



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Semester Credit Definition
Approval Authority:	Dean's Council
Responsible Executive:	Associate Dean Academics
Responsible Office(s):	Dean's Council
Effective:	January 2020
Expires:	January 2024
Last Review Date:	N/A
Next Review Date:	N/A

Semester Credit Definition

Policy Statement

The United States Department of Education requires that post-secondary institutions develop written policies regarding assignment of credit hours that conforms to the definition of a Credit Hour (§§ 600.2, 602.24, 603.24, and 668.8).

Noorda-COM awards semester credit based on 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 to no less than 750 minutes (12.5 clock hours) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes) for a total of 2,250 minutes or 37.5 clock hours for each semester credit awarded. Additionally, Noorda-COM recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. As such, Noorda-COM utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished.

Guidelines – Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:

- Time required of students to complete assigned learning activities;
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus;
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms; and
- Time required of course/section faculty and students to participate in online conference activities.

Entities Affected by the Policy

All offices within Academic and Clinical Affairs
Registrar's Office
Financial Aid Office
Faculty
Students

Definitions

Academic hour - 50 minutes

Learning Objectives – 4.5 Learning Objectives is equivalent to one (1) academic hour of didactic instruction

Didactics - 12.5 clock hours of didactic instruction (plus 25 clock hours of student out-of-class independent learning) = one (1) semester credit.

Small group discussions and learning activities are considered the same as didactics for credit hour calculation purposes.

Labs – 25 clock hours of formalized instruction (plus 12.5 clock hours of student out-of-class independent learning) = one (1) semester credit.

Clerkships, Directed Study, Independent Study, Practicum and Research - 37.5 clock hours of instruction and/or student out-of-classroom independent learning in any combination = one (1) semester credit.

Responsibilities

Curriculum Committee Reviews course proposals and schedules to ensure appropriate contact time for credit value proposed/awarded.

Registrar Ensures appropriate credit values are recorded to student transcripts based on course proposals and schedules.

Violations of the Policy

Failure to comply with minimum semester credit calculations may jeopardize not only Noorda-COM's eligibility to receive federal financial aid/Title IV funding, but also our regional accreditation status.

Interpreting Authority

Associate Dean for Academic Affairs

Statutory or Regulatory References

U.S. Department of Education Final Regulation on Program Integrity and Student Aid
(includes credit hour definition)

Relevant Links

<https://www.govinfo.gov/content/pkg/FR-2010-10-29/pdf/2010-26531.pdf>

Policy Adoption Review and Approval

Dean's Council