

## Policy AA2.02: Credit Hours

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer
Initial Policy Approval Date	August 23, 2013
Current Revision Approval Date	July 25, 2019
Procedure Effective Date	July 25, 2019

### Policy

American Sentinel College defines one credit hour in its course-based programs as 15 actual hours of student engagement in the online classroom and an additional 30 hours of student course engagement through readings, homework and out-of-class work. For each three-credit-hour course, students are expected to participate in in-class (online) student engagement for at least 45 hours and complete 90 hours of work outside the classroom.

### Guidelines

For courses that include practice experiences\* each 3-credit hour course that includes both didactic activities and practice experiences includes one of the following:

- in-class (online) student engagement for at least 30 hours, 45 hours of practice experiences and 60 hours of work outside the classroom.
- in-class (online) activities for at least 35 hours, 30 hours of practice experiences and 70 hours of work outside the classroom.
- in-class (online) activities for at least 40 hours, 15 hours of practice experiences and 80 hours of work outside the classroom.

\*including practice learning experiences (PLE), practicums (P), simulation (S), precepted practice experiences (PPE) and capstone hours (CH)

### Procedure

#### Determining Course Credit Hour Assignment

At the time of a course revision or a new course creation, the Subject Matter Expert (SME) for the course will complete a Clock to Credit hour worksheet for the course that is being developed or revised. This worksheet is submitted to the Curriculum Committee along with all of the other course materials for the committee to review. Overall total of hours of work should be at least 135 hours for a 3 credit course. The Curriculum committee can make recommendations for changes if the hours are below or significantly above the recommended number of hours. All the course materials for the curriculum committee are housed in the Curriculum Moodle workroom.

## **Credit Hour Validation Process**

“Validation of Time on Task Data,” is pulled from the American Sentinel College end of course surveys. These surveys are conducted at the end of every term for every course and program in the university. The end of course survey asks students to indicate how much time they spend each week on the following activities:

- Reading
- Working on course assignments
- Discussion questions
- Library Research
- Discussion with the course Professor

Five to ten percent of the courses will be randomly assessed every term and the average time on task will be reviewed by nursing leadership, Curriculum Committee and Assessment committee. Recommendations can then be made regarding the workload of the various courses and if the amount of time and work is appropriate for the course. Modifications to the course requirements can be made as needed.

## **Related Documents/References**

- Student Handbook
- Faculty Handbook
- Academic Catalog

## **Definitions**

- None

## **Revision History**

- November 18, 2015 – Added language for project-based programs.
- October 1, 2013 – Policy modified to include references to practice experience.
- July 25, 2019 – Removed “Competencies” from the policy and updated the procedure to include both “Determining Credit Hour Assignment” and “Credit Hour Validation.”-Abigail
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- 3/1/2021: Updated branding for Post University - AHB