

**Cheyney University Policy Number: AA 2014 - 1096**

**Policy Title: Assignment of Credit Hour**

**Approved by:** Academic Affairs Council-March 27, 2014  
President's Cabinet

**History:** Issued – Date  
Revised –

**Related Policies:** NA

**Additional References:**

**A. Purpose:**

On October 29, 2010, the US Department of Education (USDOE) published in the Federal Register final regulations on program integrity issues (Dear Colleague, USDOE, GEN 11-06, March 18, 2011). Effective July 1, 2011, the final regulations regarding program integrity and student aid programs provide rules and definitions of a credit hour. In 34 CFR 600.2 of the final regulations, a definition of credit hour for Federal programs is described, including the Federal student financial assistance programs. The credit hour is a basic unit of student aid eligibility and based on commonly accepted practice in higher education.

The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for the class (Adopted from Purdue University).and defines instructional time and ensure compliance with the criteria for awarding semester credit hours.

**B. Scope:**

This policy should be read and adhered to by all faculty, staff and students at Cheyney University.

**C. Definition (s):**

**Federal Credit Hour:** 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 not less than:

- i. 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 for one semester

- ii. 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.

**D. Policy and Procedures(s):**

The policy determines the procedures for credit hours awarded for all courses.

1. One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction (12.5 clock hours) that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The total minutes for the semester is 2250 for a 3 credit hour course. It is acknowledged that formalized instruction may take place in a variety of modes.
2. While awarding semester credit hours typically occurs for instruction delivered in accordance with an institution's standard semester calendar, it may also occur for instruction that may not follow the typical pattern of an institution's standard semester calendar as long as the criteria for awarding such credit is met.
3. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course whether it is online, blended, lecture, or seminar format. We will need to determine the amount of student work expected in each online course in order to achieve course objectives and to assign a credit hour based on at least an equivalent amount of work as represented in the definition of credit hour in #2 of the Federal Definition. For online courses, academic engagement would include, but not limited to, submitting an academic assignment, taking an exam, an interactive tutorial, or computer-assisted instruction, attending a study group that was assigned by the institution, contributing to an academic online discussion, and initiating contact with a faculty member to ask a question about the academic subject studied in the course.
4. Courses that have less structured classroom schedules, i.e., seminars, independent studies, internships, practica, studio work, clinical, or other work leading to the award of credit hours, at a minimum, should clearly state learning outcomes and workload expectations that meet the standard set forth in #2 of the Federal definition.
5. Instructional time does not include vacation time, homework, or periods of counseling or orientation.