

## **CREDIT-HOUR POLICY**

**Approved by the Academic Senate, September 27 2012**

Saint Mary's College of California follows federal guidelines that measure for all courses and programs the amount of time students engage in coursework dedicated to achieving intended learning outcomes.

### Standard Policy

In order to receive one hour of credit for one semester or trimester course, students will engage in approximately 750 minutes of contact time with the instructor of record and approximately 1500 non-contact minutes.

In order to receive one hour of credit for a quarter term course, students engage in approximately 550 minutes of contact time with the instructor of record and approximately 1100 non-contact minutes.

### Equivalencies to the Standard Policy

In some cases the ratio of contact to non-contact activity may be adjusted in order to achieve learning outcomes according to pedagogical standards in a particular area of study. Courses requiring more than the amount of contact time described in the standards policy (such as laboratory courses, language courses, studio courses and practica) may require commensurately less non-contact time than others. Courses requiring less than the standard amount of contact time (such as independent studies, internships, service-learning courses and courses utilizing online or hybrid instruction) may require commensurately more non-contact time. For non-standard courses, the minimum number of combined minutes defined in the standard policy (e.g. 2250 for semesters and trimesters, or 1650 for quarters) will be used to assign student credit hours.

### Approval and Review

Adherence to this policy will be reviewed periodically through the Program Review process by sampling a range of program or department course offerings. New course proposals that describe a variance from the contact time described in the standard policy will include an explanation of how the credit value is justified.