**CREDIT HOUR DISTRIBUTION EXAMPLES**

In determining credit hour distributions, one must ensure that all class, lab, field, clinical, practicum, internship hours, etc., adhere to United States Department of Education credit hour definition, which requires a minimum time commitment of 2250 minutes per semester credit hour, as reiterated in the university catalogs. For accredited programs and those seeking accreditation, one should also consider applicable accrediting standards.

Table 1 applies to typical face-to-face courses. Tables 2 and 3 apply to face-to-face laboratory courses (ex., CHIN 1101L, DARC 1201L) and possibly, short field experiences. Tables 4 and 5 likely apply to clinical experiences, practicums, and internships in which students are in the field for extended time.

**DEFINITIONS**

**Contact Hour**: 50 minutes of scheduled instruction, sometimes called “seat time” (measure used to determine lecture, field, lab, clinical, practicum, internship hours). The 10-minute difference between one contact hour and one clock hour is allotted for time to settle into class, to prepare to leave, and “break time” for classes that run over 50 minutes.

**Clock Hour**: 60 minutes (a period of time equaling 1/24 of a 24-hour day). Ratio tables below are NOT computed in clock hours. While one can “do the math” to determine clock hours, it is recommended that one compute lab, field, clinical, practicum, and internship hours by contact hours, since it is reasonable to expect students to take breaks and have some down time while they are in these experiences.

**Credit Hour**: Credits earned for a course (e.g., 50 minutes per week over a 15-week semester is one semester credit hour)

**Entry Code**: Courses are required to have an entry code (e.g., 3-0-3). Entry codes show the credit hour distribution for the course. A 3-0-3 entry code is the most common code used for credit hour distribution and represents the following:

 **3** = 6750 minutes of contact time per semester (e.g., three 50-minute meetings per week over a 15-week semester)

 **0** = zero lab, field, clinical, practicum, internship hours

 **3** = three credit hours for the course

**RATIO TABLES**

*Table 1: Lecture Courses with 1:1 Ratio*

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Hours** | **Minimum Contact Time per Semester (in minutes)** | **Minimum Contact Time per Semester (in Contact Hours****(see definition above)** | **Entry Code** |
| 1 | 750 Minutes | 15  | 1-0-1 |
| 2 | 1500 Minutes | 30  | 2-0-2 |
| 3 | 2250 Minutes | 45 | 3-0-3 |
| 4 | 3000 Minutes | 60 | 4-0-4 |
| 5 | 3750 Minutes | 75 | 5-0-5 |
| 6 | 4500 Minutes | 90 | 6-0-6 |
| 7 | 5250 Minutes | 105 | 7-0-7 |
| 8 | 6000 Minutes | 120 | 8-0-8 |
| 9 | 6750 Minutes | 135 | 9-0-9 |

*(1 x 50 minutes of contact time per week of a 15-week semester is one credit hour)*

*Table 2: Laboratory/Field Experiences with 2:1 Ratio*

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Hours** | **Minimum Contact Time per Semester** | **Minimum Contact Time Per Semester (in Contact Hours—see definition above)** | **Entry Code** |
| 1 | 1500 Minutes | 30 | 0-2-1 |
| 2 | 3000 Minutes | 60 | 0-4-2 |
| 3 | 4500 Minutes | 90 | 0-6-3 |
| 4 | 6000 Minutes | 120 | 0-8-4 |
| 5 | 7500 Minutes | 150 | 0-10-5 |
| 6 | 9000 Minutes | 180 | 0-12-6 |
| 7 | 10500 Minutes | 210 | 0-14-7 |
| 8 | 12000 Minutes | 240 | 0-16-8 |
| 9 | 13500 Minutes | 270 | 0-18-9 |

*(2 x 50 = 100 minutes of contact time per week of a 15-week semester is one credit hour)*

NOTE: To determine Clock Hours (Definition Above), divide minutes in column 2 by 60.

*Table 3: Laboratory/Field Experience/Clinical/Practicum/Internship Courses with 3:1 Ratio*

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Hours** | **Minimum Contact Time per Semester** | **Minimum Contact Time Per Semester** **(in Contact Hours—see definition above)** | **Entry Code** |
| 1 | 2250 Minutes | 45 | 0-3-1 |
| 2 | 4500 Minutes | 90 | 0-6-2 |
| 3 | 6750 Minutes | 135 | 0-9-3 |
| 4 | 9000 Minutes | 180 | 0-12-4 |
| 5 | 11250 Minutes | 225 | 0-15-5 |
| 6 | 13500 Minutes | 270 | 0-18-6 |
| 7 | 15750 Minutes | 315 | 0-21-7 |
| 8 | 18000 Minutes | 360 | 0-24-8 |
| 9 | 20250 Minutes | 405 | 0-27-9 |

*(3 x 50 = 150 minutes of contact time per week of a 15-week semester is one credit hour)*

NOTE: To determine Clock Hours (Definition Above), divide minutes in column 2 by 60.

*Table 4: Field Experience/Clinical/Practicum/Internship Courses with 4:1 Ratio*

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Hours** | **Minimum Contact Time per Semester** | **Minimum Contact Time** **(in Contact Hours—see definition above)** | **Entry Code** |
| 1 | 3000 Minutes | 60 | 0-4-1 |
| 2 | 6000 Minutes | 120 | 0-8-2 |
| 3 | 9000 Minutes | 180 | 0-12-3 |
| 4 | 12000 Minutes | 240 | 0-16-4 |
| 5 | 15000 Minutes | 300 | 0-20-5 |
| 6 | 18000 Minutes | 360 | 0-24-6 |
| 7 | 21000 Minutes | 420 | 0-28-7 |
| 8 | 24000 Minutes | 480 | 0-32-8 |
| 9 | 27000 Minutes | 540 | 0-36-9 |

*( 4 x 50 = 200 minutes of contact time per week of a 15-week semester is one credit hour)*

NOTE: To determine Clock Hours (Definition Above), divide minutes in column 2 by 60.

*Table 5: Field Experience/Clinical/Practicum/Internship Courses with 5:1 Ratio*

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Hours** | **Minimum Contact Time per Semester** | **Minimum Contact Time** **(in Contact Hours—see definition above)** | **Entry Code** |
| 1 | 3750 Minutes | 75 | 0-5-1 |
| 2 | 7500 Minutes | 150 | 0-10-2 |
| 3 | 11250 Minutes | 225 | 0-15-3 |
| 4 | 15000 Minutes | 300 | 0-20-4 |
| 5 | 18750 Minutes | 375 | 0-25-5 |
| 6 | 22500 Minutes | 450 | 0-30-6 |
| 7 | 26250 Minutes | 525 | 0-35-7 |
| 8 | 30000 Minutes | 600 | 0-40-8 |
| 9 | 33750 Minutes | 675 | 0-45-9 |

*(5 x 50 = 250 minutes of contact time per week of a 15-week semester is one credit hour)*

NOTE: To determine Clock Hours (Definition Above), divide minutes in column 2 by 60.

**DETERMINING ENTRY CODES (Credit Hour Distribution) FOR COURSES WITH LECTURE AND LAB/FIELD/CLINICAL/PRACTICA/INTERNSHIP HOURS COMBINED** Below is a simple method for determining an entry code for courses that combine lecture and lab/field, clinical, practicum, and/or internship time. You will note that you compute each separately and then add them:

Step 1: Determine the entry code for the lecture part of the class from Table 1: Example **2-0-2**

Step 2: Determine the entry code for the lab, field, clinical hours, practicum, and/or internship from
any of the other tables (choose the table that aligns with your program needs): Example using Table 3 **0-6-2**

Step 3: Compute the sum of Steps 1 & 2: **2 - 0 - 2**

 **+ 0 - 6 - 2**

 **2 - 6 - 4 Entry Code for the course that combines lecture**

**hours with lab/field/clinical hours**

*NOTE: Proposers should be prepared to justify entry codes to curriculum committees for course proposal reviews.*