

POLICY AND PROCEDURE

TITLE	Credit Hour
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POLICY STATEMENT

The purpose of this policy is to provide Goodwin University's definition of a credit hour and to explain how the definition is applied in the different course modalities offered by the University. Academic credit provides the basis to measure the amount of engaged learning time expected of a typical enrolled student, not only in traditional classroom settings, but also in laboratories, internships and other experiential learning, as well as distance learning.

All Goodwin University collegiate courses are described in semester credit hours. A credit is a unit of academic achievement that is awarded upon successful completion of a course and is not necessarily an indicator of credit transferability. One semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. This is defined, for a fifteen-week semester course, as (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 or (2.) at least an equivalent indirect faculty instruction and a minimum of two hours of

out of class student work each week for approximately 15 weeks for one semester.

- a. For an _____ a credit hour consists of a minimum of two hours of classroom or direct faculty instruction and a minimum of four hours of out-of-class student work each week.
- 2.

- Listening lab (music, foreign language practice/preparation)
- Project or equivalent learning experiences

All out-of-class student work is to be documented in the curricular materials and syllabi. An example for approximating the time required for a typical student to complete out-of-class work is explained in the procedure.

PROCEDURE DETAILS

Goodwin University, as a recipient of Federal Title IV Funds, is subject to many federal regulations, including the federal definition of a credit hour. Goodwin University 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. Goodwin University's policy on the Credit Hour is published in the academic course catalog and on the University website.

The process for monitoring compliance to the University's credit hour policy includes:

Procedures:

- Existing syllabi reviewed by the Syllabus Subcommittee of Academic Affairs
 - The Syllabus Subcommittee of the Academic Affairs Committee review a random sample of current syllabi from every department annually every fall semester.
 - The Subcommittee reviews the syllabi for adherence to the policy requirements (See Appendix A: Guide).
 - 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.
 - The Subcommittee then reviews the syllabus a final time.
 - The Subcommittee Chair provides a compliance report to Academic Affairs and the Committee on Integrity.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION ALL THAT APPLY)

UNIVERSITY CATALOG
FACULTY HANDBOOK

STAFF HANDBOOK
STUDENT HANDBOOK

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.

Accelerated course – A course that meets for 7 ½ weeks within one academic semester.

Laboratory hours, internships, practical, studio work – Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

EXCLUSIONS

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY

Office of the Provost and Dean of Faculty
Registrar

HISTORY

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Updated January 2020

**EFFECTIVE
DATE**

Practice Activities	3 hours per week
Assessment	3 hours per week