

<b>Policy Recommendation Title:</b>	Walsh Credit Hour Policy	<b>Date:</b>	August 24, 2020
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<b>Scope:</b>	<p><b>Provide Background on the policy (or lack of) and why it should be considered.</b></p> <p>The Walsh Credit Hour Policy is being updated to comply with The U.S. Department of Education federal credit hour definition which specifies one credit hour is equivalent to 15 hours of direct faculty instruction and 30 hours of independent, out-of-class work. Therefore, a three-credit hour class is comprised of 45 hours of direct faculty instruction (or its equivalent) and 90 hours of independent, out-of-class work.</p> <p>In addition, The Higher Learning Commission Assumed Practices states “the institution’s assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded.”</p> <p>The former Credit Hour Policy was based on semester length. Despite any difference in term length, the total amount of time spent in direct instruction (or equivalent) must meet the Federal credit hour definition. Walsh’s current policy defines that each class must meet for 80 minutes for one credit, and 240 minutes for three credit hours in the 11 week semester. At three hours and 50 minutes ( or 230 minutes) per week, Walsh’s three credit hour classes fall below its own policy as well as the Federal guidelines.</p> <p>In fall 2019, then President Kelliher as part of our ACBSP reaffirmation and in consultation with the then EVP and Chief Academic Officer, AVP, Institutional Research and Director, Online Learning revised the Credit Hour Policy to reflect 45 hours and comply with federal credit hour definitions. However, the change was not brought forward to the Curriculum Committee or Faculty Senate for formal approval.</p>
<b>Policy Statement:</b>	<p><b>Provide details on policy update request.</b></p> <p>The revised Credit Hour Policy complies with U.S. Department of Education federal credit hour definition, where one credit hour is equivalent to 15 hours of direct faculty instruction and 30 hours of independent, out-of-class work. Therefore, a three-credit hour class is comprised of 45 hours of direct faculty instruction (or its equivalent) and 90 hours of independent, out-of-class work. These standards apply to undergraduate and graduate level courses regardless of the amount of weeks the course runs or delivery method.</p> <p>The Policy further clarifies and defines what constitutes “direct faculty instruction” and “homework” and has been updated to include all delivery modalities.</p> <p>Furthermore, the Policy also details how Walsh’s “workload calculator” is used to verify online instructional parity to parallel on-ground instruction and ensure content meets quality standards of delivery.</p>
<b>Reason for Policy:</b>	<p><b>Provide the reason(s) this policy should be in effect.</b></p> <p>The revised Credit Hour Policy ensures compliance with U.S. Department of Education federal credit hour definitions and the Higher Learning Assumed Practices. The Policy also formalizes application across all undergraduate and graduate programs, courses and modes of delivery.</p> <p>The Higher Learning Commission will continue to review institutions’ assignment of credit hours. Institutions should make sure that they have a policy or set of policies and procedures for assigning credit hours for all types of courses, disciplines, programs, credential levels, formats, regardless of modality.</p>
<b>Procedure:</b>	<p><b>Provide procedure for carrying out the new/updated policy.</b></p> <p>Once approved, ensure faculty demonstrate how they are meeting the Credit Hour Policy regardless of delivery modality.</p> <p>Continued application of Walsh’s “workload calculator” to verify online instructional parity to parallel on-ground instruction and ensure content meets quality standards of delivery.</p> <p>Develop process to verify the length of academic period and compliance with credit hour requirements through course scheduling.</p> <p>Any variation in the application of credit hours, must immediately be brought forward to the Executive Vice President and Provost.</p>

<b>Effective Date:</b>	Provide date policy will go into effect. Revision date: September 1, 2020												
<b>Responsible Office and Point of Contact:</b>	Provide the department and point person with contact information who will be responsible for this policy. Provost and Executive Vice President												
<b>Communication Plan:</b>	Provide details on who, when, and how this information will be communicated. Once approved, the Credit Hour Policy must be:  Communicated and distributed to Department Chairs, faculty, Office of Online Learning and Director of Academic Administration.  Posted on Consumer Information web page.  Posted on the Faculty Portal.												
<b>Keywords or Identifiers for the Archive:</b>	Provide the keywords or identifiers to aid in locating the policy in the archive. Walsh Credit Hour Policy Walsh Credit Hour Policy: Guidelines												
<b>Publication Location:</b> <small>Choose all that apply and attach the final copy for publication.</small>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Academic Catalog</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 30%;">Staff/Faculty Portal</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Student Handbook</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Website</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other :</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Academic Catalog	<input checked="" type="checkbox"/>	Staff/Faculty Portal	<input checked="" type="checkbox"/>	Student Handbook	<input checked="" type="checkbox"/>	Website	<input type="checkbox"/>	Other :	<input type="checkbox"/>		
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<b>Additional Notes:</b>	Provide any additional information that may be helpful to consider. In conjunction with the revision of Walsh's Credit Hour Policy, Walsh Credit Hour Policy: Guidelines were developed to separate the details with application of the Credit Hour Policy from the Policy itself. I am requesting that both Walsh's Credit Hour Policy and Credit Hour Policy Guidelines are brought forward for approval.												

Policy Title: Walsh Credit Hour Policy and Credit Hour Policy Guidelines

**Officer Approval:**



Approved



Denied



Signature

August 24, 2020

Date

**Executive Approval:**



Approved



Denied



Signature

August 24, 2020

Date