GOODWIN COLLEGE PROCEDURE

TITLE:	Credit Hour

INTRODUCTION STATEMENT:

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.

AREAS OF RESPONSIBILITY:

Goodwin College's policy on the Credit Hour is published in the academic course catalog and on the college website.

PROCEDURE DETAILS:

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 the VPAA and Academic Affairs.
2.) All new syllabi are reviewed by the Syllabus Subcommittee of Academic Affairs
   a. The subcommittee members review all new syllabi to ensure adherence to the college's Credit Hour policy.
   b. 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.
   c. The subcommittee then reviews the syllabus a final time.
   d. The subcommittee then reviews the syllabus a final time and provides a compliance report to the VPAA and Academic Affairs.

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.

HISTORY:

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

EFFECTIVE DATE:	July 1, 2011
RESPONSIBLE OFFICE:	Academics
REVIEW DATE:	4/8/2016

APPENDIX:

Sources
1.) NEASC CIHE Policy Pp111   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

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

Reading Assignments	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.
Writing Assignments	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.
Discussion Boards:	5-8 students = 90 min 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 student to read through existing posts and then to compose a post that is unique and references course material.

SAMPLE #2 ONLINE COURSE (BASED OFF OF A 7.5 WEEK COURSE)

Reading assignments	4 hours per week
multimedia lecture and videos	3 hours per week
discussion postings	5 hours per week
practice activities	3 hours per week
assessment	3 hours per week