

MAINE COMMUNITY COLLEGE SYSTEM

ACADEMIC AFFAIRS

Section 301

SUBJECT: DEFINITION OF PROGRAM OF STUDY AND UNITS OF CREDIT

PURPOSE: To address the award of credit for classroom and associated work.

A. Program of Study

For purposes of this Policy Manual, a “program of study,” “course of study” or “curriculum” is defined to be a specific sequence and/or combination of individual curriculum elements, typically identified as courses, that is designed for the award of a credential as defined in Policy 302 upon completion. Upon approval, a program of study is listed on the college’s academic inventory.

B. Units of Credit

A unit of credit shall be defined in the following manner consistent with Federal Regulations and the New England Association of Schools and Colleges, Commission on Institutions of Higher Education Policy 111:

1. One semester credit hour for each fifteen hours of classroom contact plus thirty hours of outside preparation or the equivalent; or
2. One semester credit hour for each thirty hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be fifteen hours; or
3. One semester credit hour for not fewer than forty-five hours of shop instruction (contact hours) or the equivalent.

For calculating “quarter” hours into “semester” hours, the general practice is to equate two semester credit hours with three quarter credit hours.

REFERENCES: 20-A M.R.S.A. §12706(1) and (15)

DATE ADOPTED: June 24, 2009

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