



# GOODWIN COLLEGE POLICY

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TITLE:	Credit Hour
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## INTRODUCTION 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.

## POLICY STATEMENT:

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 a *concentrated 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 outside 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.

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

- COLLEGE CATALOG
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

**EXCLUSIONS:**

Click here to enter text. List all exclusions (groups, position titles, funding, etc.) to the policy. Do not leave this field blank. If there are no exclusions then enter in 'NA' and it will be assumed that the policy applies across the College.

**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.

Concentrated 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.

**CONTACTS:**

Executive Vice President and Provost  
Vice President for Academic Affairs

**HISTORY:**

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

<b>EFFECTIVE DATE:</b>	July 1, 2011
<b>RESPONSIBLE OFFICE:</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.) See also NEASC Standards for Accreditation 4.34
- 3.) Federal Regulation 34 CFR 600.2