

Guidelines for Establishing Credit Hours for Common Course Types*

1 contact/class hour = 50 – 60 minutes; Semester = 15 instructional weeks

Course Type	Contact hours per 1 credit hour	Student preparation hours (homework) per 1 credit hour	Minimum total weekly class + prep hours per 1 credit	Minimum total semester class + prep hours per 1 credit	Ratio (total of contact + prep hours for 1 credit hour)
Lecture, Discussion, Seminar	1	2	3	45	3:1
Laboratory [self-contained = almost all work is completed during scheduled lab hours]	3	0	3	45	3:1
Laboratory [not self-contained = some work is expected outside scheduled lab hours]	2	1	3	45	3:1
Combined Lecture/Lab	Lecture & Lab: Combined contact hours and outside preparation will equal a minimum of 45 hours per semester per credit hour and will be differentiated and described (amount of lecture and amount of lab) in course syllabus.			45	3:1
Physical Activity	2	0	2	3	2:1
Applied Music	.5	2.5	3	45	3:1
Clinical, Internship, Practicum	3 in clinical, internship, or practicum setting	Variable	4	45	3:1
Fully Online Course	Credit is established based on equivalency of content and learning outcomes to course types described above.				
Hybrid (Partially online, partially classroom-based)	Scheduled contact hours may vary (announced in advance to students). Credit is established based on equivalency of content and learning outcomes to course types described above.				
Directed or Independent Study	Credit is established based on equivalency of content and learning outcomes to courses described above.				
*For courses that do not fit into one of the above categories, the Course Description and Syllabus will clearly describe how the general conditions for earning one credit will be met.					