

## **Assignment of Credit Hour**

*hour of classroom or direct faculty instruction and minimum of two hours of out of class student work each week for approximately fifteen weeks for on semester or trimester hour of credit, or ten to twelve weeks for one quarter hours 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 in paragraph (1) of this definition 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.”*

U.S. Department of Education guidance on Program integrity regulations related to the credit hour <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html> also stipulate:

*“The credit-hour definition does not dictate particular amounts of classroom time versus out-of-class student work. Further note that the definition provides that a credit hour may be for an equivalent amount of work over a different amount of time. There is no requirement that a 3-semester hour course meet 3 hours per week during a semester or a 3-quarter-hour course meet 3 hours per week during a quarter. The requirement is that the institution determine that there is an*



Approved courses are shared with the Registrar's Office for inclusion in the Daemen University Catalog and appropriate semester schedules. The Registrar's Office reviews the class schedule prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned. Any discrepancies are brought to the attention of the appropriate department for correction or explanation.

The following information provides general guidance on how the credit hour translates to the particular instructional method. Note, however, that the credit hour definition does not dictate particular amount of classroom time versus out of class student work. The information below serves as general guidance only.

**Lecture and Seminar:** Course with multiple students which meet to engage in veracious forms of group instruction under the direct supervision of a faculty member.

<b>Lectures and Seminars: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits Awarded	Minimum Contact per Week	Minimum Instructional Time (Contact time x 15 Weeks)	Minimum Out of Class Student Work per Week	Minimum Out of Class Student Work (Outside Work X 15 Weeks)	Total of instructional contact time and out of class student work
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100	1500	200	3000	4500 (75.0 hours)
3	150	2250	300	4500	6750 (112.5 hours)
4	200	3000	400	6000	9000 (150 hours)
5	250	3750	500	7500	11250 (225 hours)

**Laboratory:** Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting. The minimum contact time per credit is typically twice that of a lecture (2:1 ratio). There are some cases where Lecture and Lab courses are tied together in a 4 + 0 credit hour set. The actual breakdown for classroom time and outside work is lecture is 3 credits and the laboratory is 1 credit of class time.

<b>Laboratory: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits Awarded	Minimum Contact per Week	Minimum Instructional Time (Contact time x 15 Weeks)	Minimum Out of Class Student Work per Week	Minimum Out of Class Student Work (Outside Work X 15 Weeks)	Total of instructional contact time and out of class student work

1	100 contact minutes	1500 contact minutes	50 minutes	750 minutes	2250 minutes (37.5 hours)
2	200	3000	100	1500	4500 (75.0 hours)
3	300	4500	150	2250	6750 (112.5 hours)
4	400	6000	200	3000	9000 (150 hours)
5	500	7500	250	3750	11250 (225 hours)

**Clinicals:** Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a clinical setting. The minimum contact time per credit is typically three times that of a lecture (3:1 ratio), depending upon the amount of outside work assigned

<b>Clinicals: Classroom/Faculty Instruction and Outside Student Work</b>					
Credits Awarded	Minimum Contact per Week	Minimum Instructional Time (Contact time x 15 Weeks)	Minimum Out of Class Student Work per Week	Minimum Out of Class Student Work (Outside Work X 15 Weeks)	Total of instructional contact time and out of class student work
1	150 contact minutes	2250 contact minutes			



actual learning environment takes place off-campus at an approved site. The learning experience will typically involve a site supervisor or preceptor and directed activity/learning will occur outside of a lecture setting. Contact time and outside student work requirements must be established and documented, and must match the total amount of work using the example above.

**Online Courses:** Courses offered entirely online without any on-site face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture/seminar course with an alternative delivery method. Contact time is satisfied by several means which can include but is not limited to, the following: a.) regular instruction or interaction with a faculty member once a week for each week the course runs. b.) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

Instructional time can be estimated using the faculty's educated calculation of how much time would be sufficient to achieve satisfactory progress toward learning outcomes on the following activities:

- Reading, viewing or listening to course presentations
- Reading other course materials
- Participation in course interactions (discussions via text, audio, or video)
- Conducting research as part of the class
- Completing class assignments, projects or other assessment activities

This can be accomplished by a faculty member breaking down course activities ahead of the start of the course and provide details regarding specific items and estimated completion time. Throughout the course students can be surveyed to assure the estimates are accurate or corrections can be made for the remainder of the course as well as the next time its offered.

**Hybrid Courses:** Courses offered in a blended format with 1 or more on site face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a faculty member. Contact time is assessed using both on-site definitions (for the on-site portion) and online definitions as above (for the online portion). In all such instances, these courses must meet total amount of instructional and student work time as the examples above even if delivered online or asynchronously.