

Policy Approval Form

Gordon State College

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Credit Hour
Number	To Be Determined
Department	Academic Affairs
Policy Editor	C. Jeffery Knighton
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

To publicize the accepted policies and procedures for determining the credit hours awarded for courses.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

BOR Policy Manual Section 3.4.1; Faculty Senate Chair

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

GSC Policy Website
Academic Catalog

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton Digitally signed by C. Jeffery Knighton
Date: 2022.05.23 11:23:29 -04'00'

President Signature and Date: _____

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: _____

POLICY:

PROCEDURE:

Credit Hour Policy

Gordon State College (GSC) adheres to accepted policies and procedures for determining the credit hours awarded for courses and the credit hours required to complete degree programs. As a unit of the Board of Regents of the University System of Georgia (BOR), GSC adheres to the BOR definition of semester hours, which stipulates that, "A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour." [Board of Regents of the University System of Georgia (BOR) Policy Manual Section 3.4.1] Furthermore, although not stated in the BOR policy, GSC has always adhered to the commonly accepted practice that in lecture courses students should be spending two hours of preparation outside of class for every hour spent in class. Thus, learning outcomes for each course are based on the assumption that students will have a minimum of 750 minutes of instructional time and 1500 minutes spent in out of class preparation, for a total of 2250 engaged minutes for each credit associated with the courses they are taking.

In determining the amount of credit awarded for each course, GSC utilizes three pieces of information:

1. The total amount of engagement time necessary to meet learning outcomes. [Total engagement time = classroom time + lab/clinical/intern time and/or private minimum expected study time]
2. The professional determination of qualified faculty who develop and teach the course, as to the appropriate amount of engagement time, and credit hours awarded.
3. The Faculty Senate Academic Policy Committee recommendation, and Senate approval, for new courses and course changes.

As demonstrated in the chart below, GSC allocates 750 minutes of instruction per semester to students for every one semester credit hour of course work. With the expectation that students will spend 1500 minutes outside of class per credit hour, the cumulative expected engagement per semester per credit is 2250 minutes.

Number of Credit Hours	Instructional Minutes per Semester	Minutes Outside of Class per Semester	Cumulative Expected Engagement
1	750	1500	2250
2	1500	3000	4500
3	2250	4500	6750
4	3000	6000	9000
5	3750	7500	11250
6	4500	9000	13500
7	5250	10500	15750
8	6000	12000	18000
9	6750	13500	20250
10	7500	15000	22500
11	8250	16500	24750

12	9000	18000	27000
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Lecture-based Courses

Lecture-based courses that meet in a face-to-face setting meet 750 minutes per credit hour. While most of these courses meet over a 15 week period, the total minutes spent in class are the same regardless of whether the course meets over a full semester, a half-semester, or any number of weeks. For each hour spent in the classroom, each student is expected to spend two additional hours in out-of-class preparation. For example, a 3 credit hour course, students spend 2250 minutes in the classroom, 4500 minutes in self-study, for a total of 6750 cumulative engagement minutes per semester.

Online and Hybrid Courses

Fully online, partially online, and hybrid courses also adhere to the same expectation that students will have a total cumulative engagement time of 2250 minutes per credit hour per semester. It is expected that all such courses contain the same amount of instruction, and meet the same learning outcome, as equivalent lecture-based courses; the only difference is in the delivery format.

Laboratory, Clinical, and Applied Courses

Laboratory, clinical, and applied courses are also required to meet the minimum total cumulative engagement time of 2250 minutes per credit hour per semester. However, with many of these courses, most of the cumulative engagement minutes will be spent in the laboratory or facility of clinical experience. There may be an expectation, depending on the specific course, that students spend out-of-class time preparing for the laboratory/clinical exercises. In the case of applied fine arts courses, the amount of face-to-face time and out-of-class preparation time may be more balanced. However, in all cases, face-to-face time plus out-of-class preparation time must equal the minimum of 2250 cumulative engagement minutes per credit hour per semester.

Internships

As with all other courses at GSC, internships are also required to meet the minimum total cumulative engagement time of 2250 minutes per credit hour per semester. However, with most of the field experiences, most of the cumulative engagement minutes will be spent at a remote worksite. There may be an expectation, depending on the specific course of study, that some face-to-face time is spent with a faculty advisor (which is factored into credit hour determination); however, in all cases, face-to-face time plus out-of-class preparation time must equal the minimum of 2250 cumulative engagement minutes per credit hour per semester.

Examples of Courses with Various Semester Hour Determinations

[first number refers to lecture hours; second to lab/clinical/work hours; third to credit hours per semester]

- (3-0-3) Class meets 3 hours for lecture, 0 hours for lab, and is valued at 3 semester hours of credit. Each semester credit hour is 750 minutes; therefore, this class must meet 3 x 750 minutes or 2,250 minutes per semester. The total engagement time for the semester is 6750 minutes. If the semester is 15 weeks, that is equivalent to 150 minutes per week. If the class meets 3 days a week, it meets 50 minutes per day. If the class meets 2 days per week, it meets 75 minutes per day.
- (4-0-4) Class meets four hours for lecture (or 3,000 minutes) per semester. If the semester is 15 weeks, that is equivalent to 200 minutes per week. If the class meets 3 days a week, it meets 100 minutes per day. If the class meets 2 days per week, it meets 150 minutes per day. The total engagement time for the semester is 9000 minutes, with 6000 of those minutes expected out of class.
- (3-2-4) This is an example of a 4 credit hour Biology class. The lecture meets three hours (or 2,250 minutes) per semester. The lab meets two hours (or 1500 minutes) per semester. Because the total expected engagement time for this lecture/lab course is 9000 minutes per semester, the total expected out-of-class preparation time is 5250 minutes per semester.
- (0-18-6) This is an example of an internship. This experience does not have a lecture component. As this is a 6 credit hour experience, it is expected that there will be a minimum of 13,500 total engagement minutes per semester. All of those hours are spent in an off-site work setting.
- (3-0-1) This is an example of a music ensemble course. This course is a 1 credit hour course, requiring a total engagement of 2250 minutes per semester. This course differs from other courses, in that all of that engagement is expected to take place in the classroom.