lab hour and 2 hours out of class work
 - 2 lab hours and 1 hour out of class work
 - 3 lab hours and no out of class work
 - 1 recitation hour and 2 hours out of class work
- 1 credit hour = a minimum of 72 hours of internship or other non-supervised practical experience per session.

Lectures, recitations and laboratories must meet these guidelines:

- 1) Classroom activity must include specifically planned learning experiences based on identified Student Learning Outcomes.
- 2) Classes must include direct instructor involvement.
- 3) Classes are generally held on campus utilizing scheduled space with presentations, demonstrations, activities, and discussions facilitated by the instructor.

Internships and related practical experiences must meet these guidelines:

- 1) Programs of activities with planned learning experiences are identified jointly by instructor, student and, if appropriate, employer.
- 2) Student learning outcomes associated with the experience are identified and evaluated.
- 3) The instructor engages in periodic supervision and evaluation of the student experience.
- 4) Activities may occur on or off campus.