



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

<b>TITLE:</b>	Credit Hour
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### **POLICY STATEMENT:**

The purpose of this policy is to provide Goodwin College's definition of a credit hour and to explain how the definition is applied in the different course modalities offered by the College. Academic credit provides the basis to measure the amount of engaged learning time expected of a typical enrolled student, not only in traditional classroom settings, but also in laboratories, internships and other experiential learning, as well as distance learning.

All Goodwin College collegiate courses are described in semester credit hours. A credit is a unit of academic achievement that is awarded upon successful completion of a course and is not necessarily an indicator of credit transferability. One semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. This is defined, for a fifteen-week semester course, as (1.) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks or (2.) at least an equivalent amount of work as required in (1.) for other academic activities including laboratory, internship, practical, and distance education. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

A credit hour is further defined by Goodwin College as follows:

### Credit Hour

1. Didactic Traditional Classroom – one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester.
  - a. For an *accelerated course* a credit hour consists of a minimum of two hours of classroom or direct faculty instruction and a minimum of four hours of out-of-class student work each week.
2. At least an equivalent amount of work as required in (1.) of this definition for other academic activities.
  - a. Laboratory – for example, one laboratory credit equals three hours per week of classroom laboratory instruction or two hours of classroom laboratory instruction combined with a minimum of one hour of out-of-class student work.
  - b. Internship/Externship/Clinical – for example, one internship/externship/clinical credit equals three hours per week in assigned workplace directed activities. If assigned workplace activities equal less than three hours per week then the course syllabi must demonstrate that the work hours plus outside work equals three hours per week per credit.
  - c. Distance Education – for example, one credit in an online classroom must equate to at least three hours per week of engagement in academic activities as documented in the course syllabus.

Out-of-Class Student Work – includes, but is not limited to, the following:

- Homework with specific requirements such as reading and writing assignments
- Practice and practical applications
- Laboratory research, preparation of lab reports

- Study time for exams
- Listening lab (music, foreign language practice/preparation)
- Project or equivalent learning experiences

All out-of-class student work is to be documented in the curricular materials and syllabi. An example for approximating the time required for a typical student to complete out-of-class work is explained in the procedure.

### PROCEDURE DETAILS:

Goodwin College, as a recipient of Federal Title IV Funds, is subject to many federal regulations, including the federal definition of a credit hour. Goodwin College is committed to meeting the federal credit hour standards by carefully monitoring course content, delivery and the work required of all students. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement. Goodwin College's policy on the Credit Hour is published in the academic course catalog and on the college website.

The process for monitoring compliance to the college's credit hour policy includes:

Procedures:

1. Existing syllabi reviewed by the Syllabus Subcommittee of Academic Affairs
  - a. The Syllabus Subcommittee of the Academic Affairs Committee review a random sample of current syllabi from every department annually every fall semester.
  - b. The Subcommittee reviews the syllabi for adherence to the policy requirements (See Appendix A: Guide).
  - c. If a syllabus is found to be in question, the Department Chair will be notified and requested to work with the Program Director to revise the syllabus.
  - d. The Subcommittee then reviews the syllabus a final time.
  - e. The Subcommittee Chair provides a compliance report to Academic Affairs and the Committee on Integrity.

### PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

### DEFINITIONS:

Credit hour – Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

Accelerated course – A course that meets for 7 ½ weeks within one academic semester.

Laboratory hours, internships, practical, studio work – Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

### EXCLUSIONS:

N/A

### OFFICES DIRECTLY AFFECTED BY THE POLICY:

Executive Vice President and Provost

Vice President for Academic Affairs

**HISTORY:**

Created in 2011 and approved by Academic Affairs. Reviewed and moved onto new policy and procedure template 4/8/2016.

Moved onto new policy and procedure template (2/2017)

Reviewed and revised (12/2017)

<b>EFFECTIVE DATE:</b>	July 1, 2011
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academics
<b>REVIEW DATE:</b>	4/8/2016

**APPENDIX:**

## Sources

1. NEASC CIHE Policy Pp111  
[http://cihe.neasc.org/downloads/POLICIES/Pp111\\_PolicyOnCreditsAndDegrees.pdf](http://cihe.neasc.org/downloads/POLICIES/Pp111_PolicyOnCreditsAndDegrees.pdf)
2. Federal Regulation 34 CFR 600.2

**APPENDIX A – CREDIT HOUR REVIEW GUIDE**

The following table is based on an 'average' student. Upper-level coursework may require greater time allotments for reading and writing assignments.

**SUGGESTED OUT-OF-CLASS WORK TIME ALLOTMENTS****SAMPLE #1**

<b>Reading Assignments</b>	6 minutes per page	This accounts for reading with comprehension and taking adequate study notes. Higher level readings, such as technical materials or research articles, may require additional time due to the depth and complexity of the writing and the richness of the information and time appropriate adjustments should be made.
<b>Writing Assignments</b>	300 words = 90 minutes	Sufficient time needs to be allocated for students to develop their thoughts, research materials where necessary, and articulate their findings, facts, assumptions, and properly supported opinions in a manner consistent with college-level work.

<b>Discussion Boards</b>	5-8 students = 90 minutes per discussion board 9-12 students = 105 minutes per discussion board 13-18 students = 130 minutes per discussion board	Time needs to be allotted for students to read through existing posts and then to compose a post that is unique and references course materials.
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**SAMPLE #2 ONLINE COURSE (BASED OFF OF A 7.5 WEEK COURSE)**

<b>Reading Assignments</b>	4 hours per week
<b>Multimedia Lecture and Videos</b>	3 hours per week
<b>Discussion Postings</b>	5 hours per week
<b>Practice Activities</b>	3 hours per week
<b>Assessment</b>	3 hours per week