

Policies and procedures for the assignment of credit hours that comply with federal regulations:

Federal regulations mandate that all candidate and accredited institutions comply with the definition of the credit hour as set forth in Section 600.2, which defines the credit hour as: a credit hour is 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.

### Thiel College Academic Credit Hour Guidelines

Thiel College presents course work through the traditional resident calendar of two 15 week semesters; 14 weeks of instruction and the 15<sup>th</sup> week for final examinations.

### On-campus classroom instruction:

One credit hour is equivalent to one hour of classroom instruction (55 minute classes) and an expectation of two hours of out-of-class student work. In the case of a three credit course, the student will have 45 contact hours spent in the class with a total of 135 hours of work inside and outside the classroom. Laboratory classes are four credit hours; lecture classes meet three times a week with a lab requirement of three hours per week for the 15 week semester.

### Individualized Study Approaches:

Thiel College provides opportunity to engage in one or more types of individualized study approaches. These courses must be equivalent in substance and achievement to a regular semester course and must involve an evaluation procedure. The credit hours associated with this type of instruction are assigned credit hours based on the amount of activity required with meeting the learning outcomes of the course, faculty supervision and the student work activity.

### Internships

Professional internships provide an opportunity to enhance student growth and professional development through planned, supervised work experience in career-related positions. Internships are frequently full-time work assignments. One credit hour is equivalent to 50 hours of work. Daily logs and reflection papers are required of students.

### Alternative Methods of Delivery:

Summer sessions meet the required instructional hours per credit in an accelerated format and timeframe.

On-line classes also meet the required instructional hours per credit associated with this format.