POLICY ON CLOCK HOUR AND CREDIT HOUR

Administrative Division	**Academics**
Policy Title	**Policy on Clock Hour and Credit Hour**
Administrative Office	**Provost's Office**
Effective Date of Policy	**03.13.20** **Amended Policy: 10.26.2026**

Purpose

The policy outlines the definitions and policies regarding clock hours and credit hours, as well as their equivalencies at Kansas Wesleyan University, including guidelines for face-to-face, hybrid, online, and distance education courses.

Implementation

The amended policy was revised on September 15, 2026 and is effective November 1, 2026.

Definitions

34 Code of Federal Regulations (CFR) §600.2 Definitions: The following definitions apply to terms in this part:

Clock hour: A period of time consisting of –

(1) A 50- to 60-minute class, lecture or recitation in a 60-minute period;

(2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or

(3) Sixty minutes of preparation in a correspondence course.

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence 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 15 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 academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Kansas Wesleyan University Equivalencies of the Credit Hour Policy

The institutionally established equivalencies to the federal definition of the credit hour at Kansas Wesleyan University are provided below. These standards apply to graduate, undergraduate, and certificate courses offered in face-to-face, hybrid, or online classes.

For each credit hour per semester, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours of outside class work for approximately 15 weeks.

1 credit hour = 50 minutes contact + 100 minutes outside work over 15 weeks for a total of (50+100) x 15 weeks = 150 x 15 weeks = 2,250 minutes of student effort. This meets 34 CFR §668.8(l)(2)(ii)(A) expectation of a semester hour equating 37.5 clock hours of instruction or 37.5 x 60 minutes = 2,250 minutes (1 clock hour of class room, 2 clock hours outside work = 3 clock hours; 2,250 minutes ÷ 3 = 750 minutes/credit hour).

Academic credit is offered by the semester credit hour and is based on 750 minutes of instruction per credit hour awarded. This means 1 credit hour = 15 clock hours with the clock hour defined as 50-60 minutes. This rule is consistent with the Department of Education credit hour definition, as stated earlier in 34 CFR §600.2.

Seven hundred and fifty (750) minutes of instruction per credit hour awarded applies to all courses despite length of term or period of time within a term in which the course is offered in face-to-face delivery formats. For distance education courses, please see below. All hybrid courses are calculated by both face-to-face and distance education standards that equate to 750 minutes to one credit hour.

Distance Education

Credit hours awarded from courses taught via distance education or in some other non-traditional setting follow the same rules when determining the number of credit hours awarded for all distance education courses. This practice as follows the credit hour definition found in Department of Education regulation 34 CFR §600.2; 1 credit hour = 750 minutes.

Direct faculty interaction can be achieved in many ways in an online environment. Examples include: use of online meeting tools, online journaling or blogs, discussion-forum posts, online exams/quizzes, recorded lectures or use of voiceover Microsoft PowerPoint presentations, online collaborative study or project-based learning groups, etc.

The following* time estimates will help to ensure credit-hour compliance.

Pedagogical Technique	Average Time Per Instance
Quiz	20 minutes each
Exam	50 minutes each
Midterm or Final	60 minutes each
Informal Writing Assignment	15 minutes per page (250 words)
Formal Writing Assignment	30 minutes per page (250 words)
Textbook Reading	8 minutes per page (250 words)
Reading of Linked Article/Paper	10 minutes per page (250 words)
Listen To or Watch Linked Audio/Video	15 minutes each
Listen To or Watch Webinar	50 minutes each
Complete a Guided Lab Exercise	50 minutes each
Complete a Virtual Field Observation	30 minutes each
Complete a Guided Field Observation	60 minutes each

Complete a Game/Simulation	30 minutes each
Complete a Tutorial/Module	30 minutes each
Watch/Make Synchronous Presentations	30 minutes each
Make a Blog Entry	10 minutes each
Participate in a Chat Room or Forum Discussion	20 minutes each
Study or Assignment Group Participation	40 minutes each
Online Meeting or Office Hours with Instructor	20 minutes each

*chart quoted from Dickinson State University, 2016 HLC Conference

Online instructors are encouraged to utilize the above table to ensure credit-hour compliance, and explicitly noting time expectations will also provide clarity and guidance to students.

Online and Directed Study Courses:
All online and directed study courses must explicitly document in their respective course proposals and course syllabi how clock hours will be identified when determining credit hours as indicated in the "Distance Education" policy document.

Health Profession
Health profession majors and/or providers, such as nursing, pre-medical, pre-dental, pre-physician assistant, pre-pharmacy, pre-optometry, pre-physical therapy, pre-occupational therapy, pre-veterinary, pre-athletic training, and allied health may also earn academic credit for work in lab or clinical sites. The number of hours of work required for one academic credit hour varies by discipline and respective accrediting agency requirements.

Labs
Certain courses at Kansas Wesleyan University include a laboratory component or requirement, such as science courses including chemistry, engineering, geology, physics, and biology. Students may earn additional credit hours for the lab component. Minimum credit hour requirements are determined for weeks of lab/activity on a 2:1 laboratory contact minutes to lecture contact minutes ratio (1,125 minutes/1 credit hour). Each department may determine contact time over the minimum requirement as needed.

Internship
The Internship Program allows students to integrate academic theory and real world practice to explore the relationship between the two and gain hands-on experience in a professional setting. An intensive field experience is established through a community organization with dual supervision by an agency coordinator and a member of the faculty. Placement will be based on the student's career orientation and interest. A fee of $75 per credit hour in addition to all other tuition charges for the course is assessed for all internship courses.

Requirements for an Internship:

1. The program is open to all degree-seeking undergraduate students except first semester, first-time students.
2. An internship can be completed at the student's regular place of employment; however, internship hours must be outside of the student's regular job responsibilities.
3. Faculty sponsor determines the number of credit hours to be awarded, which must be authorized in advanced. Each credit hour requires a minimum of 50 clock hours of

participation. (e.g. A 3-credit hour internship would require at least 150 clock hours). Exceptions include:

- Engineering internships: 600 work hours per credit hour
- Health Services internships: 100 work hours per credit hour
- Other exceptions may be approved by the institution.

4. A complete Application for Registration in an Internship must be submitted to the Office of the Registrar by the last day to add or drop classes in the semester for which credit is sought, as listed in the Academic Calendar. Required documents include:
   a. A syllabus outlining objectives, assignments, methods of evaluation, and learning outcomes.
   b. The application and accompanying forms, including the Internship Ethical Guidelines, Intern/Agency/Faculty Agreement & Emergency Contact Record, and Internship for College Credit Contract, must be signed by the student, faculty sponsor, academic advisor, and the Office of the Registrar, and approved by the Provost.
   c. A schedule describing the frequency and form of faculty-student contact throughout the internship.
   d. A method for evaluation of student performance and attainment of learning objectives.
5. The faculty sponsor provides ongoing supervision and mentorship, maintaining regular contact with the student through check-ins, progress reports, and meetings. Faculty guide the student in integrating the internship experience with academic learning, provide feedback on assignments and projects, and serve as the primary academic mentor throughout the internship.
6. The internship must provide rigorous academic experience equivalent to a 400-level course at KWU. Students are required to submit periodic progress reports.

** ADDITIONAL NOTE: In addition to the university requirements for applying for an internship, international students must complete paperwork through their DSO authorizing the internship with the U.S. government. It is a violation of the F-1 visa to engage in an internship without prior authorization.