

## **Credit and Time Requirements**

### **Formulas**

As a unified means of measuring comparative work, MICA has adopted a variant of the Carnegie Unit. One college semester credit is defined as 45 hours of work with at least one-third of those hours consisting of contact with an instructor in the classroom and in the case of introductory, intermediate and most advanced studio courses, one half to two thirds of those hours consisting of contact with an instructor. In order to ensure time for transfer, a contact hour is defined as one fifty minute hour.

MICA's educational program is organized around two traditional (fall and spring) fifteen week semesters with additional coursework offered in winter and/or late spring intersessions and a summer session. The traditional semesters are designed to provide 15 class meeting days for each weekday thereby ensuring that every course meets its primary contact requirements regardless of breaks and holidays. Additionally, the calendar provides exam days, which do not have to be mandatorily utilized.

In all introductory, intermediate and most advanced studio courses, one credit hour represents at least one and a half hours of contact and more normally, two hours of contact time with an instructor each week with the addition of one to one and a half hours of additional work done outside of the course meeting time. Since most courses at MICA award three credits, the typical studio course will meet for six fifty-minute hours (five actual hours) with an expectation of an additional three hours of work done outside of course meeting time in each of a fifteen week semester.

In traditional lecture and discussion courses, one credit hour represents at least one hour of contact and two hours of additional work done outside of the course meeting time. Since most courses at MICA award three credits, the typical academic course will meet for three fifty minute hours (two and a half actual hours) with an expectation of an additional six hours of additional work done outside of course meeting time in a fifteen week semester.

Courses based on different contact formats and/or time frames for delivery and/or a greater or lesser number of credits than 3 must be approved according to the procedures outlined below before scheduling and implementation. This includes all intersession, mini-mester and summer courses.

### **New Course Proposals**

A proposal for a new course must be developed in consultation with a department chair or graduate director according to a calendar set by the Office of Student Records/Registrar. New course proposals must be formally submitted through an application form available through a department chair. Proposals for new courses must be approved in writing by the chair of the department or the director of the graduate program sponsoring the course, the appropriate associate dean/s, dean or vice-provost and the Registrar before scheduling and implementation.

### **Consistency of Credit Hour Procedures and Policies**

Unless otherwise proposed, 3 credit studio courses are assigned to meet 5 hours each week of a 15 week semester and 3 credit academic courses are assigned to meet 3 hours each week of a 15 week semester with the understanding that all 3 credit courses require 135 hours total in class and outside work. Courses based on different contact formats and/or time frames for delivery and/or a greater or lesser number of credits than 3 must demonstrate that they meet the College's definition of a credit hour as an integral part of the approval process.

All new course offerings are assessed by the relevant department chair/s or graduate director, associate dean/s, and vice-provosts at the conclusion of initial implementation.

### **Variations in Credit Hour Assignment**

As noted, MICA offers intersession and summer terms of study that are not based on a 15 week calendar. Nonetheless, three-credit summer courses and summer travel programs all meet the ratio of hours of contact to hours of outside student work outlined in the formula. Courses offered for shorter durations such as intersessions or mini-mesters must also meet the time requirement and contact guidelines stated above. For example a three credit studio course in a three week mini-mester would normally require 67.5 to 90 hours in class contact time with sufficient time to carry on independent work for the additional 45 to 67.5 required. A three credit academic course in a three week minimester would require 45 (or 37.5- 50 minute hours) hours of in-class contact time with sufficient time to carry outside work for an additional 90 hours required.

MICA also encourages faculty to develop alternative pedagogical approaches to content delivery. Courses that combine or blend academic activities such as reading, writing, and research with studio practice or hybrid courses that combine face to face engagement with online study may offer blended contact models with faculty contact respecting the normative models above and student assessment based on the completion of forty-five hours of work for each credit hour awarded.

All such courses and programs must be reviewed and approved by the appropriate department chair or graduate director, associate dean, dean and/or vice-provost, and Registrar prior to scheduling and implementation.

### **Independent Study**

MICA does provides students with the opportunity for independent study in an area of special interest with appropriate College faculty. Supervising faculty members guide, evaluate, and grade students on their work. The same quality of work and time invested in traditional class settings is expected of students in independent study courses. Students are limited to two independent study courses per semester (6 credits). Independent study is not equivalent to the junior and senior independent study courses required in each major. Contracts for independent study are available in the Office of Enrollment Services. The contract requires the following: a minimum GPA of 3.0; a complete description of the work to be undertaken; and signatures of the supervising faculty, department chair, and student. The complete contract must be submitted to the Office of Enrollment Services