2.4 CREDIT HOUR CRITERIA POLICY AND PROCEDURE

1. PURPOSE
1.1   This policy outlines the definition of a credit hour and the documentation of in-class and out-of-class hours. This directly correlates to the amount of work towards learning outcomes that must be accounted for in each course. Online courses must be equivalent to traditional course delivery.

2. SCOPE
2.1   This policy is for all faculty in the Emergency Responder Administration program.

3. POLICY STATEMENT
3.1   All faculty (full-time and part-time) shall meet the federal regulations (34 CFR 600.2) for the calculation of credit hours for a course in a semester. The minimum hours for an 8-week or 16-week course must equate to 40 in-class hours and 80-120 out-of-class hours.
3.2   All faculty shall complete a Microsoft Excel seat time calculation spreadsheet for each course in which they are the primary instructor, which documents all in-class and out-of-class hours.

4. PROCEDURE
4.1   Faculty will utilize the Microsoft Excel template to document an estimated seat time in each course. Seat time is calculated by including all in-class and out-of-class work. In-class work typically includes discussion posts, quizzes, exams, and application activities. Out-of-class work typically includes conducting research, reading material, studying for exams, reflecting, and composing formal written assignments (e.g., essays).
4.2   Faculty shall submit a seat time calculation spreadsheet to the ERA Department Head for review and approval prior to the start of each semester.
4.3   The spreadsheets will be kept on file with the ERA Department Head and made available upon request.
4.4   Faculty shall post in-class and out-of-class time estimates for each week/module in the online classroom for each course in which they are the primary instructor.

5. RESPONSIBILITIES
Compliance, monitoring, and review

5.1   The BT-ERA Department Head shall coordinate all reporting activities to ensure compliance with institutional policy and accreditation standards.

Reporting
5.2   Course timesheets shall be maintained by each primary course instructor and posted in the online classroom.
5.3   Course timesheets shall be made available to the Institutional Effectiveness and Assessment office upon request.

Records Management
5.4   Faculty must maintain an accurate seat time calculation spreadsheet for each course in each semester.

6. DEFINITIONS
6.1   Terms and definitions:

   None.

7. RELATED LEGISLATION AND DOCUMENTS
American Public University System. Retrieved from https://files.eric.ed.gov/fulltext/EJ1056395.pdf

Creighton University. Retrieved from https://www.creighton.edu/celai/planning-quality-assurance/seat-time-documentation

Higher Learning Commission
- Policy FDCR.A.10.020: *Assignment of Credits, Program Length and Tuition*.

Langston University. *Credit Hour Policy*. Retrieved from http://www.langston.edu/sites/default/files/basic-content-files/Langston%20University%20Credit%20hour%20Policy%5B1%5D.pdf

Oklahoma Christian University (2018): *Assignment of Semester Credit Hours*. Retrieved from http://www.oc.edu/services/registrar/documents/Assignment%20of%20Semester%20Credit%20Hours.pdf

Oklahoma State Regents for Higher Education
- Chapter 3 – *Academic Affairs* and Academic Affairs Procedure Manual.
  - Policy 3.19.3 *Academic Calendar Standards*.

Oklahoma State University – Stillwater
- Policy 2-0209 *Standards for Semester-Credit-Hour*.

Oklahoma State University – Oklahoma City
- *Institutional Assessment Handbook*.

Rice University. *Course Workload Estimator*. Retrieved from http://cte.rice.edu/workload#howcalculated

United States Department of Education
- 34 CFR 600 *Institutional Eligibility Under the Higher Education Act of 1965, as Amended*
  - 34 CFR 600.2 *Definitions*.
- 34 CFR 668 *Student Assistance General Provisions*.
  - 34 CFR 668.8 (k) and (l) *Eligible Program*.

University of Central Oklahoma Policy 2.11 (2012): *Credit Hour Definition and Application to Courses*. Retrieved from https://sites.uco.edu/academic-affairs/files/policiesandguidelines/2instructionandcoursework/2.11CreditHrdefinition.pdf

8. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	BT-ERA Advisory Board
Administrator	BT-ERA Department Head
Next Review Date	DRAFT 2023

Approval and Amendment History	Details
Original Approval Authority and Date	BT-ERA Advisory Board DRAFT 2018
Amendment Authority and Date	None.
Notes	July 13, 2018 to August 10, 2018 – Open comment period for administration, faculty, and students. August 13, 2018 to September 10, 2018 – Open comment period for Advisory Board. Fall 2018 Meeting – Vote to approve.

9. APPENDICES

None.