



## INSTITUTIONAL POLICY: D6005

### Credit Hours

Category: Curriculum  
Subject: Assignment of Credit Hours  
Effective Date: January 10, 2025  
Updated:

#### 1: Authority

COCA 12.5

#### 2: Purpose

The Credit Hour Policy defines how credit hours are calculated for each year of NCOM's curriculum according to guidelines established by the Department of Education.

#### 3: Pre-Clinical Courses (OMS 1 & OMS 2)

3.1 Lecture / Presentation: To determine credit hours, contact hours are assigned to each hour of lecture or hour designated to online presentations. Each contact hour is expected to be followed by one to two hours of outside study. The lecture or presentation contact hour per credit hour is based upon the Carnegie Unit Calculation:

Credit Hours x (Weeks/Sessions) ÷ 30.

3.2 Labs, Small Group Activities, Independent Study, and Workshops: One credit hour is assigned for 30 hours of contact time.

#### 4: Clinical Rotation Curriculum Credit Hours (OMS 3 and OMS 4):

4.1 Four credit hours are awarded for the approximate 160-180 contact hours students spend on each four-week required clinical rotation or clinical research experience.

4.2 The contact hours awarded on a clinical rotation are estimated to have a 1 to 1 ratio as preparation for the study is usually spent while on the rotation. Therefore, the following formula is used in the clinical setting:

- 40-50 contact hours (1 week) = 1 credit hour,
- 80 – 90 contact hours (2 weeks) = 2 credit hours, and
- 160-180 contact hours (4 weeks) = 4 credit hours.

The above includes clinical modules, case presentations, reading assignments, and all other activities during each clinical rotation.

Signed by:

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