

EDISON STATE COMMUNITY COLLEGE CREDIT HOUR POLICY

All credit-bearing degrees and certificate programs are approved by the Ohio Department of Higher Education (ODHE). Calculation of credit hours for courses within the degree and certificate programs follows ODHE guidelines which are consistent with the U.S. Department of Education's definition of a credit hour.

U.S. Department of Education Definition of a Credit Hour

A credit hour is an amount of work that reasonably approximates not less than

- One hour of classroom or direct faculty instruction and a minimum of two clock hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

The regulations make an exception to this definition in the case of programs that are subject to one of the clock-hour/credit-hour conversion formulas as described below:

- A semester hour must include at least 37.5 clock hours of instruction
- Conversion: Number of clock hours in the credit-hour program/37.5

U.S. Department of Education definition of a clock hour:

- A 50 to 60 minute class, lecture, or recitation in a 60 minute period;
- A 50 to 60 minute faculty-supervised laboratory, shop training, or internship in a 60 minute period; or
- 60 minutes of preparation in a correspondence course

Ohio Department of Higher Education (ODHE) Standard Definitions of Instructional Arrangements and Guidelines for the Awarding of Academic Credit

The number of credits which should be awarded for the completion of courses in associate degree programs is determined by the instructional arrangements as follows:

- (1) *Classroom hour:* A classroom hour is a nominal hour (fifty minutes) of formalized instruction, conducted on- or off-campus, in which the teacher presents an educational experience to students, applying any combination of instructional methods.

This definition is applicable only when the course organization requires that the instructor bear the primary responsibility for the instructional activity and is directly involved with all students in the class. Students will be expected to work at out-of-class assignments on a regular basis which, over the length of

the course, would normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the classroom hour for credit purposes.

- One credit (quarter or semester) shall be awarded for each classroom hour which is scheduled in the standard week of the quarter or semester.

(2) *Laboratory hour*: A laboratory hour is fifty minutes of educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

- One credit (quarter or semester) shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is required. One credit (quarter or semester) shall be awarded for a minimum of two laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following-up the laboratory experience.

(3) *Clinical laboratory hour*: A clinical laboratory hour applies only to health technology programs. A clinical laboratory consists of a fifty minute period during which students are assigned to laboratory sections which meet at a health-related agency rather than in on campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by regular faculty members, full-time or part-time, of the college.

- Credit hours for the clinical laboratory experience will be awarded on the same basis as laboratory hours.

(4) *Directed practice hour*: This definition applies primarily to programs in the health technologies. A directed practice hour consists of a sixty-minute period during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the college, may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience.

The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.

- One credit (quarter or semester) shall be awarded for a minimum of five clock hours of directed practice in a week

(5) *Practicum hour*: A practicum hour is an on- or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once biweekly, provides the final grade, and teaches at least one course on the campus.

Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar.

- One credit (quarter or semester) shall be awarded for a minimum of seven clock hours per week in a practicum. A maximum of thirteen quarter (or nine semester) credit hours may be earned in practicum, or any combination of practicum cooperative work experience, over the associate degree program.

(6) *Cooperative work experience*: A cooperative work experience is on- or off-campus paid employment. It augments formal classroom instruction. The experience is coordinated by a faculty member of the college who visits the job site for a conference with the student and supervisor at least once during the quarter or semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer.

Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

- One credit (quarter or semester) shall be awarded for a minimum of ten clock hours of cooperative work experience which is scheduled during a week. A maximum of thirteen quarter (or nine semester) credit hours may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program.

(7) *Field experience*: Field experience is planned, paid work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the quarter or semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

- One credit (quarter or semester) shall be awarded for a minimum of twelve clock hours of field experience which is scheduled during a week. A maximum of thirteen quarter (or nine semester) credit hours may be earned in field experience, or in any combination of field experience, cooperative education experience, and practicum over the associate degree program.

(8) *Observation hour*: An observation hour is an hour during which students participate in an educational experience as observers of practitioners representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience.

- One credit (quarter or semester) shall be awarded for a minimum of fifteen clock hours of observational experience in a week.

(9) *Seminar*: A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member.

- Credit is awarded for seminar hours on the same basis as that for the classroom hour discussed above.

(10) *Miscellaneous applications courses*: Courses in this category are those for which extended periods of concentrated practice are required of the student subsequent to sessions of individualized instruction. Courses in applied music and journalism or courses of an independent study nature are examples.

Instructors who teach such courses have primary responsibility for assigning the work activity or skills objectives to the student and personally provide whatever instruction is required. In addition, the instructor periodically assesses the student's progress, and assigns the final grade.

- One credit (quarter or semester) shall be awarded for a minimum of seven scheduled clock hours of such activity per week.

Edison State Course Delivery Formats

The above standards apply to all credit-bearing courses regardless of delivery format. Edison State defines the various delivery formats as follows:

Traditional Courses

Courses generally conducted in a lecture format with the instructor and the students meeting in person on an Edison State campus, following the time requirements for a credit hour listed above.

Accelerated Courses ►

Accelerated courses at Edison State meet for eight weeks and twice as many hours per week as required for traditional courses. Fundamental business, math, computer and humanities classes are among the accelerated offerings. Two eight-week terms are scheduled for each Fall and Spring semester.

Flex Courses ►

Flex courses have a flexible format where students spend less time in the classroom and more time working on their own. These classes are offered in both 8-week and 16-week time frames. The same amount of material is covered in flex classes as in regularly scheduled classes. Students will need to do more homework and activities on their own and need to be self-directed with good time management skills.

Online Courses ►

Online courses are asynchronous and use the same syllabus and text as an on-campus class. Students are required to use tools such as the internet and email to communicate with the professor and others in the class, as well as to complete assignments. Online courses are identified by the section numbers 8xx in WebAdvisor. Online meeting time and/or on-campus testing may be required by some courses and/or instructors.

Web-Flex Courses ►

Web-Flex is a combination of a flex and online course. Students spend half of their time in class as normal and communicate via Blackboard or another web-based course management system the balance of the time.

Synchronous Distance Learning Courses ►

Students may choose to attend synchronous distance learning courses in one of two ways:

1. Courses scheduled in multiple classrooms on Edison State campuses that are connected via distance learning technology
2. Courses not scheduled in a particular classroom on an Edison State campus but still requiring a specific class meeting time via distance learning technology

Clinicals – A supervised nursing practice experience which involves any component of direct patient care and under direct supervision of an instructor or subject matter expert.

Lab – A period of study where students demonstrate a working knowledge of the information taught in lecture through simulation or mock training aids within a controlled educational environment under the direct supervision of an instructor or subject matter expert.

Supervision of external arrangements for student learning, which are defined as the following:

Internship – A final course of study undertaken by students and graduates looking to gain relevant skills and experience in a particular field; conducted under the guidance and intermediate supervision of an instructor; a period of work experience offered by an organization for a limited period of time used for a wide range of placements in businesses, non-profit organizations and government agencies. Internships may be paid or unpaid.

Externship – Experiential learning opportunities, similar to internships but generally shorter, provided by partnerships between educational institutions and employers to give students short practical experiences in their field of study; conducted under the guidance and intermediate supervision of an instructor. Externships are generally unpaid.

Practicum – A course of study designed especially for the preparation of teachers and clinicians that involves the supervised practical application of previously studied theory; conducted under the guidance and intermediate supervision of an instructor.

Directed Practice – Applies primarily to programs in the health technologies, during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the college, may be used for the direct supervision of students, and for the delivery of part of the didactic phase of the experience. The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a week.

Time Comparisons for Different Class Delivery Formats ►

Class Format	Class Time per Week	Study Time per Week	Total Time per Week		Length of Class		Total Time to Complete Course
Traditional	3 hours	6 hours	9 hours	x	16	=	144 hours
Accelerated	6 hours	12 hours	18 hours	x	8 weeks	=	144 hours
Flex	1.5 hours	7.5 hours	9 hours	x	16	=	144 hours
Accelerated Flex	3 hours	15 hours	18 hours	x	8 weeks	=	144 hours
Web-Flex Online	Varies	Varies	9 hours	x	16	=	144 hours
Synchronous Distance	3 hours	6 hours	9 hours	x	16	=	144 hours

Table is based on a typical 3 credit hour course.