



North Carolina Central University
Office of the Registrar
Credit Hour Policy and Procedures

Introduction

The credit hour section of this report seeks to clarify the conditions upon which a credit hour is earned for course work at NCCU. To earn a credit hour at NCCU, course requirements go beyond a time-based factor and extend into course work requirements outside of the normal standard class time. Each credit hour earned is clearly linked to student learning outcomes making clear the knowledge, skills, and abilities necessary for students to master course work standards.

The United States Department of Education regulations require NCCU to monitor compliance with federal rules concerning the amount of work required for a unit of credit. As published in the *Federal Register dated October 29, 2010 (75 FR 66832) (34 CFR 600.2) (Enclosure A)* states “Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.”

In this section, a definition of a course credit hour at NCCU has been established to include procedures that will insure full compliance by all academic units.

Credit Hour Definition

North Carolina Central University credit hour formula reflects the University of North Carolina General Administration Standard (*UNC Policy Manual 400.1.6*) of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour over a minimum of 75 class days per semester. A typical one credit hour course at North Carolina Central University requires additional academic preparation to include at least three hours of course work outside of the regular class meeting times. The out-of-class assignments may include research, reading, writing, practicum, internship, and laboratory work. All instructional delivery systems such as independent study, distance education, and lecture classes comport to the same credit hour standard. Additionally, the credit hour standard also includes a body of work that is required for each course tantamount in achieving predetermined student learning outcomes.

Credit Hour Procedures

To ensure that academic units comply with the course contact hour requirements, North Carolina Central University has adopted official course schedule development guidelines and official standard class time schedule that must be used when scheduling classes. The standard class times denotes the official start and ending time for a course based on the credit hours assigned to a particular course.

1. Departments must adhere to the *North Carolina Central University Standard and Official Class Times – revised November 7, 2012* and the *Course Schedule Development Guidelines dated November 7, 2012*, when developing course schedules (see attachments A and B).
2. Colleges/schools/departments must receive approval from the Office of the Provost to schedule classes that do not conform to the standard and official class times.
3. All scheduled classes must be in compliance with the *Credit Hour Policy*.
4. The University Registrar will review the class schedules to ensure accurate class times.

Credit Hour Policy and Procedures

5. Each course syllabus must include student learning outcomes.
6. The Director of University Accreditation will review each new course to ensure that student learning outcomes have been identified.
7. Each academic unit will perform an oversight review to ensure compliance with the Credit Hours Policy.