



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Definition of a Credit Hour
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<i>Schedule for Review & Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s).</i>	Educational Offerings, BP 3.25
<i>Legal Reference:</i>	34 CFR 600.2
<i>Cross Reference:</i>	Academic Calendar, AP 3.10.05

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.

SECTION 2: Course 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

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

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

Types of courses where a **Credit hour = 60 minutes**

Course Type	<i>Minimum</i> hours per semester for one credit hour
2.11 Cooperative Work Experience	45 hours
2.12 Independent Study	45 hours
2.13 Internship Work Experience	45 hours