



Policy: Credit Hour Policy

Effective: June 1, 2019

Policy Type: Regulatory/Administrative

Responsible Department: Academic Affairs Office

Policy: Grace College and Seminary recognizes that the federal definition specifically allows for competency-based learning experiences utilizing alternative modalities to be equated to traditional, seat-time-based credit hours. For the purpose of equivalency comparisons, the following traditional standards will be used for the basic definition of a credit hour at Grace College and Seminary.

- 1.0 Direct Instruction – One credit hour must involve the equivalent of fifteen 50 minute sessions (12.5 hours) of direct faculty instruction (in-class, face-to-face instruction or its equivalent).
- 2.0 Out of Class Student Work – In addition to the direct instruction standard defined in Point 1.0, one credit hour must also involve at least 25 hours of student work accomplished outside of the classroom. Suggested guidelines for time involvement for this type of work are provided in II.C.2 below.
- 3.0 The following guidelines are provided as minimum thresholds for the various types of learning experiences that are a part of the Grace curriculum. The guidelines provided represent minimums and individual courses may require greater hourly requirements per credit hour. For those classes that involve traditional faculty directed instruction in a face-to-face scenario, one “hour” of instruction consists of the normal 50-minute sessions defined above. Direct faculty instruction can include alternate modalities to in-class, face-to-face instruction as described in II.C.1 below.
 - 3.1 Traditional Lecture Courses – one credit hour consists of the equivalent of 12.5 hours of direct faculty instruction and a minimum of 25 hours of out of class student work for a combined total of 37.5 hours during the instructional period. Direct faculty instruction can include alternate modalities to in-class, face-to-face instruction as described in II.C. below.
 - 3.2 Laboratory courses – one credit hour consists of the equivalent of at least 37.5 hours of combined direct instruction, laboratory work, and out of class study during the instructional period.
 - 3.3 Studio courses – one credit hour consists of the equivalent of at least 37.5 hours of combined direct instruction, studio work, and out of class study during the instructional period.
 - 3.4 Independent study courses – one credit hour consists of the equivalent of a least 37.5 hours of individual work which may include direct instruction or student study during the instructional period.
 - 3.5 Online courses – one credit hour consists of the equivalent of at least 37.5 hours of combined direct faculty interaction via instructor-led asynchronous or synchronous online learning activities and additional student to student, student to instructor, and individual learning activities during the instructional period. For existing traditional courses that are also taught online, the student learning outcome and credit hours should be regardless of modality.
 - 3.6 Hybrid courses – for courses which utilize a combination of two instructional modalities, namely face-to-face faculty instruction and online, instructor-led asynchronous or synchronous learning activities, one credit hour consists of the equivalent of at least 12.5 hours of direct faculty instruction via face-to-face and instructor-led asynchronous or synchronous online learning activities and a minimum of 25 hours of out of class student work for a combined total of 37.5 hours during the instructional period.
 - 3.7 Internship courses – one credit hour consists of at least 40 hours of supervised internship during the instructional period.
 - 3.8 Practicum (Behavioral Science) – one credit hour consists of at least 25 hours of field experience during the instructional period.
 - 3.9 Field experiences/study abroad courses – one credit hour consists of the equivalent of 37.5 hours of combined direct instruction and student learning activities which may include among



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other activities shadowing, touring, visitations, written papers, formal presentations, and individual or group work, during the instructional period. If a program has specialized accreditation the field experience should follow the guidelines of the accrediting organization unless that amount is less than the stated hours above.

- 3.10 Drama production courses – a semester credit hour consists of the equivalent of at least 12.5 hours of instruction plus an additional 25 hours of cast or crew work.
- 3.11 Teaching internship courses – a semester credit hour consists of at least two (2) full-time, five (5) day week of teaching experience.
- 3.12 Combinations modalities – any courses that include multiple modalities of instruction that are not explicitly outlined above, shall follow the federal guidelines and include at a minimum 37.5 hours of instruction and student work per credit hour.

Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template & Clarified the Appendix/Guidelines for Policy



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Appendix

The following examples are provided as guidelines to assist faculty in course design to determine equivalencies for direct faculty instruction as well as out of class student work. These guidelines are not considered part of the policy and are subject to update and renewal without the approval process

1.1.1 Content Delivery

Any synthesis provided to the class by the instructor or course designer. This content delivery does not need to be created by the instructor (TED talks, YouTube videos, documentaries, MOOCS):

1.1.1.1 Live presentation: 1 hour of presentation = 1 hour of direct instruction
Recorded, heavily edited presentation: 1 hour of presentation = 3 hours of direct instruction.

Examples: Narrated PowerPoints, Khan Academy, Alexander Street Academic Library, TED Talks.

1.1.1.2 Recorded, lightly- or non-edited presentation: 1 hour of presentation = 1 hour of direct instruction

Examples: Open Yale Lectures, Recorded Classroom Lectures

1.1.1.3 Required Writing Lab Visits: 1 hour = 1 hour of direct instruction

1.1.1.4 Librarian Instruction regarding research/information literacy (must happen outside scheduled class time to count for additional hours of instruction): 1 hour = 1 hour of direct instruction.

1.1.1.5 Required observations of professionals in the field (e.g. teachers, medical professionals, etc.):
1 hour = 1 hour of direct instruction

1.1.1.6 Online exams/quizzes: 1 hour exam = 1 hour of direct instruction. (By moving exams and quizzes online, it frees up that time for instruction by the professor)

1.1.2 Interaction – Any interaction facilitated by the instructor, including:

1.1.2.1 Required Office Hours (in person or virtual): 1 hour = 1 hour of direct instruction

1.1.2.2 Synchronous sessions (live class, compressed video, text chat, phone or VOIP conversation, virtual office hours, etc.): 1 hour of meeting = 1 hour of direct instruction

1.1.2.3 Asynchronous sessions where the instructor is providing conversational feedback to any member of/all of the class

1.1.2.3.1 Audio/Video-based: 1 hour of recording = 1 hour of direct instruction

1.1.2.3.2 Text-based: 6000 words (from instructor) = 1 hour of direct instruction (# of words divided by 300 words per minute multiplied by efficiency factor of 3)

1.2 Student Work – This includes any activity that would traditionally be accomplished outside of a face-to-face classroom. Activities include, but are not limited to:

1.2.1 Reading

1.2.1.1 Leisure or light reading: 50 pages = 1 hour of student work

1.2.1.2 Regular reading: 40 pages = 1 hour of student work



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- 1.2.1.3 Moderate (text, article) reading: 30 pages = 1 hour of student work
- 1.2.1.4 Heavy reading (research): 15 pages = 1 hour of student work
- 1.2.2 Writing (pages are 300-word APA-average)
 - 1.2.2.1 Regular writing (response, essays, worksheets): 1 page = 1 hour of student work
 - 1.2.2.2 Research writing (draft): 1 page = 1.5 hours of student work
 - 1.2.2.3 Research writing (draft and final together): 1 page = 3 hours of student work
- 1.2.3 Presentation Preparation
 - 1.2.3.1 Solo presentation: 5 minutes of presentation = 2 hours of student work
 - 1.2.3.2 Group presentation: 5 minutes of presentation = 1 hour of student work
- 1.2.4 Testing Preparation
 - 1.2.4.1 Quiz: 1 quiz preparation = 1.5 hours of student work
 - 1.2.4.2 Exam: 1 exam preparation = 8 hours of student work
 - 1.2.4.3 Homework (Math, Science, Accounting, etc.)
 - 1.2.4.3.1 Chapter Assignments Introductory Course = 2-3 hours of student work
 - 1.2.4.3.2 Chapter Assignments Intermediate/Advance Course = 2-5 hours of student work
 - 1.2.4.3.3 Homework Problems = 2-5 hours of student work
 - 1.2.4.3.4 Projects = 2-4 hours of student work
 - 1.2.4.3.5 Skills Practice = 2 hours of student work