

**Cochise College
Administrative Policy**

**Category: Instruction
Policy Number: 3027
Title: Assignment of Credit Hours**

The assignment of credit hours at Cochise College conforms to commonly accepted practices in higher education. These practices align with the following 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 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 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 amount of time; or*
 - (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*
- 34CFR 600.2 (11/1/2010)*

Procedure 3027.1

Credit Hours Assigned by Academic Activity with a Sixteen-Week Format

Most academic activities are based on multiples of the contact hour which is defined as 50 minutes of class time. The minimum number of contact hours to earn a credit hour within a term are as follows:

- Lecture – 16 contact hours and 32 out-of-class hours
- Laboratory – 32 contact hours and 16 out-of-class hours (or 48 contact hours for certain labs)
- Clinical – 48 contact hours
- Online – assignments that address the required student learning outcomes for the course in a manner that results in equivalent actual student learning to that provided in a 16-week face-to-face section
- Cooperative education – 75 clock hours (the length of a clock hour is 60 minutes).

Procedure 3027.2**Credit Hours Assigned by Academic Activity with Format Lengths other than Sixteen-Weeks**

Courses with lengths that vary from the 16-week basis will be scheduled to meet the equivalent total required amount of class time. Student instructional load during a given term should also take into account the total required amount of out-of-class hours. These courses will provide assignments that address the required student learning outcomes for the course in a manner that results in equivalent actual student learning to that provided in a 16-week face-to-face section.

As an example, a 16-week credit earned via lecture would require 1 lecture contact hour and 2 out-of-class hours per week. An 8-week credit earned via lecture would require 2 lecture contact hours and 4 out-of-class hours per week.