**Credit Hour Allocation Policy (8/18/11)**

The US 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. 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-minutes 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, including an approximation of the time required for the student to complete the assignments. 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. A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction or its equivalent with a **minimum** of two hours of out of class student work each week for approximately 15 weeks for one semester of credit. At least an equivalent amount of work as required in the previous statement is expected for other academic activities including laboratory work, internships, practica, graduate projects, and other academic work leading to the award of credit hours. Courses which include lecture, laboratory and/or a clinical component will use the appropriate credit hour-contact hour ratio to meet required course outcomes as well as specialty certification or licensure requirements.

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. An exception to this is semester courses offered in 8-week sessions such as those in the RN-BSN track. Summer terms range from four to twelve 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.

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, courses in the master’s degree, and courses in the DNP (i.e., greater amount of time outside the classroom is expected for courses in the major and for graduate level coursework).

Credit awarded to MSN students for graduate project completion earns zero degree credit hours. Credit awarded is determined upon successful completion and accomplishment of required program outcomes. 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 12 credit hours and approximately 400 contact hours.

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.

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. 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.

*Credit hour–contact hour ratio by program for laboratory, clinical, 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
NMT– 1 credit hour= 50 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
*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.

**Total Credit by degree**
ASR – 80 credit hours
BS Health Science – 124 credit hours
BSN – 124 credit hours
MSN – 36-43 credit hours
DNP – 33 credit hours