

CREDIT HOUR POLICY and PROCEDURES

CREDIT (SEMESTER) HOUR DEFINITION

A credit hour is defined as the following in keeping with the Carnegie Unit:

“One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit...or the equivalent amount of work over a different amount of time.”

*Note: Hour is determined as 50- or 60-minute class, lecture, or recitation in a 60-minute period.
(Title 34, Part 600, Section 2 of the Electronic Code of Federal Regulations)*

Course Workload Calculator

Ozark Christian College utilizes a course workload calculator built on the Carnegie Unit of calculating credit hours. Workload calculation appears in all syllabi and assists faculty members in appropriately assigning reading, assignments, and other learning experiences that are appropriate to the credit hour and course level designation.

Traditional Classroom Instruction:

Semester of instruction includes the following per each 1 credit hour of class:

- 15 weeks of 1 session per week of 50-minute course sessions in a 60-minute period.
- 1-hour final class session for final exam or other final class session.

Hybrid Classroom Instruction

A residential course with a minimum face-to-face instructional requirement of two-thirds of the course credit hours:

- Remaining instructional requirement (up to one-third of course credit hours) is accomplished through comparable online learning or other learning modality activities.
- Outside classroom expectations in addition to face-to-face and online learning activities are a minimum of two hours per credit hour.

Seminar or Winter Session Courses:

For courses that do not meet weekly, but rather over one or more days, the following is expected:

- 12-15 hours of face-to-face instruction per credit hour.
- Out-of-class student work that is a minimum of 30 hours per credit hour.

Courses with a Laboratory Hour: 3 credit hour courses that meet for extended times

Courses that require student practice and in-class student presentations will be scheduled for 4 hours per week for a 3-credit-hour course. Semester of instruction includes the following:

- 15 weeks of 3 sessions per week of a 65-minute course session.
- 3-hour final class session for final exam or other final class session.

Online Courses:

Online courses utilize a variety of learning strategies that require a high degree of student motivation and discipline. Each 8-week course is designed with an equivalent total workload of 38-45 hours/credit hour.

Internship and Field Experience Program: 2 credit hours

Non-traditional courses will be expected to meet the minimum requirement of time equivalent to the amount of time spent in a traditional classroom. There is an understanding that experiential learning may require more clock hours to reach the same level of learning.

Summer Session Internships: 2 credit hours

40 hours/week for 8 weeks which includes ministry experiences, meeting with supervisor, and completion of course work.

Semester Internship or Field Experience: 2 credit hour

20 hours/week for 15 weeks which includes ministry experiences, meeting with supervisor, and completion of course work.

ASSIGNMENT OF CREDIT HOURS

Credit hours for current courses are listed in the Courses of Instruction section of the Academic Catalog. Any change to the credit hours for a course in the Academic Catalog must be approved by the appropriate Area Council and Academic Council.

Credit hour assignment for new courses are submitted with new course proposals as outlined in the Faculty Handbook. Residential course proposals are submitted to the appropriate Area Council for approval. Any course that modifies the core requirements of any degree program will be submitted to the Academic Council and full faculty for approval. Online course proposals are reviewed by the Associate Dean of Online Learning and Online Program Advisory Committee with additional review by Area Councils as needed. The Executive Vice President of Academics makes a final approval.

Residential course schedules are set by the Academics Office for each semester. The Director of Academic Operations and Registrar verify the credit hours assigned. Online course schedules are set by the Online Learning Department for each module. The Registrar verifies the credit hours assigned.

Faculty are required to complete a course workload calculator to ensure adherence to assigned credit hours and the Carnegie Unit.