

Chicago State University Credit Hour Policy

The United States Department of Education requires that each institution develop a written credit hour policy that conforms to the definition of a credit hour outlined in the Federal Register (75 FR 66832 p. 66946). In this document the credit hour has been defined as:

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.

At Chicago State University, the credit hour is the unit of instruction used to quantify student learning. One credit hour is constituted by a minimum of three class work hours; where a class hour is defined as 50 minutes.¹ Typically, this will include one class hour of direct instruction and a minimum of two

Courses Meeting Fewer than 15 Weeks or Online

The credit hours awarded for a given course or academic experience must be reasonably equivalent to the standard of 3 hours combined direct instruction and student work per credit hour for a 15-week semester.

For example, a 3-credit course should require the equivalent of 9 hours of combined direct instruction and student work per week for the equivalent of a 15-week semester. Given that the class hours may consist of course activities including, but not limited to, those listed below.

Face-to-face course meetings

Virtual course meetings or student-instructor and student-student interactions

Time to read/view assigned texts or other assigned materials

Experiential learning activities consistent with the learning objectives of the course

Synthesis/processing/reflection time and activities (may be used for writing or production of creative work which may take many forms including but not limited to journals, formal papers, projects, blogs, art, music, etc.)

Clinical Experiences

Clinical experiences, participation, studies of individual pupils or clients, individual field work, and practicums both on- and off-campus. -service clinical hours (clock hours) in teacher education programs are generally associated with specific courses and do not receive academic credit independent of course credit. Credit for clinical experiences in other programs is determined in accordance with recommendations of their specific accrediting bodies or applicable state regulation. If credit hours are provided for a clinical experience course the amount of time must be reasonably equivalent to the standard of 3 hours per week, per credit hour for a 15-week semester or 37.5 hours per credit hour.

Professional practice is -generating, academic/career related, non-salaried experiences. Professional Practice sites may be located on the Chicago State University campus and with business, industry, government and other