



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Definition of a Credit Hour</b>
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) &amp; No(s).</i>	Educational Offerings, BP 3.25
<i>Legal Reference:</i>	34 CFR 600.2, <del>602.24</del>
<i>Cross Reference:</i>	<a href="#">Academic Calendar, AP 3.10.05</a>

## **TRANSITION INTRODUCTION**

~~The College is in the process of finalizing and implementing revised standards for defining a “credit hour.” The provisions that follow reflect the current version. The College recognizes that further revision of this AP is likely. The College expects that the language will be finalized during the Spring 2025 semester and that all curricular documents for PCC classes, programs, and procedures related to this AP will be fully aligned with the final version of the AP for the Fall 2025 semester. When the final version of this AP is posted, this “Transition Introduction” section will be deleted.~~

## **SECTION 1: Credit Hour Definition**

1.1 At Pima Community College (“PCC”), a credit hour for college courses is defined by the work needed to achieve learning outcomes, verified by evidence of student achievement. Using the Carnegie Unit, each credit hour equates to an average of 45 total hours of instructional time and out-of-class activities.

1.2 All courses, regardless of modality or teaching location (face-to-face, virtual, online, hybrid [blended], hyflex, or dual-enrollment), must adhere to the credit hour. Any course offered in less than a full 16-week semester must be equivalent in both direct faculty contact hours and out-of-class activities expected of students (two hours for every hour in class or three hours for asynchronous online) as a full semester-length course.

~~1.1 For all Pima Community College (“College”) courses and programs with academic credit, a credit hour is defined as the amount of work represented in the desired learning outcomes and verified by evidence of student achievement. This amount of work is equivalent to that which would reasonably be achieved by a new learner as follows:~~

- ~~1. In not less than fifteen (50-minute) hours of classroom or direct faculty instruction and a minimum of thirty hours of out-of-class student work during the term of the course, or~~
- ~~2. At least an equivalent amount of work for other activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.~~

~~1.2. Summer, shorter block, distance education, credit workforce, and dual-enrollment courses have equivalent expectations and, in the case of in-person instruction, the same time requirements. In cases where no required seat time exists, the equivalent amount of work as documented by student achievement, use of equivalent syllabi, textbooks, and learning objectives.~~

~~1.3 All courses, regardless of modality (e.g., face-to-face, virtual, online, hybrid [blended], dual-enrollment, or directed study), must adhere to the credit hour standard as established. Any course offered in less than a full Fall or Spring semester must be equivalent in both direct faculty contact hours and out-of-class effort expected of students (approximately two hours for every hour in class) as a full semester-length course.~~

~~1.4 For learning experiences outside of the formal classroom (e.g., homework, co-op placement, clinical, apprenticeship, field trips, asynchronous online), hours are regular 60-minute hours.~~

**SECTION 2: Course Types ~~Specific Information Related to Course/Delivery Types~~**

- 2.1 Lecture - A course type for structured classroom format where faculty facilitate learning. The lecture class hour is a *minimum* of 50 minutes of classroom activity devoted to learning.
- 2.2 Academic Laboratory - A course type for supervised laboratory or field experimentation, observation, or practice in a field of study or a course incorporating practical experience.
- 2.3 Health Professions Clinical Experience - A course type that provides the opportunity to apply both knowledge (theory) and skills in direct care and are supervised by faculty and/or clinical preceptor.
- 2.4 Health Professions Skills Laboratory - A course type designed to orient, assist, and enhance the development of psychomotor and cognitive skills that are critical in the performance of selected fundamental health procedures.
- 2.5 Academic Studio - A course type for the practice of skills, including components of lecture or supervised academic endeavors incorporating practical experiences.
- 2.6 Artistic Studio - A course type for supervised creative and/or artistic endeavors incorporating practical experiences.
- 2.7 Physical Education - A course type that teaches students how to be physically active and healthy through a variety of activities.
- 2.8 Technical Skills Laboratory - A course type for a supervised laboratory to perform specific tasks for specialized knowledge and expertise.
- 2.9 Private Music Instruction - A course type, also referred to as applied instruction, in voice or an instrument, in a weekly private session with a focus on musical technique, interpretation, and performance practice.
- 2.10 Practicum - A practicum is a structured, work-based learning experience that combines theoretical knowledge with practical application and emphasizes reflective practice. Practicums prepare graduates for workforce entry and transition to practice with supervision, oversight and feedback provided by experienced professionals including qualified faculty and preceptors. They

may be paid or unpaid, depending on governing regulations.

2.11 Cooperative Work Experience - A course type of cooperative and paid work/employment experience related to a student's occupational objectives. Includes lecture, lab and practice in a work setting supervised by an external site supervisor.

2.12 Independent Study - A course type available to students who wish to extend their education beyond the standard course structure of classroom activity.

2.13 Internship Work Experience - Apply classroom knowledge in a real-world setting, supervised by an external work site supervisor.

### **SECTION 3: Minimum Hours of Coursework**

All courses require 45 hours of coursework per credit hour. The 45 hours has a *minimum* number of contact hours per semester with the balance consisting of out-of-class activities.

A contact hour is defined as: 50 minutes of class time.

**1 credit = 45 hours = *minimum* contact hours + out-of-class activities**

**Contact hour = 50 minutes**

<u>Course Type</u>	<u><i>Minimum</i> contact hours/semester (minutes/semester)</u>	<u>Hours for out-of-class assignments/activities</u>	<u>Total <i>Minimum</i> hours per semester for one credit hour</u>	<u>Ratio: contact hours to credits</u>
<u><b>2.1 Lecture</b></u>	<u>15 hours (750 min)</u>	<u>30 hours</u>	<u>45 hours</u>	<u>1:1</u>
<u><b>2.2 Academic Laboratory</b></u>	<u>45 hours (2,250 min)</u>	<u>0-40</u>	<u>45 hours</u>	<u>3:1-10:1</u>
<u><b>2.3 Health Professions Clinical Experience</b></u>	<u>45 hours (2,250 min)</u>	<u>0-40</u>	<u>45 hours</u>	<u>3:1-10:1</u>
<u><b>2.4 Health Professions Skills Laboratory</b></u>	<u>45 hours (2,250 min)</u>	<u>0-40</u>	<u>45 hours</u>	<u>3:1-10:1</u>

<a href="#"><u>2.5 Academic Studio</u></a>	<a href="#"><u>15 hours (750 mins)</u></a>	<a href="#"><u>30 hours</u></a>	<a href="#"><u>45 hours</u></a>	<a href="#"><u>1:1-10:1</u></a>
<a href="#"><u>2.6 Artistic Studio</u></a>	<a href="#"><u>30 hours (1500 min)</u></a>	<a href="#"><u>15 hours</u></a>	<a href="#"><u>45 hours</u></a>	<a href="#"><u>2:1-10:1</u></a>
<a href="#"><u>2.7 Physical Education</u></a>	<a href="#"><u>30 hours (1500 min)</u></a>	<a href="#"><u>15 hours</u></a>	<a href="#"><u>45 hours</u></a>	<a href="#"><u>2:1-10:1</u></a>
<a href="#"><u>2.8 Technical Skills Laboratory</u></a>	<a href="#"><u>30 hours (1500 min)</u></a>	<a href="#"><u>30 hours</u></a>	<a href="#"><u>45 hours</u></a>	<a href="#"><u>2:1-10:1</u></a>
<a href="#"><u>2.9 Private Music Instruction</u></a>	<a href="#"><u>7.5 hours (375 min)</u></a>	<a href="#"><u>37.5 hours</u></a>	<a href="#"><u>45 hours</u></a>	<a href="#"><u>0.5:1</u></a>
<a href="#"><u>2.10 Practicum</u></a>	<a href="#"><u>45 hours (2,250 min)</u></a>	<a href="#"><u>0-40</u></a>	<a href="#"><u>45 hours</u></a>	<a href="#"><u>3:1-10:1</u></a>

Types of courses where a Credit hour = 60 minutes

<u>Course Type</u>	<u>Minimum hours per semester for one credit hour</u>
<a href="#"><u>2.11 Cooperative Work Experience</u></a>	<a href="#"><u>45 hours</u></a>
<a href="#"><u>2.12 Independent Study</u></a>	<a href="#"><u>45 hours</u></a>
<a href="#"><u>2.13 Internship Work Experience</u></a>	<a href="#"><u>45 hours</u></a>

~~2.1 — Lecture — Sessions where the faculty member has prime responsibility for learning activities during meeting times and students are expected to work outside of class on assignments.~~

~~A minimum of 15 (50-minute) hours [750 contact minutes] of direct instruction is required along with the expectation of 30 hours of outside of class time for one credit hour.~~

~~2.2 — Studio Instruction — Instruction is given to the student to increase knowledge and skills with some outside of class application.~~

~~—A minimum of 30 (50-minute) hours [1500 contact minutes] of direct instruction and demonstration is required along with the expectation of 15 hours of outside of class time for one credit hour.~~

~~2.3—Laboratory Instruction/Clinical Practice—Involves structured and coordinated demonstration by an instructor with immediate student application.~~

~~A minimum of 45 (50-minute) hours [2250 contact minutes] of direct instruction, demonstration and practice is required for one credit hour.~~

~~2.4—Field Trips—Involve coordinated outside of class experiences by an instructor.~~

~~A minimum of 45 hours of experience is required for one credit hour.~~

~~2.5—Private Instruction/Independent Study—Involves regular individual contact with faculty directing intensive outside student experiences.~~

~~A minimum of 4 (50-minute) hours [200 contact minutes] of one-on-one interaction with the faculty member and a minimum of 41 hours of outside of class time is required for one credit hour.~~

~~2.6—Cooperative Education, Practicums, and Internships—Development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.~~

~~A minimum of 160 hours of work-based experience is required for one credit hour.~~

~~2.7—Pre-College Level Material—In an effort to accelerate student learning some courses may include pre-college level material. Instructional time and outside of class work on this material is not included in credit hour calculations.~~

~~2.8—Mixed Types—Some courses or sections may involve multiple types. In these cases credit hours are determined by summing the hours associated with each included type.~~

### **~~SECTION 3: Verification of Credits and Contact Hours~~**

~~During the process of course creation or modification, the Academic Deans will provide rationale for the particular credit hours for a course based on the definition. This rationale may include why additional time beyond the minimum is necessary to achieve the amount of learning required due to operational constraints or the level of the students generally entering the course.~~

~~Utilizing the Academic Calendar, the Academic Deans shall oversee validation of the contact hours for courses in their discipline prior to the publication of the semester's course schedule.~~

~~The Provost's Office may select some or all courses for verification of the correct number of contact hours. Any inconsistencies will be reported to the responsible Academic Dean for immediate review and correction, as necessary.~~