

Credit Hour Policy	Policy Number	522.6
	Effective Date	March 14, 2025

1.0 POLICY

UA-Pulaski Technical College shall assign credit hours to courses and programs consistent with the state and federal definition of the credit hour, and with commonly accepted practices of higher education.

2.0 REVISION HISTORY

Adopted on:

January 2019

Revised on:

October 2020

January 2025

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

Federal Credit Hour Definition: *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; and

(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. ([eCFR :: 34 CFR 600.2 -- Definitions.](#))

State Credit Hour Definition: *The amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.*

- *A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction;*
- *A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction; and*
- *Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction. ([AHECB Policy 5.11-Approval of New Degree Programs and Units](#))*

5.0 STANDARDS FOR DETERMINING CREDIT HOURS

The Carnegie unit definition of a semester credit hour is defined as one semester unit of credit as equal to a minimum of three hours of work per week for a semester. A credit hour equals 1 hour (50 minutes) of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class work each week. One credit hour thus equals 37.5 hours of instruction including classroom sessions and outside preparation distributed over a 15-week semester, plus 1-week period for final exams. UA-PTC applies the commonly-accepted and traditional Carnegie definition of a semester credit hour while adhering to the federal and state definitions above.

Each course that offers academic credit is assigned a credit value based on the number of scheduled student contact hours and the **type** of teaching **modality** used to deliver the course. Credit may be awarded using the following standards:

- a. A regular semester is defined as 15 weeks of instruction plus 1 additional week allocated for final exams;
- b. A credit hour for UA-PTC equals 50 minutes of class time or direct faculty instruction and two hours of out-of-class work for a full semester;
- c. For courses such as online, where no required seat time exists, a credit hour is measured by equivalent amount of work as documented by student achievement, use of equivalent syllabi, textbooks, and learning outcomes. Online and hybrid courses shall clearly document a minimum of 37.5 hours of direct faculty instruction and an additional 75 hours of student-directed learning in a course syllabus.
- d. Other course types such as clinical, laboratory, practicum, and internships shall have commensurate hours of faculty and field supervision, which shall also be clearly documented in a course syllabus.

6.0 COURSE TYPE DEFINITIONS

Activity/Physical Education: A course with scheduled structured physical education activities. For each

credit earned, students are expected to spend an average of 2 hours per week in structured physical activities for each credit earned with no additional time required for unscheduled activities.

Applied Music Lesson: Courses taught as applied study on a private or semi-private basis. Students receive anywhere from 1 – 2 credits for applied music courses. *Private instruction ranges from 30 to 60 minutes with independent practice as prescribed by the instructor.*

Independent Study: This individualized method of instruction involves the student working on his/her own to carry out objectives established by the instructor in an area where there is a specific need and no UA-PTC course offered to address the student's requirements. *Procedure: Before an independent study can be started, the instructor must develop a complete course syllabus, have it approved by the Dean, and submit it to the Records Office.*

Internship/Practicum/Field Experience: A non-lecture based experiential application of student learning either from a particular course or from a set of courses in the discipline. Supervision is provided by a UA- Pulaski Tech faculty member; continuous supervision is typically provided by a site supervisor. Students must register for an official internship course to receive credit. The supervising instructor must submit a complete course syllabus to the Dean. A position must be available and agreed upon between the student and the instructor of record before the student registers for the class. Minimum of 37.5 hours per credit hour.

Laboratory: A course that consists primarily of scheduled structured laboratory activities in which the major focus is on "hands on" experience to support student learning (use of equipment, activities, tools, generally found in a laboratory).

10000 Level Science Laboratory: science labs at the 10000 level will meet a minimum of 2 hours per week for a 1 credit hour lab

20000 Level Science Laboratory: science labs at the 20000 level will meet a minimum of 3 hours per week for a 1 credit hour lab

10000 Level Culinary Laboratory: will meet a minimum of 4 hours per week for a 1 credit hour

20000 Level Culinary Laboratory: will meet a minimum of 6 hours per week for a 1 credit hour

Technical Science Laboratory: will meet a minimum of 100 minutes per week of laboratory instruction for 1 semester credit hour

Lecture: A course in which the primary method of instruction is verbal and where a lecture/discussion/group interaction format is utilized. Course content is presented in a sequential manner leading to accomplishment of course objectives. For each credit earned, students are expected to spend an average of 1 hour per week in scheduled structured lecture, whether in person or at a distance, and 2 hours per week in unscheduled activities.

Studio: Students execute prescribed techniques and methods specific to their chosen media to complete required course work and to develop their individual visual points of view. Typically done in conjunction with a lecture/demonstration component involving individualized faculty contact. 1 hour lecture per week= 1 credit; 2 studio hours= 1 credit.

7.0 COURSE MODALITY DEFINITIONS

Face-to-Face: Instruction is delivered fully on-site with face-to-face interaction between the instructor

and student. A face-to-face course may make use of computers, the internet or other electronic media in the classroom. Students may be directed to online materials provided by publishers, or to other internet accessible sources as part of their course work. All courses shall use the institution's chosen Learning Management System to supplement instruction.

Hybrid: A hybrid course has fewer in person course meetings than a face-to-face or web-enhanced course. At minimum 50% of the course is delivered online and the remaining portion is delivered on-site face-to-face. Hybrid courses shall use the institution's chosen Learning Management System (LMS) for the online portion of the course and adhere to the Carnegie definition of a semester credit hour. UA-PTC hybrid courses, in-person and internet enhanced contact, are consistent and defined in format by the respective academic discipline.

Online: An online course is a course that is provided entirely through the Learning Management System (LMS). No on-site class meetings are required. Although it is preferred that all assessments occur within an online course, a proctored in-person exam may be required. Online courses shall use the Learning Management System for the online portion of the course and adhere to the Carnegie definition of a semester credit hour. UA-PTC online courses are consistent and defined in format by academic discipline.


Web-enhanced: Instruction is delivered fully on-site with face-to-face interaction; however, students are expected to regularly supplement their learning through the use of technology.

Webinar: A portion of the course is delivered online synchronously, and a portion is delivered asynchronously. The students and the instructor interact in a virtual environment at a specific time. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures as well as online materials such as readings and videos. No on-site class meetings are required. Although it is preferred that all assessments occur within an online course, a proctored in-person exam may be required. The institution's Learning Management System for the course and adhere to the Carnegie definition of a semester credit hour.

8.0 ENSURING COMPLIANCE

Final calculations for semester time requirements will be reviewed, approved, and signed by the Provost/Accreditation Liaison Officer, Registrar, and Financial Aid Director prior to any dissemination. All calculations will be consistent with state statute, federal, and Higher Learning Commission (HLC) requirements.

Annually, the Chancellor will request the Provost provide a verification that the institution is in compliance with the above criteria relating to a qualitative review process.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Mason Campbell, Dean of Student Affairs	January 1, 2019
Ratified by:	College Council	March 14, 2025
Recommended by Chancellor (Signature)		3/16/25
UA Policy Alignment:	N/A AHECB Policy 5.11	