

Credit Hour Policy and Procedures

The determination of the credit hours awarded for courses and the level of credit awarded is conducted by the faculty and academic administration in accordance with the mission and goals of Point University and in agreement with an aggregation of the Carnegie collegiate student hour, related Federal definitions and requirements, and the standards, Commission policies, and guidelines of SACSCOC. This statement of credit hour policy and procedures directs and guides that process in order to ensure the accomplishment of the Point University mission and goals.

The following are Point University's principles and working definitions, conforming to sound and commonly accepted practices, regarding the credit hour and the basis for its determination:

- The faculty is responsible for the content, quality, and effectiveness of the curriculum; therefore, the responsibility for credit hour determination resides with the faculty.
- The number of credit hours awarded for courses is determined on the basis of the time spent in classroom instruction, non-classtime direct instruction, and outside-of-class student work.
- One semester hour of credit is granted for 750 minutes of classroom instruction and 1500 minutes of outside-of-class student work (the Carnegie collegiate student hour) or the equivalent thereof.
- Classroom instruction includes the traditional classroom, a supervised lab, private instruction, or any similar instructional meeting with an instructor and one or more students.
- Direct instruction includes non-classtime instruction or student activity that is [1] planned with educational purpose/outcomes, [2] actively facilitated by an instructor or field supervisor (e.g., guided, monitored, observed), and [3] graded and documented; it includes but is not limited to: online lectures/instruction (synchronous or asynchronous), video presentations, journal/blog writing, chat rooms, discussion boards, field trips (including virtual), group or team-based activities, online tests/quizzes, video conferencing, virtual labs, supervised field experiences, and online content modules.
- Classroom and direct instruction times are equivalent for the purposes of credit hour determinations.
- Outside-of-class student work includes activities related to the course that do not qualify as direct instruction, including but not limited to: reading, writing, studying, preparing, practicing and researching.
- The ratio of classroom/direct instruction and outside-of-class student work may vary depending on the course type, with outside-of-class student work serving as the equivalent of classroom/direct instruction on a 2:1 basis (two minutes of outside-of-class student work equal one minute of classroom/direct instruction) and vice versa.
- The determination is the same for all course formats, lengths, levels, locations, and modes of delivery, whether traditional classroom, laboratory, online, electronic, private lesson, internship, practicum, independent study, senior thesis, or hybrid.
- The amount and level of credit hours awarded for a course will be determined according to these expectations and courses will be monitored to ensure that they meet or exceed these expectations.

A course credit-hour audit is performed or updated by its instructor or the appropriate program coordinator each time a Point course is offered in order to determine that the course meets or exceeds the expectations of the University's credit hour policy. The standard course credit-hour audit uses a *Course Credit-Hour Audit Form* and the *Master List of Non-Classtime Methods and Modalities* as approved by the faculty (see Appendices A and B).

- The *Course Credit-Hour Audit Form* identifies the course being audited (Section A), the course's non-classtime direct instruction (Section B), outside-of-class student work (Section C), and in-class time (Section D) as documented in the syllabus. Section D concludes with the mathematical steps to convert the time spent in those three categories to a percentage relative to Carnegie's collegiate

student hour or the equivalent thereof (i.e., 100% exactly meets that expectation).

- The *Master List of Non-Classroom Methods and Modalities* identifies the variety of possible instructional methods and student activities utilized in direct instruction and outside-of-class student work with the “normal time to complete” for each. The “normal time to complete” for each method/modality is the estimated number of minutes that an average to below-average student would take to complete the method/activity in order to achieve the expected learning outcome, as determined and approved by the faculty of Point University.

A signed *Course Credit-Hour Audit Form* with a course syllabus is submitted to the academic vice president for approval prior to the first day of class each semester the course is offered. If the course is not in compliance, it must be brought into compliance in a timely manner and not more than four months later.

For new courses, the standard course credit-hour audit is used during the new course development and approval process to determine the amount of credit to be awarded. A new course must meet or exceed the credit-hour expectations to be approved and offered. A signed *Course Credit-Hour Audit Form* with the new course’s syllabus is submitted to the academic vice president for approval prior to the first day of class for that course.

Exceptions may be allowed in the methods and modalities utilized for a course (e.g., one not included in the *Master List*) and/or in the “normal time to complete” for a specified method/modality in a course credit-hour audit. Exceptions must be marked as such in the *Course Credit-Hour Audit Form* and approved by the academic vice president. If an exception is not approved by the academic vice president, the course credit-hour audit must be revised and resubmitted without that exception.

The periodic review and revision of the *Course Credit-Hour Audit Form* and the *Master List of Non-Classroom Methods and Modalities* to improve their efficiency and effectiveness, to improve the categories and differentiation of the methods and modalities, and to modify the “normal time to complete” when necessary and appropriate are the responsibility of the Vice President for Institutional Effectiveness.

The approval of this policy by the faculty, the approval of course credit-hour audits and exceptions, the compliance of the curriculum with this policy, and the periodic review of the policy are the responsibility of the Vice President for Academic Affairs.

The faculty of Point University has participated in the development of this policy and its procedures and holds responsibility for the approval of this policy and its procedures, including any subsequent revisions, through normal faculty processes and procedures.

Compliance with this policy is mandatory for all courses starting on or after August 1, 2014.

Approved and adopted: Faculty of Point University, April 24, 2014