

SUPERSEDES: 09/2015	SECTION: Academic and Student Affairs
POLICY AND PROCEDURE MANUAL MERCY COLLEGE OF OHIO, TOLEDO, OHIO Signature on file Signature: Dr. Susan Wajert, President	CODE NO. 512
	SUBJECT: Credit Hour Definition and Length of Semester
	DATE ORIGINATED: 11/2013
	DATE BOARD COMMITTEE APPROVED: N/A
	DATE BOARD APPROVED: 11/13/2018
	DATE OF NEXT REVIEW: 2021 September 1-30

Credit Hour Definition and Length of Semester

PURPOSE:

As required in the Higher Education Reauthorization Act of 2011, Mercy College of Ohio has adopted the following policy regarding credit hour definition.

POLICY:

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), 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—

- (1) 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 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 in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

In addition, Mercy College of Ohio has adopted the credit hour guidelines by the Ohio Department of Higher Education (formerly the Ohio Board of Regents), as specifically defined in the procedures that follow.

Mercy College of Ohio holds accreditation through the Higher Learning Commission and follows the rules and guidelines set forth by this agency and the United States Department of Education.

Full Board Approved: November 13, 2018
 Board Committee Approved: Not applicable
 Revised: October 2018 (*Inserted Purpose, separated policy from procedure*)
 Full Board Approved: September 8, 2015
 Board Committee Approved: August 25, 2015

Revised: September 2014
Originated: November 2013

PROCEDURE 512

CREDIT HOUR DEFINITION

I. ASSUMPTIONS:

1. Mercy College of Ohio operates two 16-week semesters (15 instructional weeks with one exam week) and one 12-week semester in the summer.
2. Actual course sections may be shorter than the sixteen weeks (6, 8, 10, 12 weeks, or other) as long as the total instructional hours equal the numbers as defined in the sections below.
3. The length of time for course sections longer than two hours may be adjusted to include a class break, as long as the total instructional time-not including the break maintains the length of time as set forth in the sections below.
4. Procedures for scheduling courses are available from the Office of Student Records.

II. ESTABLISHMENT OF COURSE CREDIT HOURS:

The respective academic divisions (Deans in collaboration with faculty) establish credit hours for courses following the policies of the Ohio Department of Higher Education and the Higher Learning Commission.

1. The respective academic division, College Curriculum, and Graduate Studies Committees, and Vice-President of Academic Affairs approve the courses.
2. A random sample of existing courses is audited once per year by the Office of Student Records and provided to the Vice-President of Academic Affairs to ensure the courses are consistent with policy. Courses found to be inconsistent are sent to the College Curriculum, and Graduate Studies Committees for revision.

III. COURSE DELIVERY METHODS:

The following types of course modalities are offered at Mercy College of Ohio.

1. **Face-To-Face:**

A face-to-face course is one in which instruction is delivered fully on-site with face-to-face interaction between the instructor and student. A face-to-face course may make use of computers, the internet or other electronic media in the classroom. Students may be directed to online materials provided by publishers, or to other internet accessible sources as part of their coursework. A face-to-face course does not use the institution's chosen Learning Management System (Canvas).

2. **Web Enhanced:**

A Web-Enhanced (also, web-facilitated) course utilizes the institutions chosen web based Learning Management System (Canvas) to augment a face-to-face course. Online resources are posted by the instructor to support specific pedagogical needs. All classes meet face-to-face as in a regular face-to-face course.

3. **Blended:**

A Blended (also, hybrid) course has fewer in person course meetings than a face-to-face or web-enhanced course. A portion of the course is delivered online and a portion is delivered on-site face-to-face. Blended courses use the institution's chosen Learning

Management System (Canvas) for the online portion of the course.

4. Online:

An online course is a course that is provided entirely through the institution’s chosen Learning Management System. No on-site class meetings are required, but proctored in-person exams may be required.

5. Accelerated:

An accelerated course runs in a compressed time and either meets more often to ensure adequate contact time or utilizes other proven accelerated learning methods to replicate the required contact hours. Specialized accelerated learning cognitive methods may also be used. An accelerated course may be offered face-to-face, online, web-enhanced or in a blended modality.

IV. CALCULATION OF CREDIT HOURS AWARDED:

1. Classroom Instruction (Lecture /Seminar):

One credit hour is awarded for each 750 minutes of classroom instruction in a 15-week semester for all online, hybrid, web-enhanced and land-based courses. *(Each credit hour is equivalent to one 50-minute class hour for every one hour of classroom or direct faculty instruction, for approximately 15 weeks. i.e. 3 credit hours equal 45 class hours or $15 \times 3 = 45$)*

- a. Each credit hour will require an average two 50-minute hours of out of class work for each week. This out of class study does not count as part of the classroom hour for credit.
- b. Student learning outcomes and assignments are required to be consistent across the same course, despite the instructional method employed. Therefore, a reasonable assertion is made that credit awarded is the same regardless of the instructional delivery method used.

Example Classroom Instruction Credit Hour Calculation

Term Length	Number of Classroom Instructional Hours of class	Semester Hours Credit Hours
16 weeks	One 50 minute session per week x 15 weeks = 750 instructional minutes* <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 62.5 minute session per week x 12 weeks = 750 instructional minutes*750 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 75 minute session per week x 10 weeks = 750 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 100 minute session per week x 7.5 weeks = 750 instructional minutes*750 instructional minutes* <i>Exam final offered within 8 week period.</i>	1 sem. hr.
6 weeks	One 125 minute session per week x 6 weeks = 750 instructional minutes* <i>Exam final offered within 8 week period.</i>	1 sem. hr.

*1,500 minutes out-of-class work required

- c. Other types of instructional delivery options are assigned credit hours based on a ratio of contact hours to credit hours, per the Ohio Department of Higher Education, formerly the Ohio Board of Regents.
(<http://regents.ohio.gov/actions/documents/2010/Dir2010-016.pdf>)

2. Laboratory Instruction:

Laboratory instruction is defined as educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

- a. One hour of credit shall be awarded for a total of 2,250 minutes of laboratory instructional time for a semester calendar (three hours for every one hour of credit), or for a total of 1,500 minutes laboratory instructional time for a semester (two hours for every hour of credit). Laboratory instruction may be supplemented by out-of-class assignments, which may normally average one hour of out-of-class study preparing for or following-up the laboratory experience.

Example Laboratory Instruction Credit Hours Calculation

Term Length	Number of Laboratory Instructional Hours (No Out of Class Assignments)	Semester Hours
16 weeks	One 150 minute session per week x 15 weeks = 2,250 instructional minutes <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 187.5 minute session per week x 12 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 225 minute session per week x 10 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 282.5 minute session per week x 8 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 375 minute session per week x 6 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.

Term Length	Number of Laboratory Instructional Hours (With Out of Class Assignments)	Semester Hours
16 weeks	One 100 minute session per week x 15 weeks = 1500 instructional minutes* <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 125 minute session per week x 12 weeks = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 150 minute session per week x 10 weeks = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 187.5 minute session per week x 8 = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 250 minute session per week x 6 = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.

*750 minutes out-of-class work required

3. Clinical Laboratory Instruction:

Clinical laboratory instruction applies only to health programs during which students are assigned to laboratory sections, which meet at a health-related agency rather than an on-campus laboratory facility. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by full-time or part-time faculty members or adjuncts, of the College.

- a. Credit hours for the clinical laboratory experience will be awarded on the same basis as laboratory hours.

Example Clinical Laboratory Instruction Credit Hours Calculation

Term Length	Number of Clinical Laboratory Instructional Hours (No Out of Class Assignments)	Semester Hours
16 weeks	One 150 minute session per week x 15 weeks = 2,250 instructional minutes <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 187.5 minute session per week x 12 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 225 minute session per week x 10 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 282.5 minute session per week x 8 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 375 minute session per week x 6 weeks = 2,250 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.

Term Length	Number of Clinical Laboratory Instructional Hours (With Out of Class Assignments)	Semester Hours
16 weeks	One 100 minute session per week x 15 weeks = 1500 instructional minutes* <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 125 minute session per week x 12 weeks = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 150 minute session per week x 10 weeks = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 187.5 minute session per week x 8 = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 250 minute session per week x 6 = 1500 instructional minutes* <i>Exam final included in calculation</i>	1 sem. hr.

*750 minutes out-of-class work required

4. Directed Practice Instruction:

This definition applies primarily to programs in the health areas during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a function. Adjunct faculty may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience.

The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.

- a. One credit (quarter or semester) shall be awarded for a minimum of five clock hours of directed practice in a week.

Example Directed Practice Instruction Credit Hours Calculation

Term Length	Number of Directed Practice Instructional Hours	Semester Hours
16 weeks	One 300 minute session per week x 15 weeks = 4500 instructional minutes <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 375 minute session per week x 12 weeks = 4500 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 450 minute session per week x 10 weeks = 4500 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 562.5 minute session per week x 8 = 4500 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 750 minute session per week x 6 = 4500 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.

5. Undergraduate Practicum Instruction:

Undergraduate practicum instruction is an on- or off-campus experience where students apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who regularly engages with the student, and provides the final grade. One hour of credit shall be awarded for 6,300 minutes of practicum instructional time for a semester.

Example Undergraduate Practicum Instruction Credit Hours Calculation

Term Length	Number of Undergraduate Practicum Instructional Hours	Semester Hours
16 weeks	One 420 minute session per week x 15 weeks = 6300 instructional minutes <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 525 minute session per week x 12 weeks = 6300 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 630 minute session per week x 10 weeks = 4500 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 787.5 minute session per week x 8 = 6300 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 1050 minute session per week x 10 weeks = 4500 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.

6. Graduate Practicum Instruction:

Graduate practicum instruction is an on- or off-campus experience where students apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who regularly engages with the student, and provides the final grade. One hour of credit shall be awarded for 2,400 minutes of practicum instructional time for a semester.

Example Graduate Practicum Instruction Credit Hours Calculation

Term Length	Number of Graduate Practicum Instructional Hours	Semester Hours
16 weeks	One 150 minute session per week x 15 weeks = 2400 instructional minutes <i>Exam final not included in calculation</i>	1 sem. hr.
12 weeks	One 200 minute session per week x 12 weeks = 2400 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
10 weeks	One 240 minute session per week x 10 weeks = 2400 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
8 weeks	One 300 minute session per week x 8 = 2400 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.
6 weeks	One 400 minute session per week x 10 weeks = 2400 instructional minutes <i>Exam final included in calculation</i>	1 sem. hr.