

**Talladega College**  
**Office of Academic Affairs**  
**Credit Hour Equivalency Guidelines**

Talladega College requires the documentation of credit hours and rigor of an Online or Hybrid course to be equal to that of our face-to-face offerings. The chart below outlines the amount of in-class time needed to be accounted for in online course work, depending on the length of the course and the credit hours of the course. Talladega College bases this definition of credit hours, using the Carnegie Unit system.

The total amount of student time on task for any Talladega College course (campus, online, blended, independent study, etc.) should total 50 hours per credit/contact hour. This breaks down to 150 hours total for a 3-credit course.

The in-class time is accounted for through work that is the type that would be done in a physical classroom during a meeting time.

We do not count assignments that would normally be completed outside of the classroom as in-class time, such as assignments reading assignments, papers, or other projects.

<b>Course Length</b>	<b>Credit Hours</b>	<b>Total Hours Per Week</b>	<b>Total Hours Per Course</b>
4 Weeks	3	37.5	150
5 Weeks	3	30	150
7 Weeks	5	35.7	250
11 Weeks	3	13.7	150
11 Weeks	6	27.2	300
8 Weeks	3	18.75	150

## Content Delivery Options

<b>Online Classroom Instructional Activities</b>	<b>Hours</b>
Chat rooms for class or group projects	1 hour chat = 1 hour instruction
Virtual Laboratory and Lab Reports	1 hour of virtual laboratory = 1 instructional hour, or equivalent to length of the exercise 1 lab report post and review with response to classmates posts = ½ hour instruction
Participate in discussion board by creating original post and replying to classmates	Initial post – min. 150 words (requires reading course material and supporting work with information from a credible source) = ½ hour instruction 1 post/reply (requires reading all posts and responding to minimum of 3) = 1 hour instruction
Guided Project	1 hour of instruction per week for duration of project (based on practice for independent studies)
Field trips or tours (includes virtual tours)	Instructor-led 1 hour tour = 1 hour instruction Student(s) without instructor: 1 hour tour and reflection paper = 1 hour instruction
Instructional CDs, PowerPoints, videos	Student reviews and posts response to 1 unit of content = 1 hour instruction
Group Project	1 hour of instruction per week for duration of project
Lecture activity - video, written or audio	Student reviews 1 lecture and submits answers to questions
Reading material not assigned as homework in the syllabus	Reading assignment—complex, highly academic or technical prose, (e.g., advanced scientific textbook, difficult academic prose) Est. 5-10 minutes per page  Reading assignment—less complex prose (e.g., narrative history, 1000-level textbook) Est. 3-4 minutes per page
Online quizzes	1 hour test = 1 hour of instruction (cannot include final exam)
Portfolio Preparation	Portfolio conferencing with final presentation of completed portfolio = 1 instructional hour, or equivalent to length of the exercise.