

Carnegie Unit Policy



Policy Number: 05.067	Responsible Office: Office of Academic Affairs	Governing Body: AAAT	Last Review Date: 12/01/2025
Scope:			

I. Introduction

Antioch College runs on the academic quarter system and uses the Carnegie Unit system to award academic credit. This policy outlines the basic time-based metrics for awarding quarter credits under these systems. This policy aligns Antioch’s practice of awarding credit with Ohio Department of Higher Education (ODHE) and US federal government standards.

II. Policy

Antioch College’s Carnegie Unit interpretation is based upon the following equivalency: One quarter credit is equivalent to 1500 minutes of appropriate educational activities.

Antioch College uses the following course delivery methods: **Face-to-Face**, **Independent Study**, and **Internship / Practicum**. Each delivery method includes the following Course Types:

Course Delivery Method	Course Types
Face-to-Face	Lecture
	Lecture & Lab
	Studio
	Workshop
Independent Study	Directed Study
Internship / Practicum	Cooperative Education

Face-to-Face Courses

For Face-to-Face courses, appropriate educational activities take the form of **direct instruction** and **out-of-class work**. Antioch College recognizes four course types delivered Face-to-Face: **Lecture**, **Lecture & Lab**, **Studio**, and **Workshop**. These course types break down into the following distribution of direct instruction and out-of-class work minutes per quarter credit hour.

Course Type	Direct Instruction Minutes per Quarter Credit Hour	Out-of-Class Work Minutes per Quarter Credit Hour
Lecture	500 minutes	1000 minutes
Lecture & Lab	500 minutes	1000 minutes, including scheduled lab time (lab time varies per course)
Studio	750 minutes in studio	750 minutes
Workshop	1500 minutes	No significant out-of-class work

Independent Study (Directed Study)

Antioch College recognizes one Independent Study course type: Directed Study, in which students explore a specialized topic that is not typically covered in the regularly offered curriculum under the supervision of a faculty member. The 1500 minutes of educational activity required for 1 quarter credit of Independent Study is broken down between one-on-one meetings (the equivalent of direct instruction, in which students engage the faculty supervising the independent study directly) and out-of-class work. The time division between one-on-one meetings and out-of-class work will vary, but the table below provides a typical breakdown.

Course Type	Independent Study: One-on-One Meeting Minutes	Independent Study: Out-of-Class Work per Quarter Credit
Directed Study	500 minutes total (typically 50 minutes per week, for 10 weeks)	1000 minutes for 1 credit, plus 1500 minutes for each additional credit

Internship / Practicum (Cooperative Education)

Cooperative Education faculty offer integrated Co-op Field Experience courses in which students combine on-site engagement in a workplace with guided reflection on their experiential learning, for a minimum of 1500 minutes of educational activity per quarter credit. Cooperative Education courses are strictly offered at 12 quarter credits, with the following determinations in awarding credit:

Course Type	Determining Criteria for the Awarding of Credit
Cooperative Education	Employment / immersive work, for at least 15,000 minutes (300 hours) equating to 10 quarter credits
	Guided reflection on the co-op experience that helps students make meaning of their work and communicates the significance of integrative, experiential learning, equating to 3000 minutes, equating to 2 quarter credits

III. Procedures

Face-to-Face Course Scheduling

Antioch College uses the **conventional academic hour equivalency of 50 minutes**, at a minimum, when translating direct instruction time to scheduled class time. Lecture, Lecture & Lab, and Studio courses typically run at 4 quarter credits during the Fall, Winter, and Spring quarters. The following table shows example scheduled meeting times for each course type, run during a typical academic quarter, per Antioch's Master Course Schedule.

Course Type	4 Quarter Credit Course: Typical Weekly Meeting Times	4 Quarter Credit Course: Example Weekly Schedule	4 Quarter Credit Course: Out-Of-Class Work Requirements per Week
Lecture	2 course meetings per week Direct Instruction: 1 hour and 50 minutes per meeting	Tuesdays & Thursdays, 9:00am - 10:50am	8 hours of out-of-class work per week
Lecture & Lab	3 course meetings per week Direct Instruction: 1 hour and 50 minutes per meeting Lab: 2-4 hours per meeting	Mondays & Wednesdays, 9:00am - 10:50am Lab: Friday, 9:00 am - 11:00am	4-6 hours of out-of-class work per week
Studio	3 course meetings per week Direct Instruction in Studio: 1 hour and 50 minutes per	Mondays, Wednesday, & Fridays 9:00am - 10:50am	6 hours of out-of-class work per week

	meeting		
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Workshop courses are typically run at 1-2 credits because most educational activity takes place through direct instruction. The table below shows example scheduled meeting times for a 1-credit workshop course.

Course Type	1 Quarter Credit Course: Typical Weekly Meeting Times	1 Quarter Credit Course: Example Weekly Schedule	1 Quarter Credit Course: Out-Of-Class Work Requirements per Week
Workshop	1 course meeting per week Direct instruction: 3 hours per meeting	Fridays, 9:00am - 12:00pm	No significant out-of-class work

Block Course Scheduling

Antioch College runs two intensive Block terms: the November-December Block (ND Block) and the July-August Block (JA Block). Block terms run 4-5 weeks and can accommodate a range of course types at different credit hours. Using the Carnegie Unit Calculator, the Office of Academic Affairs works with Block term instructors to set the course type, the number of quarter credits, required times of direct instruction and out-of-class work, number of meeting days, and seat times.

Flexibility in Ratio of Direct Instruction to Out-of-Class Work

Under certain circumstances, instructors may petition the Office of Academic Affairs to alter the ratio of direct instruction to out-of-class work for face-to-face courses, provided the total time of educational activity remains 1500 minutes per quarter credit. OAA will only consider such alterations for legitimate pedagogical and/or curricular reasons.