

# STONE CHILD COLLEGE

---

R.R. 1 BOX 1082  
BOX ELDER, MONTANA 59521  
Phone: (406) 395-4875  
FAX: (406) 395-4836

## POLICY

---

The Department of Education now requires each institution to develop a written credit hour policy. The Department of Education policy states that one credit hour of class time and two hours of out-of-class time per week over the span of a semester. Stone Child College (SCC) has adopted a similar policy. SCC currently defines a credit unit as the unit used in computing the amount of work required for graduation. One credit is equivalent to 15 hours of instruction. In some cases, such as laboratory or field experience, more than 15 hours is required for one credit. These rules are based on the type of instructor contact hours and the ratio of those hours to the number of weeks in a semester. "Credit hours" are defined as the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by the number of hours per week in class and the number of hours per week in out of class preparation. Stone Child College uses these rules to establish credit hours assigned to each course offered by the college. Credit loads are determined based on the credit hours for which a student enrolls.

### **Credit ratios for the three basic categories of instruction are:**

- Lecture/discussion, 1:1—One (1) hour of lecture or classroom discussion per week and approximately two (2) additional hours of out-of-class assignments per classroom contact hour earns one (1) credit hour. For example, a four (4) credit course would equal four (4) classroom hours per week plus substantial out-of-class assignments and study time.
- Laboratory/applied learning, 2:1—Two (2) hours of laboratory work per week and approximately one additional hour for out-of-class assignments earns one (1) credit hour.

Exceptions are noted in the semester schedule (some classes are not scheduled in the usual college class periods.)

### **Credit loads are defined under three categories as:**

- Full-time credit load. A full-time student credit load is generally defined as twelve (12) or more credit hours. However, students who are enrolled under government-sponsored programs (e.g., financial aid, veterans, social security) should check with the appropriate agency's financial services office for specific credit load requirements.
- Part-time credit loads. A three-quarter load is defined as nine (9) to eleven (11) credit hours; a half-time load is six (6) to eight (8) credit hours, and a less-than-half-time load is five (5) or fewer credit hours.
- Overload. To enroll in more than eighteen (18) credit hours, a student must have special circumstances and by petition to the Admissions/Registrar's office and approved by the Dean of Academics will a student be permitted to enroll in more than eighteen (18) credits. Concurrent enrollment in another college must be approved by the Registrar.