Title of Procedures: Credit Hour Definition

Procedures (check one): New  X  Revised  _________  Reformatted  ___

Applies to (check all that apply):

Faculty  _____  Staff  _____  Students  _________
Division/Department  _____  College  ___X___

Topic/Issue:
Credit hour definition

Background to Issue/Rationale for Policy:
The Board of Trustees shall adopt and publish in the college catalog or other public
documents a policy governing the definition of a Credit Hour.

State/Federal Regulatory Requirements:
COMAR 13B.02.02.16.D

Federal Regulations:
34 CFR 600.2
US, DOE, CH-A5, 2.2.2013

Procedural Language:
Credit Hour

One semester credit hour is equivalent to one hour (50 minutes) of faculty contact per
week for 15 weeks of instruction in a 16-week semester (for a total of 750 contact
minutes). Two hours of student preparation time outside of the classroom each week
per credit hour is required.

Credit Hour Standards by Instructional Method

BCCC defines one instructional credit hour according to COMAR 13B.02.02.16.D as
explained below:

D. Credit Hours.
(1) An in-State institution shall award 1 credit hour for:
(a) A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays;

(b) A minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days, and holidays;

(c) A minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented; or

(d) Instruction delivered by electronic media based on the equivalent outcomes in student learning in §D(1)(a) of this regulation, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented.

(2) One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contact hours required for 1 credit hour. “

A semester has 15 weeks of classroom activity with the 16th week set aside for a final activity such as an exam. The tables below illustrate the minutes distributed by the semester.

<table>
<thead>
<tr>
<th>Number of semester credit hours awarded</th>
<th>Lecture minimum instructional time per semester</th>
<th>Lab/activity, studio minimum instructional time per semester</th>
<th>Practica/ internships minimum instructional time per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(750) 12.5</td>
<td>(1500) 25</td>
<td>(2250) 37.5</td>
</tr>
<tr>
<td>2</td>
<td>(1500) 25</td>
<td>(3000) 50</td>
<td>(4500) 75</td>
</tr>
<tr>
<td>3</td>
<td>(2250) 37.5</td>
<td>(4500) 75</td>
<td>(6750) 112.5</td>
</tr>
<tr>
<td>4</td>
<td>(3000) 50</td>
<td>(6000) 100</td>
<td>(9000) 150</td>
</tr>
</tbody>
</table>

**Implementation Date:** January 6, 2014

**Proposed by:** Peggy F. J. Bradford, J.D., Ed.D.
Vice President for Academic Affairs

**Originator/Division:** Academic Affairs