



# Procedures Manual

## Credit Hour Procedures

**Number: AC-106**

**Office of Primary Responsibility: Office of VP of Academic Affairs and Workforce Development**

**Effective Date: Spring 2018**

**Purpose:**

The Credit Hour Procedure at Hocking College in accordance with applicable federal and state regulations. This policy describes the relationship between instructional contact hours and credit awards, as well as defines engaged academic time at the College.

Hocking College offers a variety of learning modalities: semester-based courses; accelerated courses; online courses; hybrid site courses; blended courses; independent studies and internships; and experiential learning. Regardless of the modality or type of course, students are responsible for engaging in the same amount of academic learning time for each credit of a course.

An equivalent amount of work is required in courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses, laboratory work, independent study, internships, practica, studio work, etc. Credits will be awarded on the basis of documented learning objectives, expected learning outcomes, and student workload expectations within a specified period of academically engaged time.

**Definitions:**

1. **Federal Credit Hour Definition:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:  
(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 for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.
2. **Hybrid Course:** A course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course. No less than 51% of the course is to be scheduled as face-to-face, and no more than 49% of the course is to be scheduled as online. For a three-credit course, no less than 76.50 minutes (1.275 hours) a week can be scheduled face-to-face and no more than 73.50 minutes (1.225 hours) per a week can be scheduled online equaling a total of 150 minutes of instruction per week.
3. **Online (Asynchronous) Course:** Courses where “instructors and students do not meet in the same space”. Regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students, does not constitute active student learning. Credits hours assigned to a course delivered online must equal the number of credit hours for the same course delivered face-to-face.
4. **Independent Study Course:** Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course. Students meet periodically, as agreed upon with the faculty member, for the duration of the course. University faculty provides guidance, criticism, and review of the student’s

work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc. as required by the faculty member. Credit hours are assigned based on the amount of activity associated with the course, faculty supervision, and amount of student outside work.

5. **Practicum/Student Teaching:** Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, client evaluation, fieldwork, and are offered off campus. Internship time includes a combination of supervised time by approved experts outside the university, student assignments, and time supervised by an instructor.
6. **Clinical Placement:** Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments
7. **Internship/Field Experience:** Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.
8. **Compressed Sessions:** Courses offered within the standard semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same but the length of time the course is delivered is compressed (i.e. 8 weeks vs. 15 weeks). These courses meet the definition of standard contact time within the time frame the condensed version is offered (750 minutes per credit)
9. **Lecture Course:** Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per week throughout the semester. A typical three-credit hour course meets for three, 50-minute sessions or two, 75-minute sessions a week for fifteen weeks.
10. **Laboratory Course:** Practical application type courses where the major focus is on “hands on” experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). Laboratories may be scheduled as faculty/technician supervised or independent student laboratory work.

### **Procedures:**

The Credit Hour Procedure is reviewed and maintained by the Academic Affairs Committee who, in collaboration with the Vice President of Academic Affairs and Workforce Development regularly monitors the educational quality of the College’s academic programs and to consider the strategic focus of the following:

- a) Learning goals and outcomes;
- b) Program quality, College and program accreditation, and program review;
- c) Student retention and graduation;
- d) Academic planning, including proposals for adding, modifying or discontinuing programs;
- e) Efficient and sensible organization of academic degrees and certificates; and
- f) Budgetary requirements for academic programs and services.

### **Membership:**

The Academic Affairs Committee will consist of the Vice President of Academic Affairs and Workforce Development, the Dean from each School, and a Department Chair from each School. Rotating members will be one Faculty member from each School who will serve for a two-year term.

### **Specific Duties of the Committee**

In carrying out its responsibilities, the Committee shall:

1. Establish a work plan to ensure its responsibilities are being met.
2. Regularly review pertinent data and other information.
3. Monitor the College’s strategies for enrollment management.
4. Review College data and peer institution data regarding current educational status, historical trends, performance, quality, and value