

Guidance for reviewing course credit hours and student time-on-task

“For each semester hour of credit, classes that meet in a person-to-person format are nominally one 50-minute period with the instructor and two hours of outside of class work per week for the length of the semester. ...”.

Therefore, for a 15 week semester, a one credit hour course should have 45 hours of student “time on task” (some of which may be class attendance for in-person courses, but alternatively could be part of the effort in distance learning classes). This calculation would scale such that a two-credit hour class has the expectation of 90 hours of time on task for students, a three-credit course entails 135 hours of student work, etc. This policy is for the awarding of credit for all NMT courses regardless of the delivery modality or location, including Dual Credit at the High School. The assessment methodology to check that courses at the institution conformed to the policy may vary by modality.

Departments and programs will periodically review their curriculum (e.g., program review) to ensure their courses align with the Credit Hour policy. While the exerted effort and time on different tasks (e.g., reading, writing, and posting to discussion boards; watching videos and presentations; doing assignments; individual and group projects; etc.) is imprecise, faculty should estimate, to the best of their ability, how much time a student doing satisfactory work would take to complete the work of the course.

Actual estimated time on task (per credit hour)	Color	Recommendation
Less than 30 hours of student work	Below 30 time on task hours are below 33% of the target	Imperative to increase student work/time on task
From 30 hours of student work to 37 hours	30 time on task hours is 33% under the target	Departments, Programs, and Faculty – please consider increasing student work/time on task
From 37 hours of student work to 45 hours	37 time over task hours is about 18% under the target	No need to change
45 hours of student work		
From 45 hours to 53 hours of student work	53 time on task hours is about 18% over the target	
From 53 hours to 60 hours of student work	60 time on task hours is 33% over the target	Departments, Programs, and Faculty – please consider decreasing student work/time on task
Greater than 60 hours of student work	Above 60 time on task hours are above 33% of the target	Imperative to decrease student work/time on task

Examples for how faculty could estimate completing times for their course activities can be found at the [Center for Teaching and Learning](#) at the Rochester Institute of Technology.