

CREDIT HOUR POLICY

All credit-bearing degrees and certificate programs are approved by the Arkansas Department of Higher Education (ADHE). Calculation of credit hours follows ADHE guidelines which are consistent with the U.S. Department of Education's definition of a credit hour.

U.S. Department of Education definition of a credit hour:

A credit hour is an amount of work that reasonably approximates not less than

- One hour of classroom or direct faculty instruction and a minimum of two clock hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours

The regulations make an exception to this definition in the case of programs that are subject to one of the clock-hour/credit-hour conversion formulas as described below:

- A semester hour must include at least 37.5 clock hours of instruction
- Conversion: Number of clock hours in the credit-hour program/37.5

U.S. Department of Education definition of a clock hour:

- A 50 to 60 minute class, lecture, or recitation in a 60 minute period;
- A 50 to 60 minute faculty-supervised laboratory, shop training, or internship in a 60 minute period; or
- 60 minutes of preparation in a correspondence course

Generally accepted standards under the Arkansas Department of Higher Education include:

- 1 semester credit for each 12.5 hour or 750 minutes of lecture
- 1 semester credit for each 25 hours or minimum of 1500 minutes of laboratory instruction
- 1 semester credit for 37.5 hours or minimum 2250 minutes of clock, clinical, practicum, internship, shop instruction, or other self-paced learning

INSTITUTIONAL STANDARDS:

FACE-TO-FACE LECTURE: direct instruction with an instructor. Institution standards follow 1 credit hour for each 800 minutes of lecture.

WEB CONFERENCING COURSE: equivalent to a face-to-face lecture course, but offered via web conference technology. These courses have the same learning outcomes and substantive components of a standard/lecture course with an alternate delivery method. Institution standards follow 1 credit hour for each 800 minutes of lecture.

LABORATORY: instruction with a focus on experiential learning under the direct supervision of a faculty member where the student performs substantive work in a laboratory setting. Institution standards follow 1 credit hour for each 800 minutes of lecture and 1600 minutes of lab instruction for 1 credit hour of lab.

FIELDWORK: describes instruction in a supervised clinical/medical, social work, or school setting where students have an opportunity to apply the theoretical knowledge they have acquired at an approved off-campus site. Contact time and outside student work must be established and documented.

CLINICAL: courses with a focus on experiential learning under the direct supervision of a faculty member or preceptor where the student performs substantive work in a clinical setting.

INTERNSHIP: applied and supervised learning experience where students gain practical experience following a directed plan of study

INDEPENDENT STUDY: instruction where a faculty member regularly interacts and directs student outcomes with periodic contact. Institution standards follow 1 credit hour for each 800 minutes of contact time/instructional materials.

ONLINE COURSE: courses offered 100% online without any face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard/lecture course with an alternate delivery method. Contact time is satisfied by several means which can include but is not limited to a) regular instruction or interaction with a faculty meeting weekly during the duration of the course b) academic engagement through interactive components, group discussions, virtual group projects. Institution standards follow 1 credit hour for each 800 minutes of contact time/instructional materials.

HYBRID COURSE: courses meeting with split interaction across face-to-face, interactive, independent, or online channels with at least 50% but less than 100% of the course offered in an online format. These courses have the same learning outcomes and substantive components of a standard/lecture course with an alternate delivery method. Institution standards follow 1200 minutes of face-to-face instruction and 1200 minutes of online instruction for a 3 credit hour course. Lab-based hybrid courses follow 2100 minutes of face-to-face instruction and 2100 minutes of online instruction for a 4 credit hour course.

FLEX Course: courses offered outside the standard 15 week semester in which the credit hours offered are the same as the standard semester and the content and learning outcomes

are the same as those in the standard semester. These courses meet the total amount of instructional and student work time even if delivered within an accelerated time frame.

At UA Cossatot, a standard semester consists of 15 weeks, plus a final examination week. The academic calendar is set by the Vice Chancellor for Academic Services and approved by the Board of Visitors. The semester start and end dates are selected to ensure the minimum number of days for all courses offered.

HLC Criterion: 3A3

Policy History:

September 9, 2019
July 9, 2018
March 2, 2015
January 1, 2011

COMPUTATION OF CREDIT HOUR VALUES

Assignment of credit hours for courses are determined within the program based on faculty expertise and course learning objectives. Courses are evaluated for adherence to the federal and state credit hour regulations during routine program evaluations. The Curriculum Committee is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying the expected student learning outcomes for the course meet the credit hour standard.

STANDARDS

In general, one hour spent in lecture should be followed by two hours of outside work. Outside work may include research, homework, study time, or projects.

Clinical courses and fieldwork will meet the minimum required by the respective professional accrediting or regulatory agency.

The college is a member SARA (State Authorization Reciprocity Agreements)

Lecture Classes	1 hour of classroom or faculty instruction per week for 15 weeks plus 1 finals week for a total of 16 weeks equals 1 semester credit hour (1:1)
Laboratory Classes	2 laboratory hours per week for 15 weeks for a total of 16 weeks plus 1 finals week equals 1 semester credit hour (2:1)
Technical Skills Laboratory	3 laboratory hours per week for 15 weeks plus 1 finals week for a total of 16 weeks equals 1 semester credit hour (3:1)
Clock Hour Classes/Programs (Cosmetology)	37.5 clock hours equals 1 semester credit hour
Fieldwork (OTA program)	Level I Fieldwork Clinical: no additional credits are assigned. Successful completion of the course requires students to pass both components (lecture and fieldwork). Level II Fieldwork Clinical: 4 credits equals full time attendance (40 hours per week) for 16 weeks in an approved facility.
Clinical (LPN/RN programs)	(1:8) ratio for clinical components of nursing programs
Clinical Practicum (PTA program)	4 credit hours equals full time attendance for 4-5 weeks in clinical education site.

Procedure History:

August 12, 2019
May 21, 2018

UAC RUBRIC FOR ONLINE/HYBRID CREDIT HOUR ESTIMATES

This rubric is designed to verify that the course content is equivalent to the credit hour policy adopted by UA Cossatot.

COURSES SHOULD SHOW 800 MINUTES OF CLASS WORK FOR EVERY 1 CREDIT HOUR GIVEN.

A 3 CREDIT HOUR CLASS SHOULD HAVE 2400 MINUTES/A 4 CREDIT HOUR GEN ED LAB CLASS SHOULD HAVE 4200 MINUTES.

The contact time in ONLINE or HYBRID courses is based on comparable time spent in a face-to-face classroom. Assignments and activities that could be done in a face-to-face classroom should be counted here. Faculty complete the rubric by identifying the components used within the course and the estimated time for students to complete them. The most commonly used instructional components are listed. You may add any additional instructional items under “other”.

PLEASE NOTE THAT WORK NORMALLY DONE OUTSIDE OF A FACE TO FACE CLASSROOM SHOULD NOT BE CALCULATED BELOW.

Examples include but are not limited to:

- Writing major papers
- Studying/reading the textbook or other materials
- Research work required by the student
- Group work done outside of a normal classroom
- All Supplemental Resources (videos, websites not part of required class content)
- General “homework” such as math assignments that would be given at the end of the class day

These are not included because, just like a face to face class, outside work and materials are required as well. These items would constitute outside work.

Course: _____ Instructor: _____ Date: _____

	Items	Description of how the calculation was performed	Calculate here	Total Minutes
REQUIRED CONTENT	“Start Here” Content			
	Course Resources/Syllabus			
	UAC Information			
	Introduction Discussion			

INSTRUCTIONAL MATERIALS	Instructor Made Student Notes/Handouts	1 min. per 250 words		
	Instructor Presentations (Power Point, etc) No audio enhancement	1 min. per slide		
	Linked sites that students are required to view	1 min. per 250 words		
	Instructor lecture videos			
	Audio clips			
	Instructor made narrated presentations			
	Linked YouTube videos			
	Publisher provided videos			
	Games or similar			
	Other :			
	Other:			
	Other:			
	Other:			

	Items	Description of how the calculation was performed	Calculate Here	Total Minutes
EVALUATION OF STUDENT LEARNING	Exams	1.5 minutes per m/c. question, 2 min for short answer, 5 min/essay		
	Quizzes	1.5 minutes per m/c. question, 2 min for short answer, 5 min/essay		
	Essays/papers (only those that would normally be written in class)			
	Journaling			
	Discussion Posts	30 minutes per discussion		
	Group work (this is limited)			
	Science labs			
	Speech recordings			
	Peer review: papers/speeches/etc			
	Other:			
	Other:			
	Other:			

MISC.	Emails to all students; reminders, explanations			
	Instructor Self Intro Video			
	Other:			
TOTAL				

Division Chair Signature/Date:

Vice Chancellor Signature/Date:

A copy must be filed in program information books and with the VC.

Procedure History:

August 12, 2019
