

Malone University

Credit Hour - Contact Hour Requirements

Definitions:

- A **semester** is made up of 14 weeks of instruction followed by one week of final exams.
- A **trimester** is made up of 16 weeks or more of instruction allowing for a predetermined number of class sessions with no misses for holiday breaks. Start and end dates are determined by the number of class sessions required with the courses offered throughout the 12 month calendar.
- One **contact hour** is made up of 50 minutes of instructional meeting time.
- **Instructional minutes** include contact hours and expected student preparation time.
- **Minimum instructional minutes** recommended by the Ohio Board of Regents in order to grant one semester hour of academic credit is 2250.

For Regularly Scheduled Classes

<u>Method of instruction:</u>	<u>Minimum contact per credit hour:</u> Hours per week/hours per semester Minutes per week/minutes per semester	<u>Minimum student preparation per credit hour:</u> Hours per week/hours per semester Minutes per week/minutes per semester
1. LECTURE	1 hour/ 15 hours 50 minutes/ 750 minutes	2 hours/ 30 hours 100 minutes/ 1500 minutes
2. LAB (TYPE 1)	2 hours/ 30 hours 100 minutes/ 1500 minutes	1 hours/ 15 hours 50 minutes/ 750 minutes
3. LAB (TYPE 2)	3 hours/ 45 hours 150 minutes/ 2250 minutes	0/ 0 0/ 0
4. DISCUSSION/RECITATION	1 hour/ 15 hours 50 minutes/ 750 minutes	2 hours/ 30 hours 100 minutes/ 1500 minutes
5. SEMINAR	1 hour/ 15 hours 50 minutes/ 750 minutes	2 hours/ 30 hours 100 minutes/ 1500 minutes
6. CLINICAL*	3 hours/ 45 hours 150 minutes/ 2250 minutes	0/ 0 0/ 0
7. PRACTICUM*	7 hours/ 105 hours 350 minutes/ 5250 minutes	0/ 0 0/ 0
8. FIELD EXPERIENCE*	4 hours/ 60 hours 200 minutes/ 3000 minutes	8 hours/ 120 hours 400 minutes/ 6000 minutes
9. STUDIO	2 hours/ 30 hours 100 minutes/ 1500 minutes	1 hour/ 15 hours 50 minutes/ 750 minutes
10. TUTORIAL/ADVANCED STUDIES	1 hour/ 15 hours 50 minutes/ 750 minutes	2 hours/ 30 hours 100 minutes/ 1500 minutes
11. Distributive Learning (Online)	Format requires adherence to the current catalog description and the learning outcomes required are the same as those expected in the ground version of the course.	
a)	Hybrid (Level 1) Normal Contact reduced < 30%	>2 hours/30 hours
	i. A course that does not meet the standard number of contact hours but remains below the 30% threshold will <u>not be labeled a hybrid course on the course schedule</u> . However, an online web assist notation will be added to the scheduled course in order to highlight to both the faculty & student the need to expand external student preparation greater than the normal 2 hours per credit hour per week (30 hours). This will be scheduled and approved during the semester course development process.	
b)	Hybrid (Level 2) Normal Contact reduced 30% to < 75%	2 hours/30 hours
	i. A course that does not meet the standard number of contact hours by 30% up to 74% will be labeled a hybrid course (HY) on the course schedule. This notation will permit the university to track official hybrid course offerings and highlight to both the faculty & student the course has both an in-class and significant web based component. External student preparation is still an expectation based on the normal 2 hours per credit hour per week (30 hours). This hybrid course will be scheduled and approved during the semester course development process.	
c)	Online Normal Contact reduced 75% or more	2 hours/30 hours
	i. A course that does not meet the standard number of contact hours by 75% or more will be labeled a full online course (OL) on the course schedule. This notation will permit the university to track official online course offerings and highlight to both the faculty & student the course may have a minimal or no in-class component with most of the course offered in an online format. External student preparation is still an expectation based on the normal 2 hours per credit hour per week (30 hours). This online course will be scheduled and approved during the semester course development process.	

* These standards may be modified to fulfill external professional accreditation standards needed to maintain licensure or certification requirements. Such modified standards should be maintained within the controlling academic unit.

For Flexibly Scheduled Classes

Flexibly scheduled classes are those that do not meet on a regularly scheduled basis or those with beginning and ending dates that differ from the official academic calendar.

Total instructional minute requirements for flexibly scheduled classes are 2250 per semester hour of credit.

For Accelerated or Lock –Step Programs

Courses offered in accelerated format will meet the requirement of 2250 instructional minutes per semester hour of credit. These instructional minutes will be based on one of the defined Methods of Instruction outlined above.