

Definition of Credit Hour

As stated in the Carroll Community College Catalog (also accessible from the College's website: <http://www.carrollcc.edu/courses/credit/programs/printcatalog.asp?navtk=icon>) the term "credit hour," which is the unit of credit awarded by the College, is the equivalent of a subject pursued through at least one fifty minute period of instruction a week for one term (15 weeks). In certain courses, two or three hours of laboratory or field work are equivalent to one lecture period. In general, two to three hours of work outside of class will be required for each hour in class.

In addition, the Catalog outlines graduation requirements for all the Associate degrees, Certificates, and Letters of Recognition based on credit hour completion.

Carroll Community College abides by the Code of Maryland Regulations (COMAR) definition and directives for determining credit hours awarded for courses and programs as follows:

COMAR 13B.02.02.16

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.

In addition, the College complies with the Federal definition of a credit hour:

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) 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 amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) 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.

The College also employs the term, billable hour, which represents the credit equivalent hours on which tuition and fee charges for credit courses are based. For attendance verification purposes, a student's full-time/part-time status is based on billable hours.

The College Credit Course Catalog and WebAdvisor (i.e. the online academic management system) provide specific information with regard to number of credits, billable hours, and lecture and lab time per week for each course and section.

All distance education courses (i.e. online, hybrid, blended) align with the credit hour policies and definitions stated above. Distance education course learning objectives, assignments, and assessments are comparable to lecture courses and require at least as many hours of study and provide the same rigor and, thus, result in the same credit hours awarded upon completion.

Recommended student course loads for various semesters also appear in the College Catalog and website. Students may not be registered for more than 18 credits during the fall or spring term, or more than 7 credits during any summer or winter term without permission from the Director of Advising, Transfer, and Student Pathways Planning or designee. Full time students are those who are enrolled for 12 or more billable hours. Part-time students are those who are enrolled for less than 12 billable hours.