

The Department of Education and the Higher Learning Commission require that each institution of higher education develop a written credit hour policy and procedure that conforms to the federal definition of a credit hour. Additionally, ICCB has language identifying course credit hour determination in the ICCB System Rules, Section 1501.309, Course Classification and Applicability.

Carl Sandburg College's Credit Hour Policy, Policy 3.23, is approved by the Board of Trustees and gives definition to our determination of a credit hour in accordance with federal and state guidelines. A credit hour at the college uses the Carnegie Unit as the basis for definition. One semester credit equals 50 minutes of faculty instruction per week for a minimum of 15 weeks along with a minimum of two hours of out of class student work each week during the semester. An equivalent amount of work is required for all forms of learning activities, including online, blended, laboratory work, studio work, and courses meeting on a shortened schedule.

The following outlines the application of this policy and gives guidance for adherence to the policy:

1. Carl Sandburg College has elected to use a credit hour calculator to determine faculty compliance with academic activities both in class and outside of class.  
<https://shiny.justinesarey.com/riceworkloadapp/> Additionally, there is a credit hour calculator built into the online course standards form to be used for every online course offered.
2. Every faculty member will complete the calculator and submit to his/her immediate supervisor for each class taught every semester. Classroom minutes will adhere to standards outlined in this procedure.
3. Supervisors (Coordinators, Associate Deans, and Deans) will oversee this process and give direction when necessary if courses are identified as not meeting minimum standards or are exceeding time requirements.
4. As new courses are proposed, the credit hour statement along with the syllabus will be reviewed by the department head, curriculum committee, faculty council, and the faculty assembly to ensure that the credit hour statement is appropriate and that the proposed student learning outcomes and course requirements appropriately reflect the amount of credit to be awarded for the course.
5. The Vice President of Academic Services along with the Instructional Team will review the process and procedure each year to ensure compliance with the procedure and to make changes as necessary to improve the procedure.

**Classroom Minutes**

Classroom minutes can include, but are not limited to, the following types of activities and may be completed in a face-to-face or online environment: lecture and/or lecture capture, podcasts, narrated presentations, small and large group discussions, discussion boards, student presentations or performances, modeling and simulation, and various forms of assessment.

- Traditional lecture classes: 1 credit hour X 16 clock hours (using a 50 minute Carnegie unit along with the 16 week traditional semester at Sandburg) = 800 minutes
- 2 credit hours X 32 clock hours = 1600 minutes
- 3 credit hours X 48 clock hours = 2400 minutes
- 4 credit hours X 64 clock hours = 3200 minutes

Out-of-class student academic engagement may include, but not be limited to, activities such as readings, review of materials in preparation for assessments, review of media clips or films, group projects, written assignments, quantitative problem-solving, research, preparation for presentations, rehearsals, creation of studio art, and problem-solving activities. Determination of out-of-class student engagement shall comply with the standard of two hours per week for every one hour in class.

Courses offered on a shortened schedule or in alternative formats, such as blended, independent study, internships, practicums, and laboratory classes and those with clinical experiences must meet the identified student learning outcomes and provide an equivalent amount of in-class and out-of-class time as the traditional lecture course in a 16-week format.

In the event campus must close or classes must be canceled due to unforeseen circumstances, faculty will develop an appropriate means by which to recuperate the lost instructional time. Plans for recuperating lost instructional time must be:

- approved by the Dean or Associate Dean over the department or the Director of the Branch Campus;
- documented in faculty, department, and Academic Services files; and
- communicated to the impacted students using at minimum the current LMS.

Carl Sandburg College is committed to complying with commonly accepted practice in higher education and will apply this procedure to all courses in all delivery formats at all locations.