



Maryland University of Integrative Health
Academic Policy and Procedures

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Subject: Assignment of Credit Hours

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1. Purpose

Maryland University of Integrative Health (MUIH) has a definition of a credit hour that is consistent across courses and congruent with state lawⁱ, federal regulationsⁱⁱ, and federal guidelinesⁱⁱⁱ.

2. Policy

All trimester/credit hours awarded by MUIH are compatible with Maryland state law and federal regulations. Credit awards also comply with policies set forth by the Middle States Commission on Higher Education.

MUIH follows a trimester system with fall, spring, and summer trimesters consisting of a minimum of 14 weeks of instruction. Each 14-week trimester at the University is considered the equivalent of a traditional university semester, and credits awarded by MUIH are trimester credits. Coursework in some academic programs may fall outside of the University’s trimester schedule, but nonetheless all academic courses adhere to MUIH’s Policies in terms of the amount of work required to award credit.

The faculty, program administrators, and the University Curriculum Committee are responsible for following this policy when developing, maintaining, and evaluating the curriculum within an academic program, although the Board of Trustees retains final review and approval of all new academic programs. Assignment of credit hours for courses is determined within the program based on faculty expertise, student learning outcomes, and course objectives. After review at the program level, clock hours and credit hours for new courses must be approved or denied by the University Curriculum Committee.

Approved courses are entered into the University's Student Information System (SIS) and sent to the Marketing Department for inclusion in the University's Academic Catalog. Three times annually, as part of the course delivery process, academic departments review course syllabi and associated learning activities to ensure that appropriate clock hours and credit hours are assigned to each existing course that will be taught in the proceeding trimester. Any discrepancies are rectified prior to the start of the trimester.

3. Procedures

The following provides overall guidelines on how MUIH awards credits for representative instructional methods. These guidelines are intended to be adaptable enough to allow the implementation of innovative teaching approaches and new technologies that support instruction. They are not intended to prescribe exact amounts of classroom or instructional time (in any format) versus outside student work. Rather, they serve as general guidance only.

It should be noted that MUIH asserts that a course is not defined by the delivery method utilized for the particular course. The same course may be delivered via different instructional methods, but the outcomes, rigor, and scope must remain constant through all methods of delivery. For example, credit hours assigned to a course delivered online must equal the number of credits hours for the same course delivered face-to-face.

3.1 Instructional Time

Instructional time or contact time used to assign credit hours may be satisfied by several means, including, but limited to, the following:

- Regular instruction or interaction with a faculty member during the period in which the course runs
- Direct or indirect supervision by the faculty member during the period in which the course runs
- Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with peers, and computer tutorials graded and reviewed by faculty

Student activities completed as homework (e.g., assigned readings or other homework assignments that otherwise in a fully face-to-face class would be assigned for students to complete outside of class time) are considered outside student work. Such activities are not counted as instructional time.

3.2 Instructional Hour

Instructional or contact time for a period of 50–60 minutes of clock time, depending on the academic program.

In all instances, courses must meet the total amount of instructional time and outside student work as detailed below no matter the delivery method or format (e.g., face-to-face, online, blended, synchronous, asynchronous, accelerated, or extended).

3.3 Didactic (Lecture/Seminar)

Courses with multiple students who engage in various forms of group instruction under direct supervision of a faculty member. Course instruction may include, but is not limited to, lecture, presentations, demonstrations, simulations, guest speakers, quizzes, and tests. (1:2 ratio of instructional time to outside student work).

3.4 Combined Didactic and Laboratory

Courses with multiple students who engage in various forms of group instruction under direct supervision of a faculty member. Course instruction (e.g., lecture, presentations, demonstrations, simulations, guest speakers, quizzes, tests, etc.) is combined with a focus on experiential and applied learning and development of skills in an adapted classroom or laboratory setting (variable ratio of instructional time to outside student work).

3.5 Laboratory

Courses with a focus on experiential and applied learning under the direct supervision of a faculty member wherein the student develops skills and/or performs substantive work in an adapted classroom or laboratory setting (2:1 ratio of instructional time to outside student work).

3.6 Clinical Observation

Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student actively observes the clinical treatment or counseling of one or more clients or patients in an adapted classroom or clinical setting (2:1 ratio of instructional time to outside student work).

3.7 Clinical Practice

Courses with a focus on experiential and/or applied learning under the direct or indirect (as appropriate) supervision of a faculty member wherein the student performs substantive work and gains practical experience in a clinical or simulated setting (2:1 ratio of instructional time to outside student work).

3.8 Internship

Courses of study with a focus on applied learning related to the academic and/or career interests of the student where a faculty member regularly interacts and directs student outcomes with periodic contact, but where the actual learning environment takes place off-campus at an approved site. Internships approximate the full scope of professional responsibilities associated with the position. Instructional time must be established and documented (3:0 ratio of instructional time to outside student work).

3.9 Practicum

Courses of study with a focus on practical work experience in a particular field where a faculty member regularly interacts and directs student outcomes. Practica may be conducted on campus or off-campus at an approved site and provide students with a focused learning experience whereby the student is assigned a limited set of duties or projects, but not the full scope of duties customarily associated with the position. Instructional time must be established and documented (3:0 ratio of instructional time to outside student work).

3.10 Field Experience

Courses of study developed for independent learning and the development and application of job related or practical skills in a particular discipline. Field experience allows for observation, participation, and fieldwork. Field experiences are supervised by a faculty member and are generally offered off campus (3:0 ratio of instructional time to outside student work).

3.11 Independent Study

Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact. Minimum credit hours are determined based on faculty instructional time and student outside work. Non-variable credit independent studies have a fixed number of credits awarded based on a predetermined scope and amount of work required. Variable credit independent studies allow credit awards to be determined after course completion, based on the total amount of work completed (variable ratio of instructional time to outside student work).

3.12 Charts

Didactic (Lecture/Seminar): Instructional Time and Outside Student Work			
Credits Awarded	Minimum Instructional Time	Minimum Outside Student Work	Total Instructional Time and Outside Student Work
0.25	3.75 Instructional Hours	7.50 Hours	11.25 Hours
0.50	7.50 Instructional Hours	15.00 Hours	22.50 Hours
0.75	11.25 Instructional Hours	22.50 Hours	33.75 Hours
1.00	15.00 Instructional Hours	30.00 Hours	45.00 Hours
2.00	30.00 Instructional Hours	60.00 Hours	90.00 Hours
3.00	45.00 Instructional Hours	90.00 Hours	135.00 Hours
4.00	60.00 Instructional Hours	120.00 Hours	180.00 Hours

Combined Didactic and Laboratory: Instructional Time and Outside Student Work			
Credits Awarded	Minimum Instructional Time	Outside Student Work (Hours Based On Instructional Time)	Total Instructional Time and Outside Student Work
0.25	3.75 Instructional Hours	Variable	11.25 Hours
0.50	7.50 Instructional Hours	Variable	22.50 Hours
0.75	11.25 Instructional Hours	Variable	33.75 Hours
1.00	15.00 Instructional Hours	Variable	45.00 Hours
2.00	30.00 Instructional Hours	Variable	90.00 Hours
3.00	45.00 Instructional Hours	Variable	135.00 Hours
4.00	60.00 Instructional Hours	Variable	180.00 Hours

Laboratory, Clinical Observation, and Clinical Practice: Instructional Time and Outside Student Work			
Credits Awarded	Minimum Instructional Time	Minimum Outside Student Work	Total Instructional Time and Outside Student Work
0.25	7.50 Instructional Hours	3.75 Hours	11.25 Hours
0.50	15.00 Instructional Hours	7.50 Hours	22.50 Hours
0.75	22.50 Instructional Hours	11.25 Hours	33.75 Hours
1.00	30.00 Instructional Hours	15.00 Hours	45.00 Hours
2.00	60.00 Instructional Hours	30.00 Hours	90.00 Hours
3.00	90.00 Instructional Hours	45.00 Hours	135.00 Hours
4.00	120.00 Instructional Hours	60.00 Hours	180.00 Hours

Internship, Practicum, and Field Experience: Instructional Time and Outside Student Work			
Credits Awarded	Minimum Instructional Time	Minimum Outside Student Work	Total Instructional Time and Outside Student Work
0.25	11.25 Instructional Hours	0.00 Hours	11.25 Hours
0.50	22.50 Instructional Hours	0.00 Hours	22.50 Hours
0.75	33.75 Instructional Hours	0.00 Hours	33.75 Hours
1.00	45.00 Instructional Hours	0.00 Hours	45.00 Hours
2.00	90.00 Instructional Hours	0.00 Hours	90.00 Hours
3.00	135.00 Instructional Hours	0.00 Hours	135.00 Hours
4.00	180.00 Instructional Hours	0.00 Hours	180.00 Hours

Documentation of instructional time is necessary for Internship, Practicum, and Field Experience in order to award credit. The student may be required to keep a log detailing the amount of supervised work; logs may include approval signatures by the faculty member responsible for site supervision. The preceptor, workplace supervisor, faculty member, and/or academic program director responsible for the experience is required to verify the amount of supervised work so that instructional time can be calculated.

Independent Study: Instructional Time and Outside Student Work			
Credits awarded for Independent Study courses must match the <u>Total</u> amount of work using the examples listed above. The faculty member responsible for the experience is required to verify the amount of supervised work and the amount of outside student work assigned so that instructional time can be calculated.			

4. Approval and Revisions

Approved December 4, 2019 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

ⁱ Code of Maryland Regulations (COMAR) §13B.02.02.16

D. Credit Hours.

(1) An in-State institution shall award 1 credit hour for:

(a) A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays;

(b) A minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days, and holidays;

(c) A minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented; or

(d) Instruction delivered by electronic media based on the equivalent outcomes in student learning in §D(1)(a) of this regulation, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented.

(2) One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contact hours required for 1 credit hour.

ⁱⁱ Electronic Code of Federal Regulations, Title 34: Education

Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended

Subpart A – General, Section §600.2

Clock hour: A period of time consisting of—

(1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;

(2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or

(3) Sixty minutes of preparation in a correspondence course.

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), 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.

ⁱⁱⁱ U.S. Department of Education, Laws & Guidance / Higher Education

Program Integrity Questions and Answers - Credit Hour

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html>

CH-A3: The credit-hour definition does not dictate particular amounts of classroom time versus out-of-class student work. Further note that the definition provides that a credit hour may be for an equivalent amount of work over a different amount of time. There is no requirement that a 3-semester hour course meet 3 hours per week during a semester or a 3-quarter-hour course meet 3 hours per week during a quarter. The requirement is that the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter hour. For example, an institution with a semester-based calendar has a graduate seminar for which it awards 3 semester hours. The class meets only one hour per week over a 15-week semester with the students expected to perform a substantial amount of outside research that is the equivalent of 8 or more hours of student work each week of the semester. For purposes of the Federal definition, the institution would be able to award up to 3 semester hours for the course.