

## **Contact Hour - to - Academic Credit Policy**

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It is in the interest of students that the relationship between contact hours and academic credit be managed judiciously to conform to standards generally in place at most colleges and universities, and provide internal guidance for future curriculum development at HCC, therefore:

- 1) The ratio of contact hours to academic credit will, at a minimum, comply **with standards** prescribed by the Code of Maryland.
- 2) Definitions of instructional methods with contact **hour-to-credit** ratios will be maintained by HCC's academic administration with oversight by the Vice President of Academic Affairs and Student Services.
- 3) In the process of determining contact **hour-to-academic** credit ratios, criteria such as the following will be taken into consideration:
  - a) contact **hour-to-credit** ratios generally applied per instructional method by community colleges throughout Maryland in accordance with standards of the Middle States Commission on Higher Education.
  - b) cost both to students and to the institution to deliver a program and/or course
- 4) Contact hours and credits for all courses will be published as part of official HCC course descriptions.