


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: replaces credit hour allocation from 8/18/11
1/17, 2/17, 5/18, 3/20, 4/22, 11/22

No: 2-C-900-10
Last Review Date: July 2024
Required Review Date: January 2028
Administrative Unit: Dean, Enrollment Management
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Credit Hour Allocation

PURPOSE: To provide a detailed explanation of Allen College's measurement of credit hour in terms of the amount of time students are expected to engage in to comply with the U.S. Department of Education definition.

EFFECTIVE FOR: All Allen College students

POLICY: The U.S. Department of Education (USDE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity.

The Federal definition states: "A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- 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;
- Or at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work and other academic work leading toward the awarding of credit hours."

At Allen College, semester hours of credit are awarded by the "Carnegie Unit" method. 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. Classes offered in this format provide a 10-minute break between each 50-minute period. A credit hour is the basic unit of measure for college credit. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class and the amount of outside work expected in order to prepared for the class. Most courses at Allen College are offered for three semester hours of college credit. This means that the student invests the equivalent of three hours per week in the formal instruction process for each three-hour course.

Outside preparation such as homework is documented in the curricular materials and syllabi. Further, the evaluation of homework or out of class student work must be identified as a grading criterion and weighted appropriately in the determination of a final grade for a course or module.

Courses which include lecture, laboratory and/or a clinical component shall use the appropriate credit hour-contact hour ratio defined in the procedure section to meet required course outcomes as well as specialty certification or licensure requirements.

PROCEDURE:

1. The College generally follows a semester system in which the academic year is divided into two instructional semesters with each having approximately 15 weeks of instruction plus a final examination period. Summer terms range from 3 to 15-week sessions depending on the nature of the work expected. College courses taught in a shorter period of time than regular semester courses shall meet the same number of hours for both lecture and laboratories as required if offered on a semester basis.
2. For courses using a portion of distance education modalities Allen College defines a credit hour as 15 hours of student engagement in the online classroom, with between 15-45 hours of student course engagement through readings, homework and out of class work. For each 3 credit hour course, students are expected to have 45 hours of student engagement, with between 45-120 hours of coursework external to the classroom. Out of classroom time varies by course in the associate degree, upper division courses in the bachelor's degree and graduate courses.
3. DNP scholarly project work takes place throughout the program of study and includes documentation of hours spent on scholarly activities related to the project as well as to faculty guidance and seminar hours. Credit hour allocation for the scholarly project is designated as courses listed under 'Clinical Scholarship.' Total credit hours of Clinical Scholarship equates to 4 credit hours and approximately 400 contact hours.
4. Credit hour allocation in which the predominant instructional mode takes place in a laboratory or clinical setting as well as through internships or precepted experiences is as follows and varies among degree level and programs requirements. Students receive hands-on learning experiences and are generally under the direct supervision of an instructor in the laboratory and/or clinical settings. Work is normally completed in the learning environment but includes out-of-class assignments. The amount of homework or out-of-class work or preparation for this mode should be equivalent to that expected in the classroom setting, i.e., a minimum of two hours per credit hour.
5. Students in precepted or internship settings are under the supervision of a preceptor. This mode includes working with or under the direction of professional practitioners. The learning activity must be based on a written agreement with the participating provider.

*Credit hour-contact hour ratio by program for laboratory, clinical/fieldwork and/or precepted courses

ASR –	1 credit hour=70 hours for clinical 1 credit hour=3 contact hours/week X 15 weeks for laboratory
DMS –	1 credit hour=53 hours for clinical 1 credit hour=3 contact hours/week X 15 weeks for laboratory
MLS –	1 credit hour=40 hours for clinical 1 credit hour=3 contact hours/week X 15 weeks for laboratory
BSN –	1 credit hour=3 contact hours/week X 15 weeks for laboratory and clinical
MSN –	1 credit hour=5 contact hours/week X 15 weeks for laboratory and clinical
DNP –	1 credit hour=5 contact hours/week X 15 weeks for laboratory and clinical 1 credit hour = for clinical scholarship, an average of 7 contact hours/week x 15 weeks, with a total of 400 hours required upon graduation.
DPT –	1 credit hour=80 hours for professional practice 1 credit hour=2 contact hours/week X 15 weeks for laboratory
MS in OT –	1 credit hour=3 contact hours per week for 15 weeks of laboratory and 1 credit hour=42 contact hours of fieldwork
MI –	1 credit hour=80 hours for clinical
OTD -	1 credit hour=3 contact hours per week for 15 weeks of laboratory and 1 credit hour=64 contact hours of fieldwork II/capstone

*Weekly contact hour requirements will vary for summer courses and those not following the semester schedule. Contact hours will be dependent on the number of weeks during which the course is required while maintaining the same credit hour-contact hour ratio.