

Martin Methodist College Credit Hour Policy

MMC has adopted the Federal definition of a credit hour. That is, one credit hour is awarded for an amount of student work that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester.

That means that a 3 credit hour course entails an amount of student work that reasonably approximates 150 minutes of class per week (a total of 37.5 hours over the semester) and six hours of out-of-class student work per week over a semester. In such a course, in other words, a student will be academically engaged for 150 minutes each week through, for example, classroom attendance, examinations, practica, laboratory work, internships, and/or supervised studio work. The expected six hours per week out-of-class homework are in addition to these 150 supervised minutes.

For a course meeting face-to-face for fewer than 50 minutes per credit hour per week, students will supplement those face-to-face minutes with additional out-of-class “engaged” activities. (These engaged activities are in addition to the two hours’ homework per credit hour per week.) Out-of-class academic engagement may include, but is not limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group assigned by the institution; contributing to an academic online discussion; and/or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Such engaged activities are distinct from a student’s homework, research, or other unsupervised work.

For asynchronous online courses, ones in which there is no scheduled "seat time," credit hours are awarded based on course objectives and amounts of student work equivalent to those in comparable face-to-face courses.

Additional Out-of-Class “Engaged” Activities Report

Submit this form to the Office of the Provost along with the course syllabus.

Course: _____

Semester: _____

Instructor: _____

According to MMC’s credit hour policy, for each course meeting face-to-face for fewer than 50 minutes per credit hour per week, students will supplement those face-to-face minutes with additional out-of-class “engaged” activities. (These engaged activities are in addition to the two hours’ homework per credit hour per week.) Out-of-class academic engagement may include, but is not limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group assigned by the institution; contributing to an academic online discussion; and/or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Such engaged activities are distinct from a student’s homework, research, or other unsupervised work.

Below please describe briefly any out-of-class academic engagement activities assigned in this course. Please indicate both the “engaged” nature of the activity and the estimated amount of time taken.

Activity	Engagement	Time