

Policy: **Credit/Contact Hour**

Responsible for Policy: Academic Affairs

Most recent approval date: Fall 2017

### **Policy Statement**

Finger Lakes Community College will grant credit hours in accordance with the SUNY policy titled *Credit/Contact Hour*. The following is to address additional situations and clarify language from that policy.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

Semester credit hours are granted for various types of instruction as follows:

#### **I. Lecture, seminar, quiz, discussion, recitation**

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session.

#### **II. Activity supervised as a group (laboratory, field trip, practicum, workshop, group studio)**

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

#### **III. Supervised individual activity (independent study, individual studio, tutorial)**

One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.

#### **IV. Full-time Independent Study (student teaching, practicum)**

If a student's academic activity is essentially full-time (as in student teaching), one semester credit hour may be awarded for each week of work.

#### **V. Experiential Learning**

At its discretion, Finger Lakes Community College may award credit hours for learning acquired outside the college and which is an integral part of a program of study. When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.

Note: This was approved by the Curriculum Committee and Academic Senate Spring 2017 but has not been presented to the Board of Trustees as of 10-6-17.

## **VI. Credit by Examination**

At its discretion, Finger Lakes Community College may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

## **VII. Short Sessions**

Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term, normally at no more than one credit per week of full-time study.

## **VII. Alternate Modalities**

Courses taught through alternate modalities (e.g. hybrid, online, concurrent enrollment or travel) must meet the same credit hour requirements. Activities that require faculty and student engagement (e.g. discussions, facilitated group work, assigned readings, exams) must be documented in order to show equivalent instructional time.

### **Reason for Policy**

This policy is designed to ensure that the College complies with applicable provisions of the NYS Education Law and NYS Education Department regulations.

### **Applicability of the Policy**

All College employees and students should be familiar with this policy.

### **Definitions**

Credit Hour: one semester credit hour is equivalent to fifteen sessions of 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student or equivalent.

### **Related Documents**

- ☐ SUNY Policy: *Credit/Contact Hour*
- ☐ FLCC Policy/Procedures: Grading

### **Review dates/action taken:**

- ☐ May 2017: original effective date

Note: This was approved by the Curriculum Committee and Academic Senate Spring 2017 but has not been presented to the Board of Trustees as of 10-6-17.

Procedure: **Credit/Contact Hour**

Responsible for Procedure: Academic Affairs

Most recent effective date: May 1, 2017

## **Procedures**

### Courses:

All new courses will be submitted for peer review through the shared governance process. The submittal will contain a Course Proposal document that contains the essential information required for credit hour assignment.

### Course Scheduling:

Once a course is approved through the shared governance process a program area, in consultation with the department chair and the AVP of Instruction, can schedule the course. The Office of the AVP of Instruction will verify that the course is scheduled according to the appropriate credit and contact hour. In particular, if the course meets for less than 15 weeks, a proportional amount of course time will be scheduled to ensure adequate seat-time.

### Online/Hybrid:

Faculty wishing to teach a course online, must contact the Director of Online Learning, who, in consultation with the AVP for Academic Affairs approves the development of an online version of the course. The faculty member developing the online version, must go through a training process and then develop the course in consultation with the Director and Assistant Director of Online Learning to make sure best practices in instructional design, pedagogy, and accessibility are used in translating the course from a face-to-face to online format. Once a course is developed online, it will be reviewed based on the Open SUNY Course Quality Rubric (OSCQR) and assessed as part of the normal program review process, i.e. academic assessment at FLCC covers all modalities of a course. Based on a rotating schedule, the Office of Online Learning reviews all online courses using the OSCQR process. During this process online courses are reviewed to make sure that the instructional methods and design used meet the credit and contact hours prescribed by the course.

### Concurrent Enrollment:

Scheduling for concurrent enrollment courses is verified by the Office of Concurrent Enrollment when the course outline is submitted by the Concurrent Enrollment faculty, each time a course is offered. This course outline specifies course scheduling information to show both in-class time requirements and out-of-class time expectations are equivalent to the on campus course. The Department Chair for the relevant course being offered also receives a copy of these course outlines in order to continually verify that the course is in compliance with the on campus version of the course.

### Other Applied Learning Courses:

Courses for which the significant instruction time occurs over a short period of time, in a location-based setting (e.g. travel courses) requires additional documentation to justify the credit hours. If the credit awarded exceeds the typical 1 credit per week of the experience then additional contact hours must be detailed. These contact hours can be either pre or post experience and can occur face-to-face or online. Regardless the documentation to justify the credit hours must be approved by the Curriculum committee at course creation and overseen by the AVP of Instruction and Department Chair during course scheduling and delivery.

## **Forms/Online Processes**

- Forms and online processes for new course development are housed with the Office of the AVP for Academic Affairs
- Forms and online processes for Online/Hybrid course development are housed with the Office of Online Learning
- Forms and online processes derived from the FLCC Policy/Procedures: Grading

## **Review dates/action taken:**

May 2017: original effective date