

Cox College

Title: Credit Hour Policy
Submitted by: Policy and Compliance
Approved by: Leadership Cabinet 12/2015

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Revised:

Purpose: The following credit hour policy was established by Cox College to guide the institution in its assignment and review of awarding credits as set forth by federal regulations. (Federal Register, Vol. 75, No. 209, p. 66486) Federal Definition of the Credit Hour.

Policy: Cox College defines a credit hour as not less than one 50-minute period per week for one semester with appropriate student work outside of the period. A semester at Cox College is defined as not less than 15 weeks. Courses offered in alternative delivery formats must have an equivalent amount of work between direct instruction and outside of class student work represented for a semester credit, or documented similar achievement of student learning outcomes. This includes accelerated formats, on-line, and hybrid format courses.

Process: For purposes of the application of this policy and in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement which is an institutionally established equivalency approximating:

1. not less than one period of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, or
2. at least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

An equivalent amount of work (a minimum of 37.5 hours per 1 semester credit hour) must be represented for credits assigned to experiential/clinical learning including laboratory and/or practical field work/internships.

Examples

Below are **illustrative examples** which can guide course and syllabi review for the awarding of credits at Cox College. Examples beyond those noted below may exist.

The minimum amount of time required for credit hour is calculated using 50 minutes as the recognized length of a classroom "hour." Cox College recognizes the length of the typical semester as 15 weeks.

Didactic Courses

- 1 hour per week in class + 2 hours per week out of class work for 15 weeks = **1 credit hour**
- 2 hours per week in class + 4 hours per week out of class work for 8 weeks = **1 credit hour**
- 2 hours per week in class + 4 hours per week out of class work for 15 weeks = **2 credit hours**
- 4 hours per week in class + 8 hours per week out of class work for 8 weeks = **2 credit hours**
- 3 hours per week in class + 6 hours per week out of class work for 15 weeks = **3 credit hours**
- 6 hours per week in class + 12 hours per week out of class work for 8 weeks = **3 credit hours**

Lab Course

- 2 hours per week in class + 1 hour per week out of class work for 15 weeks = **1 credit hour**
- 4 hours per week in class + 2 hour per week out of class work for 8 weeks = **1 credit hour**
- 4 hours per week in class + 2 hour per week out of class work for 15 weeks = **2 credit hours**
- 8 hours per week in class + 4 hour per week out of class work for 8 weeks = **2 credit hours**
- 8 hours per week + 4 hour per week out of class work for 15 weeks = **4 credit hours**
- 16 hours per week + 8 hour per week out of class work for 8 weeks = **4 credit hours**

Clinical Courses

- Minimum of 3 hours per week for 15 weeks = **1 credit hour**
- Minimum of 6 hours per week for 8 weeks = **1 credit hour**
- Minimum of 6 hours per week for 15 weeks = **2 credit hours**
- Minimum of 12 hours per week for 8 weeks = **2 credit hours**
- Minimum of 9 hours per week for 15 weeks = **3 credit hours**
- Minimum of 18 hours per week for 8 weeks = **3 credit hours**

Didactic with Clinical or Lab

Would be calculated by adding the didactic credit hours assigned to the course and the clinical or lab credit hours assigned to the course.

Didactic Credit Hours + Clinical or Lab Credit Hours = **Assigned Credit Hours**

The U.S. Department of Education is flexible on how much of this time is used in the classroom or for direct faculty instruction versus, out-of-class work. Thus, Cox College graduate and accelerated programs are best reviewed using the "total combined" hours.

For more information on good practices in accelerated programs in higher education, please consult the Commission for Accelerated Programs (www.capnetwork.org).

Credit Hour Equivalency Guidelines

Blog Journals, Logs	Students' opportunity to apply learned concepts or for reflection on learning experiences; to be shared with instructors and/or classmates for thoughtful analysis, feedback, and assessment.	1 private posting = ½ hour instruction 1 shared posting (required to read all classmates' postings) = 1 hour instruction
Cases studies & problem solving scenarios	In-depth analysis requiring utilization of higher order analytical skills which relate to course objectives and is shared with instructor and/or classmates for feedback and assessment.	1 case study analysis & posting = 1-3 hours instruction
Chat rooms for class or group projects	Instructor led opportunities for collaborative, synchronous learning with specific expectations for participation & feedback. (Chats are posted for review).	1 hour chat = 1 hour instruction
Conference calls	Instructor led opportunities for collaborative, synchronous learning with specific expectations for participation and feedback. (When possible, calls to be recorded for review).	½ hour call = ½ hour
Discussion Board	Instructor-guided or mediated threaded discussion directly relating to course objectives and which has specific timeframes, expectations for participation, and thoughtful analysis.	1 posting (requires reading all postings) = ½ hour instruction 1 posting (requires reading all postings and reply to a minimum of 5) = 1 hour instruction
Field trips or tour(to include virtual tours)	Students participate as individuals or in groups in analyzing an activity & preparing a paper or presentation, to be shared in whole or in part with instructor and/or classmates.	(Facilitator or Instructor-Led) – 1 hour tour = 1 hour instruction (Student(s) alone without instructor or facilitator) – 1 hour tour plus reflection paper = 1 hour instruction
Group projects	An instructor mediated culminating activity with specific learning objectives, students collaborate via email, chat rooms, discussion boards, and/or face-to-face contact to research, analyze, synthesize and prepare project with instructor receiving periodic updates and providing guidance to group.	1 hour per week for duration of project
Guided Project	An instructor mediated culminating individual project with specific learning objectives; student and facilitator collaborate via email, chat, discussion boards, and/or face-to-face to research, analyze and prepare project with instructor receiving periodic updates and providing guidance and feedback.	1 hour per week for duration of project

In-Class Instruction, Presentations, & Tests	Instruction, presentations, and tests provided in person in live classroom setting.	1 hour = 1 hour instruction
Instructional CDs, PowerPoints, Videos*	Instructor mediated to expand upon and clarify course concepts and objectives.	Reviews & posts response to 1 unit = 1 hour instruction
Lecture activities-written or audio	Opportunity for students to develop questions, comments, or observations, to be shared with classmates and instructor through discussion board postings or participation in chat rooms.	Reviews 1 lecture & posts response = 1 hour instruction
Library Research (instructor led)	In-depth instructor led opportunity for students to research scholarly articles or professional journals relating to course objectives, to be shared with class in a designated matter.	1 five page project = 1 hour instruction 1 3-5 page paper = 1-2 hours of instruction
Online Quizzes	Opportunity for instructor to assess students' subject knowledge and provide feedback on students' progress.	1 hour test = 1 hour of instruction
Reflection Paper or Article Review	Instructor guided activity for students to apply learned concepts and relate practices to personal experiences or apply higher order analytic skills in assessing scholarly articles or professional journals.	1 private posting = ½ hour instruction 1 shared posting (required to read all classmates' postings) = 1 hour instruction
Service Learning Project	An instructor led service project with specific learning objectives that integrates community service with academic study; faculty provide guidance, support, and feedback to students and students share experiences and reflection with fellow classmates via emails, chats, discussion boards, and/or face-to-face.	1 hour per week for duration of project
Internet Research	Instructor-guided opportunity for students to research information on the Internet that enhances student learning and addresses specific course outcomes; findings shared with the instructor and classmates.	1 in-depth posting = 1 hour instruction

Researching, PowerPoint/video reviews, web-quest activities, reading articles, etc. are considered "homework" assignments. The Rate of Equivalency denoted pertains to posting, reviewing, sharing and providing student-to-student and/or instructor-to-student feedback.