

# JAMESTOWN COMMUNITY COLLEGE

## State University of New York

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### Assignment of Course Credit Hours Policy

All courses taken for credit at Jamestown Community College which are applied toward completion of degree and certificate completion requirements conform to applicable state and federal regulations concerning assignment of credit hours. The following provides information concerning course credit hour assignment policies.

#### **I. Credit Hour Definitions**

##### **New York State:**

All credit-bearing degree and certificate programs at Jamestown Community College are approved by the New York State Education Department (NYSED). Calculation of credit hours for these programs follows NYSED guidelines, which are consistent with the U.S. Department of Education's definition of a credit hour.

Codes, Rules and Regulations of the State of New York, Title 8 – Education Department, Chapter II – Regulations of the Commissioner, Subchapter A – Higher and Professional Regulations, Part 50 – General, Section 50.1 (o) stipulations the following: *“Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relations to the credit granted for study during the two semesters that comprise an academic year.”*

Section 52.2(c)(4) stipulates: *“A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only: (i) when approved by the commissioner as part of a registered curriculum; (ii) when the commissioner has granted prior approval for the institution; or (iii) in the event of a temporary closure of an institution by the State or local government as a result of a disaster, as defined in section 50.1(w) of this Title, when the commissioner has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.”*

##### **U.S. Department of Education:**

Electronic Code of Federal Regulations, Title 34: Education, Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A – General, Section 6002 stipulates the following: *“Credit hour: Except as provided in 34 CFR 668.8(k) and (l), 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 – (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) 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, practica, studio work, and other academic work leading to the award of credit hours.”*

U.S. Department of Education guidance on Program Integrity regulations related to the credit hour

(<http://ifap.ed.gov/dpccletters/attachments/GEN1106.pdf>) also stipulate: *The credit-hour definition does not dictate particular amounts of classroom time versus out-of-class student work. Further note that the definition provides that a credit hour may be for an equivalent amount of work over a different amount of time. There is no requirement that a 3-semester hour course meets 3 hours per week during a semester or a 3-quarter-hour course meets 3 hours per week during a quarter. The requirement is that the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter hour. For example, an institution with a semester-based calendar has a graduate seminar for which is award 3 semester hours. The class meets only one hour per week over a 15-week semester with the students expected to perform a substantial amount of outside research that is the equivalent of 8 or more hours of student work each week of the semester. For purposes of the Federal definition, the institution would be able to award up to 3 semester hours for the course.”*

## II. Credit Hour Assignment Policies

All semester/credit hours awarded by Jamestown Community College will conform with the definitions listed above. Therefore, all units of credit awarded will conform with the federal and state definitions. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education.

Jamestown Community College generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks, and an additional 3 days for exams. Summer terms are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required.

### Curriculum Development Process

Faculty and program administrators are responsible for developing, maintaining, and evaluating the curriculum within an academic program, although the President's Council retains final control and approval of the curriculum. Assignment of credit hours for courses is determined within the program based on faculty expertise and course student learning objectives. Existing courses have been evaluated for adherence to the federal credit hour regulation when each was approved through the curriculum approval process. Course student learning outcomes are assessed/reviewed once every three years, or as offered. If credit hour calculations need to be reviewed, it is done at that time. New courses are reviewed during the curriculum approval process.

The Curriculum Committee reviews and approves all courses and curricula. During the review/approval process, the committee determines if the proposed course meets the minimum credit hour policy. The committee is also charged with certifying that the expected student learning for the course may be met in the proposed time frame of the course and if the students learning outcomes are appropriate for the level of the course (imputed, freshman, or sophomore).

Approved courses are sent to the Director of Academic Affairs for inclusion in the College Catalog. The Director and the academic affairs assistants reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned, or otherwise notes when course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the appropriate dean and/or program director for correction or explanation.

The following chart provides general guidance on how credit hours translate to in and out of class time required.

Course Type	Abbr.	Credit(s)	Minimum Instructional Time	Minimum Out of Class Time	Total Minimum Time Required
<b>Lecture</b>	LE		<i>1:1 Ratio</i>	<i>2:1 Ratio</i>	
		1	750 minutes = 12.5 hours	1500 minutes = 25 hours	2250 minutes = 37.5 hours
		2	1500 minutes = 25 hours	3000 minutes = 50 hours	4500 minutes = 75 hours
		3	2250 minutes = 37.5 hours	4500 minutes = 75 hours	6750 minutes = 112.5 hours
		4	3000 minutes = 50 hours	6000 minutes = 100 hours	9000 minutes = 150 hours
<b>Instructional Method Options</b>		<b>Code</b>			
face-to-face		000			
online		002			
blended (online & face-to-face)		004			

<b>Lecture with additional required course</b>	LR		<i>1:1 Ratio</i>	<i>2:1 Ratio</i>	
		1	750 minutes = 12.5 hours	1500 minutes = 25 hours	2250 minutes = 37.5 hours
		2	1500 minutes = 25 hours	3000 minutes = 50 hours	4500 minutes = 75 hours
		3	2250 minutes = 37.5 hours	4500 minutes = 75 hours	6750 minutes = 112.5 hours
		4	3000 minutes = 50 hours	6000 minutes = 100 hours	9000 minutes = 150 hours
<b>Instructional Method Options</b>		<b>Code</b>			
face-to-face		000			
online		002			
blended (online & face-to-face)		004			

Course Type	Abbr.	Credit(s)	Minimum Instructional Time	Minimum Out of Class Time	Total Minimum Time Required
<b>Interactive Television</b>	ITV		<i>1:1 Ratio</i>	<i>2:1 Ratio</i>	
		1	750 minutes = 12.5 hours	1500 minutes = 25 hours	2250 minutes = 37.5 hours
		2	1500 minutes = 25 hours	3000 minutes = 50 hours	4500 minutes = 75 hours
		3	2250 minutes = 37.5 hours	4500 minutes = 75 hours	6750 minutes = 112.5 hours
		4	3000 minutes = 50 hours	6000 minutes = 100 hours	9000 minutes = 150 hours
<b>Instructional Method Options</b>		<b>Code</b>			
face-to-face		000			
blended (online & face-to-face)		004			
<b>Lecture/Lab</b>	LL		<i>1.5:1 Ratio</i>	<i>2:1 Ratio</i>	
		1	1125 minutes = 18.75 hours	1500 minutes = 25 hours	2625 minutes = 43.75 hours
		2	2250 minutes = 37.5 hours	3000 minutes = 50 hours	5250 minutes = 87.5 hours
		3	3375 minutes = 56.25 hours	4500 minutes = 75 hours	7875 minutes = 131.25 hours
		4	4500 minutes = 75 hours	6000 minutes = 100 hours	10500 minutes = 175 hours
<b>Instructional Method Options</b>		<b>Code</b>			
face-to-face		000			
blended (online & face-to-face)		004			
<b>Lab</b>	LA		<i>3:1 Ratio</i>	<i>Variable</i>	
		1	2250 minutes = 37.5 hours	*	2250 minutes = 37.5 hours
		2	4500 minutes = 75 hours	*	4500 minutes = 75 hours
		3	6750 minutes = 112.5 hours	*	6750 minutes = 112.5 hours
		4	9000 minutes = 150 hours	*	9000 minutes = 150 hours
<b>Instructional Method Option</b>		<b>Code</b>			
face-to-face		000			
<b>Fieldwork</b>	FW		<i>3+:1 Ratio (Max of 3 cr/course)</i>	<i>Variable</i>	
		1	40-45 hours	*	45 hours
		2	85-90 hours	*	90 hours
		3	135+ hours	*	135+ hours
<b>Instructional Method Option</b>		<b>Code</b>			
face-to-face		000			
<b>Internship</b>			<i>3+:1 Ratio</i>	<i>Variable</i>	
<b>Formal-Paid</b>	IFP		40-45 hours	*	45 hours
<b>Formal-Unpaid</b>	IFU		85-90 hours	*	90 hours
<b>Independent-Paid</b>	IIP		135-170 hours	*	170 hours
<b>Independent-Unpaid</b>	IIU		180+ hours	*	180 hours
<b>Instructional Method Option</b>		<b>Code</b>			
face-to-face		000			
<b>Independent Study</b>	IS		<i>No Ratio</i>		
<b>Instructional Method Options</b>		<b>Code</b>			
face-to-face		000			
online		002			
blended (online & face-to-face)		004			

\*Some time is expected – but varies by course/experience.

### **III. Definitions**

**Accelerated Courses:** Courses offered in a compressed time-frame in which the credit hours offered are the same as standard courses and the content and student learning outcomes are the same as those in the standard semester. These courses must meet the total amount of instructional and student work time as the examples charted, even if delivered within an accelerate time frame.

#### **Instructional Methods**

**Face-to-Face:** Campus-based courses offered entirely face-to-face, delivered in real time.

**Online:** Courses offered entirely online without any on-site face-to-face meetings. These courses have the same student learning outcomes and substantive components of a standard course with an alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: a) regular instruction or interaction with a faculty member once a week for each week the course runs; b) academic engagement through interactive tutorials, faculty moderated group discussions, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet the total amount of instructional student work time as the examples charted, even if delivered online or asynchronously.

**Blended:** Courses offered in a blended format with one or more on-site face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a faculty member. Contact time is assessed using both on-site definitions (for the on-site portion) and online definitions as above (for the online portion). In all such instances, these courses must meet the total amount of instructional and student work time as charted above, even if delivered online or asynchronously.

#### **Schedule Types**

**Lecture:** Lecture describes instruction where new material is presented by the instructor(s) with or without some discussion, but discussion is not the primary purpose of the meeting.

**Lecture (with additional required course):** Lecture describes instruction where new material is presented by the instructor(s) with or without some discussion, but discussion is not the primary purpose of the meeting. Course has an independent Lab, Fieldwork, or Internship course required (as a separate CRN). Additional course may be graded separately or as part of the Lecture course.

**Interactive Television:** Equivalent to a Lecture course, but offered via interactive television.

**Lecture/Lab:** Used only when a joint lecture/laboratory course cannot be appropriately decomposed into its component pieces. Use of this value is discouraged.

**Lab:** Laboratory describes instruction where a group of individuals under supervision are presented new material in a setting with facilities, instruments, or equipment specific to the purpose of the meeting.

**Fieldwork:** Fieldwork describes instruction in a supervised clinical/medial, social work, or school setting where students have an opportunity to apply the theoretical knowledge they have acquired.

**Internship:** Applied and supervised learning experience where students gain practical experience following a negotiated and/or directed plan of study.

**Independent Study:** Independent Study describes instruction where a student works with minimal faculty direction; therefore, no faculty member is reported (e.g., music practice study, independent research, etc.)