



POLICY 4300

STUDENT CREDIT/CONTACT HOURS

Policy Category: Academic Affairs

Area of Administrative Responsibility: Academic Affairs/Academic Student Services

Board of Trustees Approval Date:

Effective Date:

Amendment History: N/A

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PURPOSE

The purpose of this Policy is to define Nassau Community College's practice with respect to assignment of student credit and contact hours.

POLICY

Nassau Community College's calculations of credit and contact hours is consistent with the State University of New York (SUNY) Credit/Contact Hour Policy ([Credit/Contact Hour](#)), the New York State Education Department's Regulations (NYS Commissioner of Education Regulations §50.1(o) and §52.2(c)(4)), and the United States Department of Education Regulations (Code of Federal Regulations §600.2).

Nassau Community College generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks, which includes one week for exams. Semesters include two cycles which are approximately seven weeks long but nonetheless adhere to the practice in terms of the amount of work required. The summer session is approximately two months and includes sessions of varying lengths, which adhere to the practice in terms of meeting times and the amount of work required.

Individual departments are responsible for developing, maintaining and evaluating the curriculum within an academic program. However, the Board of Trustees, or its representative retains final control and approval of the curriculum.

The below table of students' course-related work expectations summarizes how credit hours translate for a credit course in various course configurations.

Requirements for Students to Earn Credits:

Course Type	No. of Credits	Ratio	Instruction per Week (Class Time or Online)	Instruction per Semester (Class Time or Online)	Outside of Class Work per Week	Outside of Class Work per Semester
Lecture	1	1:1	1 contact hour/ 50 minutes	15 contact hours/ 750 minutes	2 hours/ 120 minutes	30 hours/ 1,800 minutes
Studio	1	1:1.5	1.5 contact hours/ 75 minutes	22.5 contact hours/ 1,125 minutes	3 hours/ 180 minutes	45 hours/ 2,700 minutes
Lab I	1	1:2	2 contact hours/ 100 minutes	30 contact hours/ 1,500 minutes	4 hours/ 240 minutes	60 hours/ 3,600 minutes
Lab II	1	1:3	3 contact hours/ 150 minutes	45 contact hours/ 2,250 minutes	2 hours/ 120 minutes	30 hours/ 1,800 minutes
Clinical/Practicum	1	1:3	0 hours/minutes	0 hours/minutes	2.5 hours/ 150 minutes	37.5 hours/ 2,250 minutes
Internship	1	N/A	0 hours/minutes	0 hours/minutes	7.5 hours/ 450 minutes	112.5 hours/ 6,750 minutes