

POLICY ON ACADEMIC CREDIT

Wittenberg University operates under a semester credit system. This credit policy applies equally to courses regardless of varying credits, durations, and modes of instruction, and applies to all credit granted by the University, whether through programs on or off campus, or through transfer from other institutions. Determination of the amount of credit awarded is made by the Committee on Educational Policies and Registrar based on accrediting agency guidelines and state and federal regulations. One credit will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work out of class an average of twice that amount of time (1,500 minutes), for a total of approximately 2,250 minutes per credit. The proportions of time spent on different types of learning activities may vary across modes of delivery.

CREDITS ACROSS MODES OF DELIVERY

Face-to-face, Online, and Hybrid Courses

Courses delivered in these formats require 750 minutes of formalized instruction and an average of twice that amount of time (a minimum of 1,500 minutes) in out-of-class work per credit awarded.

Laboratory Courses

Laboratory courses require a minimum of 1,500 minutes of laboratory instruction per credit awarded if instruction is supplemented by out-of-class assignments preparing for or following up the laboratory experience. Laboratory courses that do not require out-of-class work require a minimum of 2,250 minutes of laboratory instruction per credit awarded.

DEFINITIONS

1. “Formalized instruction” includes but is not limited to activities in which a faculty member directly facilitates instruction in a face-to-face, hybrid, or online environment: lecture, to include lecture capture, video streaming, narrated PowerPoint presentations, and podcasts; discussion, to include both large and small group format, as well as discussion boards and chat; role play; modeling and simulation; student presentations or performance, and other active learning strategies.

Different types of courses may include varying amounts of formalized instruction and may be awarded credit differently: laboratories; studio time; field experiences; seminars; practica; and internships.

2. “Out-of-class” work may include but is not limited to reading and writing assignments, study time, or out-of-class discussions with classmates or professors.

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PROCEDURES

1. Syllabi will include the number of designated credits and a statement that informs students of the typical amount of out of class work that they should expect to complete for the course. Example: “In this course, students should expect to spend at least twice as much time out of class doing work for each course as they spend in class.”
2. Courses with multiple sections, regardless of mode of instruction, use syllabi which demonstrate consistency of purpose, scope, quality, assessment, and expected learning outcomes.
3. The Registrar’s Office will maintain a course schedule showing the weeks, hours and days that courses meet. Faculty members will maintain records documenting course schedule achievement.
4. Credits proposed for new courses are reviewed and approved by the Committee on Educational Policies and the Registrar.
5. Compliance with this policy shall be evaluated by periodic review of the course schedule and of credit designations in the course catalog and course syllabi.

Approved by Faculty 11/01/2016