

**Approved by:** Faculty and President

**Date Approved:** December 5, 2018

**Effective Date:** December 5, 2018

- 1. Summary:** This policy governs the assignment of credit hours to all current and new Criswell College courses as well as related assessment processes.
- 2. Rationale:** This policy is necessary to ensure the proper assignment of credit hours to classroom and other academic activities in compliance with accreditation and Department of Education standards.
- 3. Entities Affected:** faculty, staff

**4. Definitions:**

*credit hour:* In accordance with the requirements of the US Department of Education and the Southern Association of Colleges and Schools Commission on College, a credit hour is defined as 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 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
- An equivalent amount of work as outlined in item a. above 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.

For academic purposes, Criswell College uses “Carnegie” units to measure semester credit hours. A Carnegie unit of credit is awarded to students for the satisfactory completion of at least one 50-minute session of classroom or direct faculty instruction and at least 100 minutes of out-of-class work per week for not less than 15 weeks. Thus, one semester credit hour represents a minimum of 2250 minutes, or 37.5 clock hours, of total student work per semester.

- 5. Policy:** Typically, a credit hour shall be assigned for a given course for student work that is equivalent to the three hours of combined instruction and student work for 15-weeks as identified above. In courses or academic activities where direct instruction or classroom time is not the primary mode of learning or where the length of the course or activity is less than 15 weeks, the credit hours awarded must be reasonably equivalent to the standard of 3 hours of combined direct instruction and student work per credit hour for a 15-week semester. Courses to which this equivalency standard applies include but are not limited to the following:
  - Online courses
  - Applied learning/laboratory courses

- Independent studies
- Practicum courses
- Special courses
- Travel courses

A sample of syllabi shall be reviewed annually by relevant faculty and staff members to ensure that courses meet the standards established in this policy. The annual review process will be coordinated by the Office of Academic Affairs.

**6. Procedure:**

- a. **Implementation:** The Office of Academic Affairs shall maintain and implement a procedure by which course syllabi are reviewed regularly to ensure compliance with this policy.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Faculty Handbook*.
- d. **Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 3.010
Related policies:	

**Policy History**

Version 1.0	October 15, 2014
Version 2.0	December 5, 2018