

NCTA CREDIT HOUR DEFINITION AND STANDARDS

A credit hour at NCTA is defined as (adapted from US Department of Education regulation 34 C.F.R. §668.8(k)(2)(i)(A)):

An amount of work represented in intended student learning outcomes and verified by evidence of student achievement of not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 16 weeks, or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution. Examples include online, internship, laboratory, etc.

Policy application: The number of credits associated with a course taught at NCTA must be in compliance with NCTA credit hour definition and standards and approved by Academic Council before being offered to students. Assignment of credit will be based on the standards shown below. The type of instruction will be the standard upon which credit is determined. One "contact hour" = 50 minutes of instructional time for lecture and laboratory activities. Any exceptions to this policy must be approved in writing by the Dean.

- 1 credit lecture = 16 student contact hours
- 1 credit lab = 32 student contact hours
- 1 credit internship ≥ 72 student contact hours

Classroom Presentations (Lecture/Demonstration/Discussion)

Instructors must meet the following guidelines:

Instructor/student contact: the instructor is responsible for ensuring the class meets for the equivalent of at least 16 class periods, each 50 minutes in length, for each credit awarded for the class. 1 credit of lecture = 16 student contact hours

In order to qualify as a valid credit bearing class, NCTA classes 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 and discussions generally facilitated by the instructor.
4. Students engage in two hours outside effort (such as homework) for each hour of instruction.

Laboratory Activities

Instructors must meet the following guidelines:

Instructor/student contact: the instructor is responsible for ensuring the class meets for the equivalent of at least 32 class periods, each 50 minutes in length, for each credit awarded for the class. 1 credit of laboratory = 32 student laboratory hours

Laboratories must meet these guidelines:

1. Laboratory activity must include specifically planned learning experiences based on identified Student Learning Outcomes.
2. Laboratories must include direct instructor involvement with ongoing supervision.
3. Laboratories are generally held on or off campus in scheduled space and include demonstration activities, practice and/or skill development
4. Students engage in one hour additional (such as homework) for every two hours of laboratory.

Internships, practicums, clinical experiences, etc.

Instructors must meet the following guidelines:

Instructor/student interaction: the instructor is responsible for ensuring the student is involved with appropriate educational experiences equivalent to at least 72 periods of internship or selected clinical per semester, each 50 minutes in length, for each credit awarded for the class. 1 credit of internship, practicum, or clinical experience \geq 72 student activity hours.

Internships must meet these guidelines:

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