

A. POLICY STATEMENT

The academic credit hour is the unit of credit at Stephens College, consistent with the standard established through the Carnegie Classification of Institutions of Higher Education. The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction, and applies to all credit granted by Stephens College, whether through programs on or off campus, or through transfer from other institutions.

B. PURPOSE

To establish transparent and consistent standards for credit-hour assignment across all Stephens College academic programs.

C. SCOPE

This policy establishes credit-hour standards for all academic degree programs at Stephens College.

D. DEFINITIONS

A **credit hour** is an amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is the equivalent of one hour (50 minutes) of direct faculty instruction, and two hours (100 minutes) out-of-class student work over the equivalent of 15 weeks of instructional time.

A **week of instructional time** is defined as any seven-day period in which at least one day of regularly scheduled instruction or examination occurs; instructional time does not include vacation time, homework, or periods of counseling or orientation.

Academic engagement includes but is not limited to classroom attendance, examinations, practica, laboratory work, internships, and supervised studio work. In the case of distance education, academic engagement would include, but not be limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that was assigned by the institution; contributing to an academic online discussion; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Merely logging into the electronic classroom does not constitute academic engagement.

RESPONSIBILITIES

Faculty, under the guidance of the Academic Deans and the Vice President for Academic Affairs, are responsible for ensuring that all coursework at Stephens College meets the minimum standards of academic engagement per credit hour, consistent with this policy.

E. PROCEDURES

Determination of the amount of academic credit awarded for each course is made by the Curriculum Committee or the Graduate Council based on accrediting agency guidelines and federal regulations. Documentation of compliance includes course syllabi and class schedules. The Vice President for Academic Affairs, working with the Registrar, will review and approve all course proposals to ensure consistency in standards and credit assignment.

F. CONTACT

The Office of the Vice President for Academic Affairs