

ASSIGNMENT OF ACADEMIC CREDIT

Division: Academic Affairs

Policy Statement

Terra State Community College (TSCC) will award credit hours for formalized instruction in accordance with the guidelines established by the Higher Learning Commission (HLC), the U.S. Department of Education (DOE) and the Ohio Department of Higher Education (ODHE).

Policy Details

1. In any academic term, one (1) contact hour shall consist of 750 minutes of instructional time within the academic term.
 - a. Typically, students are required to work at out-of-class assignments an average of two hours for every hour of formalized instruction.
 - b. The instructor bears the primary responsibility for formalized instruction, which may be delivered in a variety of modes (aka delivery method).
2. In academic terms of different lengths (below), one (1) contact hour shall consist of the stated number of minutes per week in a learning environment:
 - a. 16-week term: 50 minutes per week
 - b. 14-week term: 55 minutes per week
 - c. 12-week term: 65 minutes per week
 - d. 8-week term: 95 minutes per week
 - e. 6-week term: 125 minutes per week
3. Semester credit hours shall be awarded to students based upon contact hours successfully completed.
 - a. A **credit hour** is the amount of credit awarded for direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks.
 - b. A **contact hour** is the number of hours necessary to equate to a **credit hour**. Credit hours will increase for non-classroom courses such as lab or clinicals as defined in ODHE Directive 2010-16.
4. Hybrid or Distance Learning (Virtual) courses are exempt from the standard calculation. Instead, academic credit (semester credit hours) shall be awarded for these courses based on:
 - a. Academic credit (semester credit hours) awarded for a full-seated (Day, Evening, or Weekend) version of the same course.
 - b. A determination of appropriate award of academic credit by the Curriculum Committee for courses that are offered only in Distance Learning formats.
5. For non-standard Face-to-Face courses (i.e. Hybrid or Virtual): The Curriculum Committee may consult with appropriate offices in determining the credit and contact hours assigned, which may include the Academic Division office, the appropriate Vice President's office, and/or the Office of Institutional Research.

6. Credit hours may be calculated differently for other types of instruction as long as the credit hour calculations align with commonly accepted practices in higher education, the regulations of regional accreditors, and the federal financial aid program. Common accepted practice may be, but are not limited to, the following (adhering to ODHE Directive 2010-16):

Instructional Type	Contact Time per 1 Credit Hour	Notes
Lecture (Classroom/Seminar)	750 minutes	Plus two hours of out-of-class work per hour of instruction
Laboratory (Preferred, 2:1)	1,500 minutes	Assumes one hour of out-of-class preparation per hour
Laboratory (Alternate, 3:1)	2,250 minutes	Used when no outside work is expected
Clinical Laboratory	Same as Lab	Applies primarily to health programs
Directed Practice	4,500 minutes	Supervised skill practice in a structured setting
Practicum	6,300 minutes	Hands-on occupational training (max 9 credit hours combined with co-op)
Cooperative Work Experience	9,000 minutes	Paid work aligned with program goals (max 9 credit hours with practicum)
Field Experience	10,800 minutes	Occupationally focused work experience (max 9 credits combined)
Observational Experience	13,500 minutes	Observation only, no active participation
Seminar	750 minutes	Follows standard lecture formula

Procedures - NA

Resources

Documentation

- Federal programs credit hour definition 34 CFR 600.2: <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600>
- Ohio Administrative Code Rule 3333-1-02: <https://codes.ohio.gov/ohio-administrative-code/rule-3333-1-02>
- Ohio "Definition of Semester Credit Hour and Length of Semester Term" directive: <https://higher.ed.ohio.gov/about/odhe-overview/signed-directives/directive-2010-016-1395>

Definitions

Term	Definition
Classroom Lecture	Standard class structure. Commonly referred to as a seminar class.
Clinical Laboratory Experience	Applies only to health programs during which students are assigned to laboratory sections, which meet at a health-related agency rather than an on-campus laboratory facility. Clinical laboratory sessions provide a realistic environment for student learning.

<i>Cooperative Work Experience</i>	On or off-campus paid employment. It augments formal classroom instruction.
<i>Delivery Method</i>	Process through which the course content is conveyed to the students. Could consist of in-person instruction, online delivery, or a combination of both.
<i>Directed Practice</i>	Applies primarily to programs in the health areas during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a function.
<i>Distance Learning</i>	A course design where the students and faculty are not required to meet in person. (aka Virtual)
<i>Field Experience</i>	Planned, paid work activity that relates to an individual student's occupational objectives
<i>Hybrid</i>	A course design combining distance learning and face to face. Interaction between student and faculty is a combination. (aka Blended)
<i>Laboratory Instruction</i>	Educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.
<i>Observational Experience</i>	Students participate in an educational experience as observers of practitioners' representative of the occupational area.
<i>Practicum</i>	On- or off-campus experience where students apply theoretical concepts to practical situations within an occupational field.

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
9/2013	Entire Document	Issued	CASA
12/8/2022	Entire Document	Edited and put on new template	Eric Steinberger
1/19/2023	Policy	Approved by CASA with Edits	William Taylor, CASA Co-Chair
7/24/2025	Policy	Cleaned some formatting	EDoug Mead, VPAA

Effective Date: 5/15/2023

Next Review Date: 12/31/2027