

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 30

TITLE: Definition of the Credit Hour

EFFECTIVE DATE: October 1, 2014

PROCEDURE

1. PURPOSE

To provide an institutional definition for the credit hour.

2. SCOPE AND APPLICABILITY

This procedure applies to all modes of delivery including, but not limited to, traditional lecture, self-paced, online, hybrid, and seminars associated with award of academic credit.

3. DEFINITIONS

A. **Credit Hour** – In accordance with federal regulations, New River Community and Technical College defines a credit hour as the amount of work represented in desired learning outcomes and verified by evidence of student achievement that is the equivalent of either of the following:

- i. not less than one Carnegie unit (50 minutes) of direct faculty instruction and a minimum of two hours of work performed by the student each week for each one hour of academic credit in fifteen weeks (semester), or the equivalent amount of instruction and student work over a different time period, amounting to 750 minutes (or 12.5 clock hours) of direct faculty instruction and 1500 minutes (or 25 clock hours) of student work for each credit hour awarded; or,
- ii. at least an equivalent amount of direct instruction and student work as outlined above for other academic activities leading to the award of academic credit, including:
 - a. laboratory work,
 - b. practicums and clinical rotations,
 - c. internships,
 - d. studio work, and
 - e. the like.

4. PROCEDURES

- A. The definition of a credit hour and award of commensurate academic credit applies to all modes of delivery including, but not limited to, traditional lecture, self-paced, online, hybrid, and seminars.
- B. The expectation of contact time and student effort is the same in all formats of a course whether it be fully online, a hybrid of face-to-face contact with some content delivered by electronic means, or one delivered in lecture or seminar format. Courses that have less structured classroom schedules, such as seminars or colloquia, directed independent studies, externships, practicums and clinical rotations, studio work, or any other academic work leading to the award of credit hours, at a minimum, should clearly document learning objectives and expected outcomes and workload expectations that meet the standards set forth above.
- C. The faculty of each academic department are individually and collectively responsible for ensuring that credit hours are awarded only for work that meets the minimum requirements. This means that each faculty member is responsible for ensuring that all class sessions meet in accordance with the time requirements of the published course schedule or, in the case of online or blended delivery, the amount of time spent in direct instruction adheres to the standards set forth in this procedure. In addition, each faculty member is responsible for ensuring that the assignments delineated in his/her syllabi reasonably fulfill the requirements for student effort in accordance with this procedure.
- D. The schedule of academic course offerings will delineate a minimum of 750 minutes of instructional time per credit hour to be awarded; thus, for a standard 3-credit hour course, a total of 2,250 minutes of instruction, excluding final examination time, must be accounted for in the schedule. The calculation for instructional time during summer sessions or any session of a lesser duration than 15 weeks must adhere to the same standard of 750 minutes of instruction per credit hour which will result in longer class meeting times over the course of any term that meets for less than 15 weeks.
- E. While some assignments may exceed the two hours of work per hour of instructional time, others may be less. However, the syllabus for each course in the curriculum must clearly identify how students are expected to show engagement overall in the performance of work necessary to fulfill the required two hours of work per hour of instructional time each week. It should be noted that the administration of tests and quizzes in the classroom setting does not constitute direct instructional time, but can constitute student effort/participation time.

F. Syllabi will be reviewed for compliance by the Department Chairs, Academic Deans, and Vice President for Academic Affairs on a regular basis.

G. Non-credit hours may be converted to credit hours based on WV Council for Community and Technical College Education guidelines with approval by the Vice President for Academic Affairs.

RELATED POLICIES AND/OR PROCEDURES: Administrative Department
Procedure: Definition of the Credit Hour maintained by the VP for Academic Affairs; WV Council for Community and Technical College Education Title 135, Series 3

RESPONSIBLE OFFICES: Office of Academic Affairs; Office of the Registrar

Approved by: President's Cabinet 9/30/14