

Credit Hour Equivalency Chart

Middle States requires us to document that the credit hours and rigor of an Online or Hybrid course is equal to that of our face-to-face offerings.

The chart below details how much in-class time needs to be accounted for in online course work, depending on the length of the course and the credit hours of the course. This is based on the College's definition of credit hours, calculated using the Carnegie Unit system.

Note that this "in-class" time needs to be accounted for through work that is the type that would be done in a physical classroom during a meeting time. Reading assignments, research papers, or other projects that would normally be assigned as homework and done outside of the classroom in a face-to-face course are not counted as "in-class" time.

Length of Course	Credit Hours	In-Class Time
15 weeks	3	2 hours 30 minutes per week
15 weeks	4	3 hours 20 minutes per week
7 weeks	3	5 hours 20 minutes per week
7 weeks	4	7 hours 10 minutes per week
5 weeks	3	7 hours 30 minutes per week
5 weeks	4	10 hours per week

Note: adjustments should be made by the instructor for any courses that fall outside the listed criteria

Credit Hour Equivalency Chart (EXAMPLE)

Below is an example of how an instructor should complete the Credit Hour Equivalency Chart for each course (s)he teaches. The In-Classroom Activity column is not the important part of the chart, but it may be useful to some instructors.

Instructor Name: Sally Jones

Course Name: English Composition I

Course Number: ENG 101

Number of Weeks in Term: 15

Week	In-Classroom Activity	Hours	Online Activity	Hours
1	Watch YouTube video	0.5	Watch YouTube video	0.5
	Lecture & Discussion	1	Watch recorded lecture	.5
			Participate in discussion board by creating original post and replying to classmates	.5
	Group presentations & peer feedback	1.5	Watch recordings of group presentations & complete feedback rubric	1.5
	Total Hours:	3	Total Hours:	3