

COLLEGE CREDITS ASSIGNED FOR INSTRUCTIONAL HOURS

Kingsborough Community College complies with New York State Department of Education, Middle States Commission on Higher Education and U.S. Department of Education definitions and standards of credit hours assigned to instruction. The College assigns credits based on the hours and mode of instruction (whether instruction is delivered as a lecture, in a classroom, laboratory or studio setting, or through an out-of-classroom field or clinical experience). In all cases where the hours assigned per credit differ from the standards of practice, the hours exceed the number of credits, and are based on the practice of a particular discipline and subject matter at this college or are compliant with individual professional or accreditation standards.

The College utilizes the Carnegie Unit to define one semester credit. The Carnegie semester credit is equivalent to a minimum of one hour (defined as 50 minutes) of instructional work plus two hours (100 minutes) of individual work per week per semester. This is based on a 15-week semester. Based on its 12-week semester, Kingsborough Community College defines a credit hour as 60 minutes per week plus a session (typically two hours) for a final examination in the 13th week. In a 12-week semester out of class time is two hours and five minutes per credit per week. Thus, for example, a three credit course would require six hours and fifteen minutes of individual work per week.

Kingsborough Community College encourages experimentation and innovation in the delivery of instruction, which may result in occasional variations in credits assigned for instructional hours of a course. Additional instructional hours may be assigned in coursework identified to be critical for academic progress. The rationale for assigning credits for instructional hours for every course offered for college credit is reviewed and approved by College Council.

College Credits Assigned by Instructional Mode

Lecture

Courses that meet to engage multiple students in various forms of direct faculty instruction. For example:

Credits Awarded	1 credit
Minimum Instructional Time (60 minutes per week):	
Per 12-Week Session	720 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	840 minutes
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Credits Awarded	3 credits
Minimum Instructional Time (180 minutes per week):	
Per 12-Week Session	2160 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	2280 minutes

Laboratory

Courses that focus primarily on experiential activities that support student learning and are under the direct supervision of a faculty member in a laboratory setting. Minimum contact time is based on two times the amount of contact time of a lecture (2:1). For example:

Credits Awarded	1 credit
Minimum Lab Instructional Time (120 minutes per week):	
Per 12-Week Session	1440 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	1560 minutes

Credits Awarded	4 credits
Minimum Lab Instructional Time (480 minutes per week):	
Per 12-Week Session	5760 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	5880 minutes

Laboratory hours per credit in health care related disciplines are assigned according to the standards for these disciplines at this college or to comply with accreditation requirements.

Independent Study

Courses that permit a student to study under an instructor's guidance a subject or topic in depth beyond the scope of a regular course. The instructor regularly interacts with the student and directs student outcomes with periodic and final evaluation by the instructor. Minimum credit hours (corresponding to 1 to 3 credits) are determined based on faculty instructional contact minutes and student outside work. Such courses match the amount of time and work using the examples above.

Studio

Courses taught as applied study on a private or semi-private basis. In the visual arts, instructional hours in studio settings are assigned four hours of work per week for three credits in recognition of the experiential, creative, skills-building nature of the work. In performance disciplines, hours are assigned according to the demands of the specific work, such as work on theatre, video or digital productions.

Professional Field/Clinical Placement

Courses developed for job related or practical skills in a particular discipline. These courses allow for observation, participation, and field work, and are generally offered off-campus at an approved site. Components of this type of instruction include a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.

Where the work takes place in out-of-classroom professional field or clinical settings, credits are assigned to instructional hours in order to accommodate the requirements of each field. At least one classroom hour per week is assigned to out-of-classroom courses for work with the course instructor.

Hybrid

A "blended" course composed of both online learning and classroom learning. Courses may be designated "Partially Online" where up to 32% is online, or "Hybrid" where 33% to 80% is online. (Courses which are 100% face-to-face with some course content or assignments online are designated "Web-Enhanced.")

Credit hours are equivalent to courses that are delivered completely through face-to-face modality using the examples listed above.

Online (Asynchronous)

Courses offered entirely online and without any required face-to-face class meetings. Courses may be designated "Online" in which 80% but less than 100% is online, or "Fully Online" where 100% (including all exams) are online.

Courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face. Students are expected to be academically engaged through means which would include, but are not limited to, submitting an academic assignment, taking an examination, an interactive tutorial, or computer-assisted instruction, attending a virtual study group assigned by the instructor, contributing to an academic online discussion, and engaging in contact with the faculty member and class peers related to the academic subject of the course.

Credit hours are equivalent to courses that are delivered completely through face-to-face modality using the examples listed above.

Accelerated Courses

Courses offered outside a standard 12-week session in which the credit hours offered are the same as the standard session courses. The content and substantive learning outcomes are the same as those in the standard session.

Accelerated courses must meet the total amount of instructional and student work time as the examples above even if delivered in an accelerated format.

Reference

Kingsborough Community College 2015-2016 College Catalog (p. 30-31). Retrieved from
<http://www.kbcc.cuny.edu/sub-registration/Documents/2015-2016CollegeCatalog.pdf>