

## Assignment of Credit Hours

**Background.** The Middle States Commission on Higher Education mandates written policies and procedures for credit hour assignment covering all types of courses, disciplines, programs, degree levels formats, and modalities of instruction. Policies must be readily available to interested clients (students, applicants, faculty, etc.) and must clearly indicate:

- Academic periods (e.g., 15 weeks, 8 weeks)
- Recommended instructional time (e.g., 50-minute sessions three times a week; 75-minute sessions twice a week).
- Recommended out-of-class time requirements.

RMU constituted an Assignment of Credit Hours Committee to examine university policies and procedures regarding these three criteria. Their findings appear in the RMU **Assignment of Credit Hours per Semester** (Table 1) and **Instructional Activities for Out-of-class Time Requirements** (Table 2).

The following policies and procedures address assignment of contact hours to assure RMU's compliance with the MSCHE reporting requirements related to this important classroom consideration.

### Policies

1. Instructional activities currently identified in course syllabi are formally adopted by school curriculum committees and institutionalized in departmental syllabi for each course taught.
2. Department syllabi will serve as the key tool for the implementation and documentation of RMU compliance with the MSCHE mandate for assignment of credit hours.
3. Department syllabi will serve as evidence of compliance with MSCHE, US Department of Education, and Pennsylvania Department of Education standards covering all types of courses, disciplines, programs, degree levels formats, and modalities of instruction.
4. Department syllabi currently include mandatory statements concerning student accommodations and academic integrity. School curriculum committees will monitor the revision of all course syllabi to include the following statement:

***Faculty instructors are committed to the uniform application of academic rigor across the full range of instructional offerings. Consistent with that commitment is the use of the course syllabus to document adherence to credit hour minimum requirements in compliance with federal and state regulations and accreditation bodies. Students should review this syllabus to discover the instructional activities, modalities, learning outcomes, and instructor contact hours pertinent to the course.***

## **Procedures**

1. Department syllabi, approved by respective School curriculum committees, will identify component instructional activities mandated by their department for delivery in all sections of the offered course.
2. In addition, the syllabus will identify all Supplemental instructional activities required to meet minimum 14 contact hours per credit. For example, a 3-credit course requires a minimum 42 instructional contact hours.
3. Further, substitutions of instructional activities approved by departments will be documented by course faculty in amended course syllabi.
4. Copies of amended syllabi will be retained by the department for a period of 7 years, consistent with RMU Disposition of Academic Records.

Table 1. RMU Assignment of Credit Hours per Semester

Term	Calculation CH = Contact Hours	Contact Hrs	Final Exam	Suppl CH Req'd	USDOE Compliance	PDE Compliance
15 week	$(14 \text{ wks}) * (3 \text{ classes}) * (1 \text{ CH}) = 42 \text{ CH}$	42	2		Yes	YES
8 week	$(8 \text{ wks}) * (1 \text{ class}) * (4 \text{ IH}) * 1.2 = 38.4 \text{ CH}$	38.4	2	3.6	Yes	YES
Online	$(8 \text{ wks}) * (5.25 \text{ CH}) = 42 \text{ CH}$	42	None		Yes	YES
Hybrid	$(8 \text{ wks}) * (2 \text{ CH in class}) + (8 \text{ wks}) * (2 \text{ CH outside class}) + 3.6 \text{ CH}$	42	2		Yes	YES
Summer 8 week	$(8 \text{ wks}) * (1 \text{ class}) * (4 \text{ IH}) * 1.2 = 38.4 \text{ CH}$	38.4	2	3.6	Yes	YES
Summer 5 week	$[(5 \text{ wks}) * (4 \text{ classes}) * (2.25 \text{ IH}) - (2 \text{ classes}) * (2.25 \text{ IH})] * 1.2 = 48.6 \text{ CH}$	48.6	2.25		Yes	YES
Nursing 10 Week Summer	3 credit course: 10 weeks X 4.2 class hours/week=42 hours	42			Yes	YES
Internships (SEMS/ SESS/SBUS/SCIS)	15 wks @ 50 hrs/cr*3CH = 150CH	150			Yes	YES
Lab (Science)	15 wks * 3CH=45CH	45			Yes	YES
Clinical/Lab(SNHS/UG)	42 hours of clinical = 1 credit hour	42			Yes	YES
Internship (SNHS)	40 hours of internship = 1 credit hour	40			Yes	YES
Clinical (DNP)	56 hours of clinical = 1 credit	56			Yes	YES
Clinical RN-BSN	50 hours of clinical = 1 credit	50			Yes	YES
Clinical MSN	30 hours of clinical = 1 credit	30			Yes	YES
Clinical NMED	80 hours of clinical = 1 credit				Yes	YES
UG Student Teaching 15 week	60 clock hrs = 1 credit	9			Yes	YES
PB student teaching	72 clock hrs = 1 credit	6			Yes	YES
SPED Masters Practicum	40 clock hrs = 1 credit	3			Yes	YES
IT Spec. Practicum	27 clock hrs = 1 credit	3			Yes	YES
PB Secondary Pre-student Teaching	36 clock hrs = 1 credit	3			Yes	YES
Curriculum and Instruction Supervisor	120 clock hrs = 1 credit	3			Yes	YES
Reading Specialist	11 clock hrs = 1 credit	6			Yes	YES

<b>Notes:</b>				
Credit Hour: A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term (Federal Definition)				
PDE - 22 Pa. Code Chapter § 31.21:one college semester credit is defined as 14 hours of classroom (3 CH = 14*3 = 42 CH)				
Credit Hour = CH				
Instructional Hour = IH				
1 CH = 50 minutes of instructional time				
1 IH = 1.2 CH				

Table 2. **Instructional Activities for Out-of-class Time Requirements**

<b>Learning Activities</b>	<b>Hours Equivalent to 1 Hour Face to Face</b>
Evaluation of Print of Video w/ Instructor Feedback	1
Discussions	2-3
Wikis	1
Blog	1
Journals	1
Interactive scenarios	3
Case Studies	2-3
Student Presentations	1-2
Peer Review	3

<b>Learning Resources</b>	<b>Hours Equivalent to 1 Hour Face to Face</b>
Narrated PowerPoints	1
PowerPoint w/ Written Lecture Notes	1
PowerPoints with Callout Questions	1-2
Handout with Audio Explanation	1
Directed Website Exploration	2-3
Video Clips	1
Podcasts	1
Screencasts	1
Simulations	2

**Table 3. Examples of Acceptable Schedules of Classes and Assignments**

<b>Example 1. Summary of Expected Total Instructional Hours</b>	
<i>Activity</i>	<i>Contact Hours</i>
25 textbook section lecture videos	12.5 hours
34 online videos corresponding to topic at hand	7.5 hours
Excel projects	9 hours
Group discussions	10 hours
Using technology to calculate statistical functions	7 hours
Quizzes	6.5 hours
<b>TOTAL</b>	<b>52.5 hours</b>
<b>Example 2. Detailed Class Schedule</b>	
<i>Activity</i>	<i>Contact Hours</i>
<b>Week 1: Sampling and Data</b>	<b>6.5</b>
Instructor-led Discussion Board	2.0
Chapter Quiz 1-2-3 (first/second attempt)	0.5/0.5/0.5
Chapter Quiz 1-2-3 (results analysis)	0.25/0.25/0.25
Feedback on Writing Assignment	0.75
<b>Week 2: Research Design 8.0</b>	<b>8.0</b>
Instructor-led Discussion Board	2.0
Week 1 Review Test (first/second attempt)	0.5/0.5
Week 1 Review Test (results analysis)	0.5
Chapter Quiz 4-5-6 (first/second attempt)	0.5/0.5/0.5
Chapter Quiz 4-5-6 (results analysis)	0.25/0.25/0.25
Feedback on Writing Assignment	0.75
<b>Week 3: Measurement, Graphs, and Charts</b>	<b>8.0</b>
Instructor-led Discussion Board	2.0
Week 2 Review Test (first/second attempt)	0.5/0.5
Week 2 Review Test (results analysis)	0.25
Chapter Quiz 8-9-10 (first/second attempt)	0.5/0.5/0.5
Chapter Quiz 8-9-10 (results analysis)	0.25/0.25/0.25
Feedback on Writing Assignment	0.75
<b>Week 4: Measures of central tendency and variation</b>	<b>8.0</b>
Week 3 Review Test (first/second attempt)	0.5/0.5
Week 3 Review Test (results analysis)	0.25
Midterm Exam	3.0
Feedback from Midterm Exam	0.5
Chapter Quiz 11-12 (first/second attempt)	0.5/0.5
Chapter Quiz 11-12 (results analysis)	0.25/0.25
Feedback on Writing	Assignment 0.75

<b>Week 5: Other Measures of Variation</b>	<b>10.5</b>
<b>Instructor-led Discussion Board</b>	<b>2.0</b>
Week 4 Review Test (first/second attempt)	0.5/0.5
Week 4 Review Test (results analysis)	0.25
<b>Videos (4 videos on statistics technologies)</b>	<b>1.5</b>
Chapter Quiz 13-14 (first/second attempt)	1.0/1.0
Chapter Quiz 13-14 (results analysis)	0.5/0.5
Feedback on Writing Assignment	0.75
<b>Week 6: Margin of Error and Confidence Intervals</b>	<b>8.0</b>
<b>Instructor-led Discussion Board</b>	<b>2.0</b>
Week 5 Review Test (first/second attempt)	0.75/0.75
Week 5 Review Test (results analysis)	0.50
<b>Video on Abuses of Statistics</b>	<b>0.25</b>
Chapter Quiz 21 (first/second attempt)	1.0/1.0
Chapter Quiz 21(results analysis)	1.0
Feedback on Writing Assignment	0.75
<b>Week 7: Hypothesis Testing</b>	<b>11.25</b>
Research for discussion board	1.5
<b>Instructor-led Discussion Board</b>	<b>2.0</b>
Week 6 Review Test (first/second attempt)	1.0/1.0
Week 6 Review Test (results analysis)	0.75
<b>Videos (two videos on finding p-value)</b>	<b>0.50</b>
Chapter Quiz 22 (first/second attempt)	1.0/1.0
Chapter Quiz 22(results analysis)	1.0
Feedback on Writing Assignment #1 - #2	0.75/0.75
<b>Week 8: Statistical significance</b>	<b>10.5</b>
Week 7 Review Test (first/second attempt)	1.0/1.0
Week 7 Review Test (results analysis)	1.0
<b>Video on abuse of statistics</b>	<b>0.25</b>
Chapter Quiz 23 (first/second attempt)	1.0/1.0
Chapter Quiz 23(results analysis)	1.0
Final Exam	3.0
Feedback on Final Exam/Writing Assignment	0.5/0.75
<b>Total Contact Hours:</b>	<b>70.75</b>

<b>Example 3. Detailed Assignment Schedule Course Schedule</b>			
<b>Week #</b>	<b>Textbook</b>	<b>Topics</b>	<b>Assignments and Due Dates</b>
1	R.1 – R.4 (section numbers from text)	Review of basic arithmetic and algebraic concepts such as real numbers, exponents, polynomial operations, and factoring.	Homework due Sunday at 11:59 p.m. Quiz 1 due Sunday at 11:59 p.m. Discussion Board – See Rubric
<b>Hours</b>		<b>Videos: 1.5 hours; Homework: 2.5 hours; Discussion Board: 4 hours; Emails: .5 hours</b>	<b>Weekly Total: 8.5 hours</b>
2	R.5 – R.7 1.1	Review of solving basic equations, simplifying rational expressions and working with radicals and rational exponents; graphing on the coordinate plane.	MML Homework due Quiz 2 covering sections R.5 through R.7 and 1.1 due Sunday at 11:59 p.m. Discussion Board – See Rubric for posting deadlines.
<b>Hours</b>		<b>Videos: 2.7 hours; Homework: 2 hours; Discussion Board: 6 hours; Emails/Collaborate Sessions: 2 hours</b>	<b>Weekly Total: 12.7</b>
3	1.2 – 1.5	Functions and their graphs, linear functions, slope, linear equations and modeling, and solving linear equations.	Test 1 due Homework Quiz 3 on sections 1.1 -1.5 Discussion Board
<b>Hours</b>		<b>Videos: 2.5 hours; Homework: 5 hours; Discussion Board: 1 hour; Emails/Collaborate Sessions: 1 hour</b>	<b>Weekly Total: 9.5 hours</b>
4	1.5 – 1.6 2.1 – 2.3	Application problems, solving inequalities, analyzing graphs of functions, and the algebra and composition of functions.	MML Homework Assignments Quiz 4 on due Discussion
<b>Hours</b>		<b>Videos: 1.5 hours; Homework: 2.5 hours; Discussion Board: 6 hours; Email/Collaborate Session: 1.5 hours</b>	<b>Weekly Total: 11.5 hours</b>
5	3.1 – 3.4	Solving quadratic equations, complex numbers, graphing quadratic equations, solving rational and radical equations.	Test 2 covering Chapters 1-2 Homework Assignments Discussion Board Quiz 5 due
<b>Hours</b>		<b>Videos: 1.5 hours; Homework: 1.5 hours; Discussion Board: 1 hour; Email/Collaborate Sessions: 2 hours</b>	<b>Weekly Total: 6 hours</b>
6	5.2 – 5.5	Exponential functions and logarithmic functions; solving exponential and log equations	Homework Assignments due Discussion Quiz 6 due
<b>Hours</b>		<b>Videos: 1 hour; Homework: 1.5 hours; Discussion Board: 6 hours; Email/Collaborate Sessions: 2 hours</b>	<b>Weekly Total: 10.5 hours</b>
7	5.6, 6.1 and 6.3	Application problems using exponential and log equations, solving systems of equations, and an introduction to matrices	Test 3 Homework Assignments due Discussion Board Quiz 7 due
<b>Hours</b>		<b>Videos: 1.7 hours; Homework: 2 hours; Discussion Board: 1 hour; Email/Collaborate Sessions: 1 hour</b>	<b>Weekly Total: 5.7 hours</b>
8	All Sections	Final Exam	Final Exam
<b>Course Totals</b>			<b>Contact Hours: 64.4 hours</b>



