

9-11-2017

Update Policy on Credit/Contact Hours to Include Hybrid/Online Courses

The College at Brockport, College Senate

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The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

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senate@brockport.edu
brockport.edu/collegesenate

Resolution **#02-2017-18**
College Senate

1993 Policy

Supersedes Res #: _____



TO: Dr. Heidi Macpherson, College President

FROM: The College Senate:

RE: **→** I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Update policy on credit/contact hours to include hybrid/online courses**
Implementation Effective Date**: 10/01/2017 _____

Signed: _____ Date: 9 / 12 / 17
(Sandeep Singh, 2017-18 College Senate President)

Signed: _____ Date: 09 / 12 / 17
(Dr. Eileen Daniel, Vice Provost, The College at Brockport)

****Implementation of resolution requires final approval from SUNY- State Education Department.**
____ YES NO

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Sandeep Singh, College Senate President

FROM: Dr. Heidi Macpherson, College President

RE: **→** I. Decision and Action Taken on Formal Resolution (circle choice)
a. Accepted
b. Deferred for discussion with the Faculty Senate on ____/____/____
c. Unacceptable for the reasons contained in the attached explanation.
d. Comments:

Signed: _____ Date: 9 / 12 / 17
(Dr. Heidi Macpherson, President, The College at Brockport)

DISTRIBUTION:

The College Senate will forward the resolution signed by the College Senate President to the Vice Provost for determination as to whether the implementation of the resolution requires final approval from SUNY-State Education Dept. The Vice Provost will then forward the resolution with that designation to the College President. Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff and to the College Senate. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

DEADLINE FOR SUBMISSIONS: January 31, 2018

Incomplete proposals will be returned and proposals received after the deadline may not allow sufficient time for review, any necessary revision, and vote prior to the end of the 2017-2018 academic year.

Routing Number <i>Routing # assigned by Senate Office 2017-2018</i>	#02_17-18GCSPUG <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	

INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format or PDF**: include this proposal cover page, the detailed proposal, and any relevant supporting data or documentation, including letters of support from your department chair and dean, if applicable, as well as letters of support or dissent (or evidence that such letters were sought) from all affected programs, departments, or units at the College.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to kgay@brockport.edu in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

Update policy on credit/contact hours to include hybrid/online courses
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2. **BRIEF DESCRIPTION OF PROPOSAL:**

Add credit hour definitions for online/hybrid courses

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?** NO YES EXPLAIN
YES

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

The Policy on Policies Committee is in the process of reviewing all policies to determine the need to update.

5. **HOW WILL THIS AFFECT TRANSFER STUDENTS:** Same as native students

6. **ANTICIPATED EFFECTIVE DATE:** Fall, 2017

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

First Submission	Updated on	Updated on	Updated on
06/21/17			

8. **SUBMITTED BY: (contact person)**

Name	Department	Phone	Email
<i>Eileen Daniel</i>	<i>Academic Affairs</i>	<i>5505</i>	edaniel@brockport.edu
<i>Peter Dowe</i>	<i>Registration and Records</i>	<i>2531</i>	pdowe@brockport.edu

9. **COMMITTEES: (Senate office use only)**

Standing Committee	Forwarded To	Dates Forwarded
<input type="checkbox"/> Executive Committee	Standing Committee	6/26/17
<input type="checkbox"/> Enrollment Planning & Policies	Executive Committee	08/28/17
<input type="checkbox"/> Faculty & Professional Staff Policies	Senate	09/11/17
<input type="checkbox"/> General Education & Curriculum Policies	Vice Provost	09/12/17
<input checked="" type="checkbox"/> Graduate Curriculum & Policies	College Senate President	9/13/2017
<input checked="" type="checkbox"/> Student Policies	College President	9/17/2017
<input checked="" type="checkbox"/> Undergraduate Curriculum & Policies	REJECTED -WITHDRAWN	
NOTES: Second reading was waived.		

Overview:

The offices of the Vice Provost for Academic Affairs and Registration and Records propose revising the Policy on Credit/Contact Hours last updated 1993. The existing policy does not address hybrid and online courses which have increased steadily over the past 24 years. Middle States requires us to have an established policy defining credit and contact hours for the various types of instruction we offer. In addition, the existing policy does not specify that credit by exam is brought in as transfer credit.

Current Proposal:



OVERVIEW: An explanation of how credit hours are assigned to courses, as adopted from SUNY Policy.

OFFICE/DEPARTMENT RESPONSIBLE: Academic Affairs and Registration and Records

DATE UPDATED: 1993

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

I. Lecture, seminar, quiz, discussion, recitation

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

II. Activity supervised as a group (laboratory, field trip, practicum, workshop, group studio)

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

III. Supervised individual activity (independent study, individual studio, tutorial)

One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.

IV. Full-time Independent Study (student teaching, practicum)

If a student's academic activity is essentially full-time (as in student teaching), one semester credit hour may be awarded for each week of work.

V. Experiential Learning

At its discretion, an institution may award credit hours for learning acquired outside the institution which is an integral part of a program of study. When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.

VI. Credit by Examination

At its discretion, an institution may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

VII. Short Sessions

Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution, normally at no more than one credit per week of full-time study.

VIII. Appeal and Review

Institutions may present educational justification for departures from these policy provisions to the office of the provost and vice chancellor for academic affairs, which will be responsible for their interpretation. Credit hours to be earned in approved overseas academic programs will continue to be considered on an individual basis following established procedures. Other special arrangements suggested by campuses will be considered on an individual basis by this office.

New Proposal:

POLICY TITLE: Credit/Contact Hour Policy

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

I. Lecture, seminar, quiz, discussion, recitation:

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session.

II. Activity supervised as a group (laboratory, field trip, practicum, internships, workshop, group studio)

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

III. Supervised individual activity (independent study, individual studio, tutorial)

One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity. Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.

IV. Full-time Independent Study (student teaching, practicum)

If a student's academic activity is essentially full-time (as in student teaching), one semester credit hour may be awarded for each week of work. V. Experiential Learning At its discretion, an institution may award credit hours for learning acquired outside the institution which is an integral part of a program of study. When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.

V. Credit by Examination

At its discretion, an institution may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree and is treated as transfer credit. (see

https://www.brockport.edu/support/policies/docs/getting_the_credit_you_deserve.pdf)

VI. Short Sessions-Intensive Format

Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution.

VII. Online and Hybrid Courses:

Courses offered entirely online without any face-to-face class (F2F) sessions have the same learning outcomes, substantive components, and requirements of a standard lecture/seminar course with an alternate delivery method. Contact time is satisfied by several means which can include but is not limited to, the following: 1) regular instruction or interaction with a faculty member via email, phone, *Collaborate*, *Skype*, etc.; 2) academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet minimally the total amount of instructional and student work time as the examples of traditional instruction above, when delivered online asynchronously or synchronously.

Courses offered in a hybrid format with one or more face to face class sessions and at least one or more online session, both containing direct interaction with a faculty member: Contact time is assessed using both on-site definitions (for the F2F portion) and online definitions as above the onsite definition. In all such instances, these courses must meet minimally the total amount of instructional and student work time as the traditional examples above.

