Academic Credit Hour Definitions and Process:

Mesabi Range College credit hour assignments conform to Federal, MnSCU Board Policy 3.36.1, Minnesota State College Faculty Contract 2015-2017 and comply with the requirements for seeking and participating in Title IV federal financial aid and the Higher Learning Commission.

Distance delivery format (Online) and alternative course length courses (shorter or longer durations than fifteen weeks) shall include an equivalent amount of instruction and student work, leading to the same learning outcomes as defined by MRC approved course outlines, as an on-land course, taught over fifteen weeks.

Mesabi Range College administration is accountable for assigning credit hours. Credit hours correspond to the quantity of work reasonably expected to be required to achieve course learning outcomes. Course outlines are approved and managed through the Academic Affairs and Standards Council (AASC) and published on the college website. The AASC course approval process includes a review of learning outcomes that meet federal definitions of a credit hour, review of comparable learning outcomes and assessment of learning that will demonstrate equivalency of learning expectations.

Credit Hour Definitions:

Federal Definition of Credit Hour (HLC Policy):

Federal Credit Hour Definition: 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 activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)


MnSCU Board Policy: Procedure 3.36.1 Academic Programs System Procedures
Chapter 3 - Educational Policies Board Policy 3.36
Part 2, Subpart Q. Credit Hour.

1. 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 -
   a. 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 the equivalent amount of work over a different amount of time, such as in distance learning environments; or
b. At least an equivalent amount of work as required in paragraph (1.a.) of this definition for other academic activities as established by the system college or university including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

2. Or, for a program that is subject to a clock/credit-hour conversion, the lesser of
   a. Clock hours in the credit-hour program divided by 37.5 clock hours of instruction or
   b. Minnesota State Colleges and Universities system approved credit hour.

Additional notes (credits per MSCF contract):

Minnesota State College Faculty - MSCF Contract 2015-2017:

Section 3. Teaching Faculty in the former UTCE Bargaining Unit.
Subd. 1. Credits and Contact Hours. Faculty in the former UTCE bargaining unit may be assigned an annual maximum of up to thirty-two (32) credits or up to twenty-seven (27) contact hours per week. Whenever either limit has been reached the instructor may accept additional credit or contact hour assignments as overload. When making Part-time assignments, the credit/contact hour limitation shall be a proration of the FTE.

The twenty-seven (27) contact hour limit may be averaged per week within a semester and/or per semester within the academic year.

For purposes of calculating a “student contact hour” one (1) lecture credit equals one (1) weekly student contact hour and one (1) lab credit equals two (2) weekly student contact hour. Two (2) weekly student contact hours in any lab is equal to one (1) lab credit.

Section 2. Teaching Faculty in the Former MCCFA Bargaining Unit. (page 25)
Subd. 3. Science Laboratory Courses. Science laboratory courses (chemistry, biology, physics, and natural science) shall be credited on the basis of one (1) credit for each one (1) lecture hour and one (1) credit for each two (2) laboratory hours. Credits for science laboratories shall be averaged over the academic year with totals in odd numbers being rounded to the nearest whole number. For purposes of rounding, .5 shall be rounded up to one (1).