

Student Academic Credit Hour Policy

Date Proposed: February 25, 2016
Date Recommended by CAPC: February 25, 2016
Date Approved by Provost: April 6, 2016

Regardless of the format in which a course is delivered, all courses require equivalent student-instructor and student-student interaction. Therefore, all units of credit awarded must conform to the federal/state definitions. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education.

The University also follows the semester system as defined by Integrated Post-Secondary Data Education system (IPEDS): a calendar system that consists of two 15 week sessions, called semesters, during the academic year. There may be additional summer sessions.

Faculty are responsible for the curriculum. Credit values are initially determined at the department level based on faculty expertise, course objectives, and using this policy as a guide. Upon departmental approval the course is submitted to the appropriate Dean for review, and then to the Curriculum and Academic Policies Council (CAPC) for institutional review. All CAPC subcommittees are charged with following the credit hour by instructional method as a guide in their review for approval of all courses and certifying that the expected student instruction for the course meets the credit hour standard.

Following CAPC approval courses are recommended to the Provost for final approval. Having received final approval, the course(s) is sent to the Registrar's Office for inclusion in the course catalog. The appropriate Dean's office reviews class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned or otherwise notes when course schedules do not match assigned credit hours.

Credit Hour by Instructional Method: An academic hour (i.e. instructional time) is fifty minutes in length. Fifteen academic hours equates to 750 minutes of instruction. (Instructional time does not include break time.)

Lecture/Seminar Courses: These courses are taught with multiple students, and meet to engage in various forms of group instruction under the direct supervision of a faculty member.

Lecture/Seminar Courses					
Credits Awarded	Minimum contact time per week for	Minimum instructional time Total for 15 weeks	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks	Total of instructional contact time and out of class student work
1	50 contact minutes	750 minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 contact minutes	1500 minutes	200 minutes	3000 minutes	4500 minutes (75 hours)
3	150 contact minutes	2250 minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 contact minutes	3000 minutes	400 minutes	6000 minutes	9000 minutes (150 hours)

Laboratory: courses with a focus on experimental learning under the direct supervision of a University faculty member wherein the student performs substantive work in a laboratory setting. If the laboratory bears separate credit, the *minimum* contact time per credit is twice that of a lecture (2:1 ratio).

Laboratory					
Credits Awarded	Lab minimum contact time per week	Lab Minimum Instructional time Total for 15 weeks	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work for 15 weeks	Total of instructional contact time and out of class student work
1	100 minutes	1500 contact minutes	50 minutes	750 minutes	2250 minutes (37.5 hours)
2	200 minutes	3000 contact minutes	100 minutes	1500 minutes	4500 minutes (75.0 hours)
3	300 minutes	4500 contact minutes	150 minutes	2250 minutes	6750 minutes (112.5 hours)
4	400 minutes	6000 contact minutes	200 minutes	3000 minutes	9000 minutes (150 hours)

Internship/Practicum/Field Experience: An internship is a credit-bearing experience requiring students to provide discipline-specific, pre-professional work experience in a supervised setting. Internships consist of experiential courses offering hands-on experiences that occur in application-settings such as traditional work settings, research settings, and campaigns or private events. Internships are preplanned experiences, thus may not be granted after completion of a work experience. Internships shall be approved as either undergraduate or graduate courses through the CAPC course approval process and shall carry a designated department course number. Internships should be assigned as follows:

- 1 credit hour = 45 hours of student work per semester including site-based hours & related activities
- 3-credit internship should include 135-180 hours of student work per semester. These hours should encompass both the time spent on site and time spent on any additional internship assignments turned in to the faculty supervisor. Variable credit courses can be approved for internship experiences totaling less than 135 hours.

Program accreditation requirements may affect elements of internships not outlined above.

Condensed Format Policy (CF):

A condensed format course is any course that meets and in which a grade is earned in a shorter time frame than one week per credit granted. The content and substantive learning outcomes are the same as those in the standard semester. These courses must meet the definition of standard lecture contact time within the time frame the CF is offered. Courses approved as CF must demonstrate in their CAPC proposal using the course schedule an appropriate amount of instructional time to equate to the total time of 750 minutes/credit hour awarded

Online Courses: courses offered entirely online without regard to face-to-face meetings. These courses have the same learning outcomes and components of a standard lecture course with alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: a.) regular instruction or interaction with a University faculty member once a week for each week the course runs. b.) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. Faculty must demonstrate through their CAPC proposal and syllabi that the content and activities equate to a standard assignment of course credit.

Hybrid Courses: courses offered in blended format with 1 or more face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a University faculty member. University faculty members demonstrate through the syllabi that the content and activities equate to a standard assignment of course credit.