POLICY TITLE
Ratio of Contact to Credit Hours

POLICY NUMBER
6.14

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Effective Summer 2012; revised October 2017/revised November 2018/effective immediately

PURPOSE
Contact/credit ratios ensure that credit hours awarded are appropriate for the educational activity.
Adherence to, or documentation of, any variation from the contact hour policy is essential
inasmuch as an audit trail is an absolute requirement.

ORGANIZATION SCOPE OR AUDIENCE
Faculty, students

DEFINITIONS
Clinical Application: Students learning experience will be provided in a medical or health care
facility, clinical laboratory, or other approved setting. The clinical experience is designed to
integrate the didactic knowledge, psychomotor skills, and affective behavior in a patient care
setting. The direct supervision of the students is done by an appropriately credentialed clinical
instructor/preceptor agreed upon between the health care facility and the Ivy Tech faculty.

Clinical: Health Sciences: Student learning experiences provided in a health facility appropriate
to the curriculum objectives. Supervision is provided by an Ivy Tech Community College faculty
member; continuous supervision may be provided by a health professional.

Clinical: Nursing: Student learning experiences provided in a health facility appropriate to the
curriculum objectives. Continuous on-site supervision is provided by an Ivy Tech Community
College nursing or health sciences (for CNA, QMA, HHA) faculty member (60-minute hours, as
per ISBN).

Co-op: Paid employment in a field closely related to the student's major. On-site supervision is
provided by an agency/company employee.

Credit hours: According to federal regulation 34 CFR 600.2, 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, practicum, studio work, and other academic work leading to the award of credit hours.

**Internship/Externship:** An experience that serves to synthesize a student's education and to apply it to a workplace setting. These are usually undertaken near the end of a student's program of study so as to reflect the whole of the student's educational experience. Supervision is provided by an Ivy Tech Community College faculty member; on-site supervision is provided by an agency/company employee.

**Laboratory:** Scheduled, faculty-structured learning activities in which the student reinforces, extends, and applies course content.

**Lecture:** Lecture, discussion, or other scheduled, faculty-structured learning activities in which content is presented in a sequential manner leading to accomplishment of course objectives.

**On-the-job-training:** Process of learning a trade through planned, supervised work on the job. Usually conducted in cooperation with a labor union. (60 minute hour).

**Practicum:** A non-lecture based experiential application of student learning either from a particular course or from a set of courses in the discipline. Supervision is provided by an Ivy Tech Community College faculty member; continuous supervision is provided by an agency/company employee.

**Studio:** Students execute prescribed techniques and methods specific to their chosen media to complete required course work and to develop their individual visual points of view. Typically done in conjunction with a lecture/demonstration component involving individualized faculty contact.

**POLICY**
The standard class/lab/shop period is 50 minutes. Courses blocked-scheduled for more than one hour must meet the same standard. The total instructional time must remain the same regardless of length of term. Courses must meet for the advertised number of sessions or scheduled periods/days/weeks. All instructors are required to meet their contractual agreement. Classes cannot be canceled or re-scheduled without approval of the Vice Chancellor for Academic Affairs or designee.

Any instructor or administrator who unknowingly or inadvertently provides less than the scheduled time could cause a liability for financial aid recipients for excess benefits received.

The following ratios of contact and credit hours must be used for all credit courses:
<table>
<thead>
<tr>
<th>Delivery</th>
<th>Credits</th>
<th>Weekly Student Contact Hours</th>
<th>Weekly Student Contact Minutes</th>
<th>Semester Student Contact Hours</th>
<th>Semester Student Contact Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1</td>
<td>1</td>
<td>50</td>
<td>16</td>
<td>800</td>
</tr>
<tr>
<td>Laboratory</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>32</td>
<td>1600</td>
</tr>
<tr>
<td>Clinical: Nursing/CNA/QMA/HHA</td>
<td>1</td>
<td>3</td>
<td>180</td>
<td>48</td>
<td>2880</td>
</tr>
<tr>
<td>Clinical: Health Sciences</td>
<td>1</td>
<td>3</td>
<td>150</td>
<td>48</td>
<td>2400</td>
</tr>
<tr>
<td>Studio</td>
<td>1</td>
<td>3</td>
<td>150</td>
<td>48</td>
<td>2400</td>
</tr>
<tr>
<td>Practicum</td>
<td>1</td>
<td>3</td>
<td>150</td>
<td>48</td>
<td>2400</td>
</tr>
<tr>
<td>Clinical Application</td>
<td>1</td>
<td>5</td>
<td>250</td>
<td>80</td>
<td>4000</td>
</tr>
<tr>
<td>Internship/Externship</td>
<td>1</td>
<td>5</td>
<td>250</td>
<td>80</td>
<td>4000</td>
</tr>
<tr>
<td>Co-op</td>
<td>1 or more</td>
<td>5 or more</td>
<td>250 or more</td>
<td>80 or more</td>
<td>4000 or more</td>
</tr>
<tr>
<td>On-the-job-training</td>
<td>1</td>
<td>20</td>
<td>1200</td>
<td>320</td>
<td>19,200</td>
</tr>
</tbody>
</table>

**PROCEDURE**
All scheduled courses must meet the standards listed above. Faculty teaching face-to-face classes must hold class meetings for the time specified in the chart above. As part of their contract, faculty are expected to meet their assignment obligations including meeting for full and complete class periods.

When classes are cancelled for any reason, faculty members are expected to cover the appropriate course material via alternative methods, including but not limited to out-of-class assignments or utilization of the distance learning platform. In some cases, flexibility may not be appropriate for certain courses or academic programs. At the discretion of the Vice Chancellor for Academic Affairs, instructor substitutes may be used.

**REFERENCES**
Federal Regulation 34 CFR 600.2 - [https://www.law.cornell.edu/cfr/text/34/600.2](https://www.law.cornell.edu/cfr/text/34/600.2)

**RESOURCE PERSON**
Campus Vice Chancellor for Academic Affairs