



College of The Albemarle Procedure

Procedure Number: 3-9.1P

Pages: 1 of 3

Title: Credit Hour Requirements

Related Policy and Procedures:

Division of Responsibility: Division of Learning

December, 2018

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

College of The Albemarle shall adhere to the policies and procedures of the North Carolina Community College System as described in Combined Course Library and in the State Code as described in

- 1D 400.6 Curriculum Program Approvals and Terminations, Section (C)
- 1D 400.10 Curriculum Programs of Study
- 1D 400.10 (e) (1) (A) through (J)

College of The Albemarle shall develop a procedure that further details the credit hours awarded for courses and programs.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Credit Hour Definition

Credit hours are awarded based on course descriptions in the North Carolina Community College System Combined Course Library (CCL), which lists approved Curriculum and Continuing Education courses.

The administration and faculty shall adhere to the standards of the State Board of Community Colleges in the requirements for determining amount and type of work required for credit hours.



College of The Albemarle Procedure

Procedure Number: 3-9.1P

Pages: 2 of 3

Credit hours are calculated as follows:

1. 1 credit hour = 16 hours of class work including “lecture and other classroom instruction”
2. 1 credit hour = 32 hours of “experiential laboratory work”
3. 1 credit hour = 48 hours of “faculty directed laboratory work” or “clinical practice”
4. 1 credit hour = 160 hours of “work experience” including cooperative education and internships

B. Credit Hour Guidelines

These credit hour guidelines are similar to the federal definition of a credit hour:

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 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 outlined 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.
3. Department Chairs and Program Coordinators shall ensure all course schedules follow the North Carolina Community College System requirements for credit hours (IG SBCCC200.93 Reporting of Student Hours in Membership for Curriculum Classes).
4. New program and program change recommendations impacting credit hours shall be vetted by the College’s Academic Affairs Committee.
5. Department Chairs and Program Coordinators shall follow the guidelines provided by the NCCCS.
6. The information provided in the table below shall be used to ensure the appropriate number of minutes for courses is scheduled, regardless of the length of the term or the number of contact hours.



College of The Albemarle Procedure

Procedure Number: 3-9.1P

Pages: 3 of 3

| Credit hour requirements/ time requirements - 16-week Session | | | | | | | | | | | | | | |
|--|-----------------------------|--------|------------------|------|-------------------------|------|--------------------|-----|--------------------|-----|--------------------|-----|--------------------|-----|
| Each contact hour equals 50 minutes; 10 minute break after 100 minutes; then 50 minutes thereafter | | | | | | | | | | | | | | |
| Contact hours | Hours/ Minutes per semester | | Minutes per week | | Meets one time per week | | Meets 2 times week | | Meets 3 times week | | Meets 4 times week | | Meets 5 times week | |
| | 1 | 13.10* | 800 | | 50 | | 50 | | 50 | | | | | |
| 2 | 26.40 | 1600 | 1.40 | 100 | 1.40 | 100 | 1.15 | 75 | | 50 | | | 1 hr | 60 |
| 3 | 40 | 2400 | 2.30 | 150 | 2.40 | 160 | 1.40 | 100 | | | | 50 | 1.10 | 70 |
| 4 | 53.20 | 3200 | 3.20 | 200 | 3.40 | 220 | 2.15 | 135 | | | | | 1.20 | 80 |
| 5 | 66.40 | 4000 | 4.10 | 250 | 4.40 | 280 | 3.15 | 160 | 1.40 | 100 | 1.15 | 75 | 1.39 | 90 |
| 6 | 80 | 4800 | 5 | 300 | | | 3.40 | 195 | | | 1.28 | 88 | 1.40 | 100 |
| 7 | 93.20 | 5600 | 5.50 | 350 | | | 4.15 | 220 | | | 1.40 | 100 | 2 hr | 120 |
| 8 | 106.40 | 6400 | 6.40 | 400 | | | 4.40 | 255 | 2.40 | 160 | 2.3 | 123 | 2.10 | 130 |
| 9 | 120 | 7200 | 7.30 | 450 | | | 5.15 | 280 | | | 2.15 | 135 | 2.20 | 140 |
| 10 | 133.20 | 8000 | 8.20 | 500 | | | 5.4 | 315 | | | 2.28 | 148 | 2.30 | 150 |
| *13 hours and 10 minutes | | | | | | | | | | | | | | |
| Credit hour requirements/ time requirements - 10-week Session | | | | | | | | | | | | | | |
| Each contact hour equals 50 minutes; 10 minute break after 100 minutes; then 50 minutes thereafter | | | | | | | | | | | | | | |
| Contact hours | Hours/ Minutes per semester | | Minutes per week | | Meets one time per week | | Meets 2 times week | | Meets 3 times week | | Meets 4 times week | | Meets 5 times week | |
| | 1 | 13.20* | 800 | 1.20 | 80 | 1.20 | 80 | | 40 | | | | | |
| 2 | 26.40 | 1600 | 1.40 | 160 | 3 | 180 | 1.20 | 80 | | | | 40 | | |
| 3 | 40 | 2400 | 4hr | 240 | 4.30 | 270 | 2.10 | 130 | 1.20 | 80 | | 60 | | 48 |
| 4 | 53.20 | 3200 | 5.20 | 320 | | | 3 hr | 180 | | | 1.20 | 80 | 1.4 | 64 |
| 5 | 66.40 | 4000 | 6.40 | 400 | | | 3.40 | 220 | 2.14 | 144 | 1.40 | 100 | 1.20 | 80 |
| 6 | 80 | 4800 | 8 hr | 480 | | | | | 3 hr | 180 | 2.10 | 130 | 1.36 | 96 |
| *13 hours 20 minutes | | | | | | | | | | | | | | |