

Date Updated and Published: May 2017**Revision History:****Review: Annually in July**
(see review section for details)**Last Date Reviewed:** December 2019

POLICY

The determination of credit hours awarded for courses and level of credit awarded is conducted by the faculty and academic administration in accordance with the mission and goals of Bethel University and in agreement with an aggregation of the Carnegie collegiate student hour, related Federal definitions and requirements, the SACSCOC standards, Commission policies and guidelines. This statement of credit hour policy and procedures directs and guides that process in order to ensure the accomplishment of the Bethel University mission and goals.

The following are Bethel University's principles and working definitions, conforming to sound and commonly accepted practices, regarding the credit hour and the basis for its determination:

- The faculty is responsible for the content, quality, and effectiveness of the curriculum; therefore, the responsibility for credit hour determination resides with the faculty.
- The number of credit hours awarded for courses is determined on the basis of the time spent in classroom instruction, non-class time direct instruction, and outside-of-class student work.
- One semester hour of credit is granted for 750 minutes of classroom instruction and 1,500 minutes of outside-of-class student work (the Carnegie collegiate student hour) or the equivalent thereof.
- Classroom instruction includes the traditional classroom, a supervised lab, private instruction, or any similar instructional meeting with an instructor and one or more students.
- Direct instruction includes non-class time instruction or student activity that is [1]

planned with educational purpose/outcomes, [2] actively facilitated by an instructor or field supervisor (e.g., guided, monitored, observed), and [3] graded and documented; it includes, but is not limited to, online lectures/instruction (synchronous or asynchronous), video presentations, journal/blog writing, chat rooms, discussion boards, field trips (including virtual), group or team-based activities, online tests/quizzes, video conferencing, virtual labs, supervised field experiences, and online content modules.

- Classroom and direct instruction times are equivalent for the purposes of credit hour determinations.
- Outside-of-class student work includes activities related to the course that do not qualify as direct instruction, including, but not limited to, reading, writing, studying, preparing, practicing, and researching.
- The ratio of classroom/direct instruction and outside-of-class student work may vary depending on the course type, with outside-of-class student work serving as the equivalent of classroom/direct instruction on a 2:1 basis (two minutes of outside-of-class student work equals one minute of classroom/direct instruction) and vice versa.
- The determination is the same for all course formats, lengths, levels (undergraduate and graduate), locations, and modes of delivery, whether traditional classroom, laboratory, online, electronic, private lesson, internship, practicum, independent study, senior thesis, or hybrid.
- The amount and level of credit hours awarded for a course will be determined according to these expectations and courses will be monitored to ensure that they meet or exceed these expectations.

PROCEDURE

A Course Credit-Hour Audit is performed or updated by its instructor or the appropriate program coordinator each time a Bethel University course is developed or revised in order to determine that the course meets or exceeds the expectations of the University's credit hour policy. The standard Course Credit-Hour Audit uses a Course Credit-Hour Audit Form and the Master List of Non-Class Time Methods and Modalities as approved by the faculty.

- The Course Credit-Hour Audit Form identifies the course being audited (Section A), the course's non-class time direct instruction (Section B), outside-of-class student work (Section C), and in-class time (Section D) as documented in the

syllabus. Section D concludes with the mathematical steps to convert the time spent in those three categories to a percentage relative to Carnegie's collegiate student hour or the equivalent thereof (i.e., 100% exactly meets that expectation).

- The Master List of Non-Classime Methods and Modalities identifies the variety of possible instructional methods and student activities utilized in direct instruction and outside-of-class student work with the “normal time to complete” for each. The “normal time to complete” for each method/modality is the estimated number of minutes that an average to below-average student would take to complete the method/activity in order to achieve the expected learning outcome, as determined, calibrated, and approved by the faculty of Bethel University.

IMPLEMENTATION

All existing courses must be audited and approved using the Course Credit-Hour Audit Form and the Master List of Non-Classime Methods and Modalities prior to being offered after the implementation of this policy.

For new courses, the standard Course Credit-Hour Form is used during the new course development and approval process to determine the amount of credit to be awarded. A new course must meet or exceed the credit-hour expectations to be approved and offered.

For courses with a Master Syllabus, the Master Course Syllabus is used in the audit and implemented in all sections of the course. The Master Course Syllabus, as developed and approved by the full-time faculty, identifies the student learning outcomes, in-class instruction, direct instruction, outside-of-class student work, assessments, and grading criteria for the course. Once a Master Course Syllabus is approved by the full-time faculty, it is implemented in all sections of the course wherever and whenever the course is taught. The audit is conducted whenever the Master Course Syllabus is first developed or revised prior to the start of the first section.

For courses without a Master Syllabus, the instructor is responsible for development of the syllabus according to guidelines established by the university and conforming to the expectations stated in this policy.

Prior to the beginning of the course, the completed Course Credit-Hour Form is submitted to the Associate Academic Dean of the college in which it is offered. If the course does not meet expectations, the course is returned to the instructor or

developer for correction. The corrections are made and resubmitted within five working days or the beginning of the course, whichever comes first. Course audits that are approved are forwarded to the Associate Academic Dean of the college and the Chief Academic and Compliance Officer.

Exceptions in the methods and modalities used in a course (i.e., not included in the Master List) and/or exceptions in the time to complete must be marked as such in the Course Credit-Hour Audit Form and approved by the Associate Academic Dean and the Chief Academic and Compliance Officer. If an exception is not approved by the Associate Academic Dean and/or the Chief Academic and Compliance Officer, the Course Credit-Hour Audit Form must be revised and resubmitted without that exception before it is offered.

PUBLICATION

This policy is published on the University's website and in the Faculty Handbook in its entirety.

REVIEW

The periodic review and revision of the Course Credit-Hour Audit Form and the Master List of Non-Classroom Methods and Modalities to improve their efficiency and effectiveness, to improve the categories and differentiation of the methods and modalities, and to modify the "normal time to complete" when necessary and appropriate are the responsibilities of the Chief Academic and Compliance Officer and the faculty.

The approval of this policy and the periodic review of the policy are the responsibilities of the Chief Academic and Compliance Officer and the University Senate on behalf of the faculty.

Compliance with this policy is mandatory for all courses starting on or after May 15, 2017.

Approval of the Master List of Methods and Modalities: Faculty May 4-5, 2017.

Approval of the Policy and Procedures: University Senate, May 15, 2017.