

Title: CSU DEFINITION OF CREDIT HOUR

Number: R-67

Date of Inception: February 14, 2018

Charleston Southern University accepts and upholds the following Federal Definition of a Credit Hour, as related by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in its policy statement titled "Credit Hours":

Federal Definition of the Credit Hour

For purposes of the application of this policy and in accord with federal regulations, 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

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours 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 outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

on of a Credit hour, a typical hour of class
or a total of 3 hours each week of work.
uld equate to 45 "minutes" or "work"
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among others should require between 35 hours of work (including class time and clinical time and allowing for out of class completion of assignments) per 1 credit hour offered.

For example, a class may meet for one (1) hour weekly, and then require 4 hours clinical meetings weekly, with little or no extra completion requirements outside the meeting times. These five hours, multiplied by fifteen weeks, equals total "work" hours; therefore the class would earn students 2 credit hours (since their total work time falls within the 70-hour window).

Similarly, lab classes where the preponderance of work is done in class and which requires little out of class preparation or completion, may award credit hours equivalent to the total amount of "work" hours. Therefore, a three hour lab, meeting weekly, with minimal out of class work, equates to 45 total work hours for the term, and therefore is awarded one (1) credit hour.

Note that these are minimal "work" requirements. Out of class preparation and completion times may require more extensive amounts of time over the course of a semester, particularly in the case of graduate courses. However, excessive work requirements for credit hours should be justified during Curriculum Committee or Graduate Council approval of courses to explain why the extra work does not warrant additional credit hours.

Credit in Online Courses

Statement on Credit Hours: Credit hours awarded must be determined by sound practice regardless of course delivery method. In accordance with federal law and SACSCOC standard 10.7, online courses should adhere to the following

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This should be equivalent to the number of contact hours normally expected in a-campus based course, and should be documented in the course syllabus. Hours for completing homework assignments, working on projects, studying for examinations, etc., should be considered outside the contact hour requirements for the course. A rubric has been developed and should be used as a guideline for instructional design for asynchronous courses. This rubric is found on the Curriculum Committee website page at <https://www.charleston-southern.edu/academics/faculty/curriculum/>

- c. Faculty are encouraged to determine class attendance by the evaluation of student participation in scheduled online discussions, required interaction with the faculty as well as other classmates, and the timely submission of class assignments rather than simply by the number of logins provided in the statistics measured by the course management system. Quality and quantity of work will demonstrate the rigor and time on task assignments necessary to equal those of the traditional course delivery.

Statement on Equivalence Courses taught in the web-based format must be equivalent to the same courses taught in the traditional format.

- a. Courses developed specifically for online delivery must be approved through the Undergraduate or Graduate Curriculum process in the same way as new traditional courses.
- b. The processes and procedures for offering web-based courses are the same as all other CSU courses.
- c. Departments offering courses in web-based format should be prepared to document that the courses have student learning outcomes that are equivalent to those for courses taught in the traditional format. The Curriculum Committee rubric will provide guidelines to assist in the documentation of those requirements. The rubric is found under Curriculum Forms on MyCSU.

By action of the Dean's Council, Feb. 14, 2018.