

From Educause: The sum of estimated student time spent in all class activities combined should reach the sum of DOE credit hour expectations, as defined at the beginning of this document. Activities that may qualify as "direct contact" would have the direct oversight or supervision of the course instructor. Examples include: * Interaction with posted modules or lessons written or procured by the instructor * Chat room, phone, in-person, email, or video-conference discussions with the instructor and/or other students * Discussion board or wiki posting * Presentations Activities that may qualify as "hours outside of class" are independently pursued and would include: * Reflection and study * Research * Reading * Writing, particularly writing outside of discussion boards * Individual or group projects

Calculating Credit Hours in Online and Blended Learning - presentation at the National Conference on Allied Health Education

Credit Hour Policy for Online Courses: Recommended

The federal definition of a credit hour is as follows:

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: (1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours 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 outlined in item 1 above for other academic activities established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In determining the number of credit hours attributed to an online course, the sum of estimated student time spent in all class activities combined should reach the sum of the federal definition as stated above for credit hour expectations. For example, a 3-credit-hour online course offered in a seven week timeframe should require a minimum of 135 hours of student time spent on class activities.

Activities that may qualify as "direct contact" would have the direct oversight or supervision of the course instructor. Examples include:

- Interaction with posted modules or lessons written or procured by the instructor
- Chat room, phone, in-person, email, or video-conference discussions with the instructor and/or other students
- Discussion board or wiki posting
- Presentations

Activities that may qualify as "hours outside of class" are independently pursued and would include:

- Reflection and study
- Research
- Reading
- Writing, particularly writing outside of discussion boards

- Individual or group projects

Courses taught in an online format must be equivalent to the same courses taught in the traditional format. The following guidelines will be used in online course development:

- The course syllabus should document that the course covers the same material and achieves the same student learning outcomes that would normally be expected for a traditional campus-based course. Examples of clear documentation include student learning outcomes, course objectives, course topics, and course activities (i.e. reading, assignments, discussion, projects, etc.).
- During the planning and development of online courses, faculty should estimate the amount of time the typical student will take interacting with course content. This should be equivalent to the amount of time normally expected in a campus-based course.
- Class attendance and participation may be determined by reviewing the LMS course analytics for each student, which provides detailed information about the number of page views and participations for each student.
- Courses developed specifically for online delivery must be approved through the same academic approval processes as campus-based courses, however transitioning a campus-based course to an online format does not require additional approvals.