

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Calculation of Curriculum Credit Hours</b>		<b>SOP #: AA.007.01</b>
Effective Date	7/1/2018	
Last Revision/Review	7/23/19, 8/28/19	

### 1. Purpose

This SOP describes the process by course credit hours are calculated for public information and for reporting purposes (to accreditors and other required entities).

### 2. Related Policy/Authority

This SOP references the procedure for calculating academic credit hours, as stated in the BCOM Course Catalog.

(found at: <https://bcomnm.org/catalog/>),

### 3. Faculty/Staff Responsibilities

Responsibility for the calculation of curriculum credit hours will rest with the Offices of Pre-Clinical Education and Clinical Education, in consultation with the Curriculum Committee, the Office of the Dean, and the Office of the Registrar.

### 4. Definitions/Abbreviations

**Credit hour** –the definition of a credit hour as provided by the Federal government’s Department of Education is as follows: 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 activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

*34CFR 600.2 (11/1/2010).*

### 5. Procedural Steps

1. Credit Hour Determinations
  - 1.1. BCOM calculates credit hour values based on the definition of a credit hour adopted by COCA and provided by the Federal government.
  - 1.2. Instructional hours are defined as hours of instructional time, whether in the classroom, laboratory, preceptored clinical experience (shadowing), etc., using the following multipliers:

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Instructional Format	Contact Hours	Instruction Hours
Instructional session (lecture, seminar, directed student assignments, etc.)	1	1
Examinations	1	1
Laboratory instruction (skills, practical knowledge)	2	1
Laboratory Practical Examinations	2	1
Clinical shadowing (preceptor faculty-mentored)	2	1
Internship (faculty-mentored advanced instruction)	2	1
Independent Study (faculty-mentored)	2	1

2. Course credit hours are determined by adding the total instructional hours in each course, and dividing the total by fifteen (15) to yield a course credit hour value. The calculation is as follows:

course credit hours = total instructional hours in the course / 15 (weeks in a standard semester)

3. Credit hour calculations are rounded down to the nearest 0.5 hours to assign specific credit hour values to any given course.

### 6. Reports/Charts/Forms/Attachments/Cross References

Procedure for calculating academic credit hours, as stated in the BCOM Course Catalog.

(found at: <https://bcomnm.org/catalog/>),

### 7. Maintenance

This procedure will be reviewed as necessary, with a focused review for each course credit hour calculation occurring at the regularly occurring course reviews conducted by the Curriculum Committee. Review of the procedure will occur at no longer than three (3) year intervals.

### 8. Signature

Signatures on File

Robert Ketchum, PhD and Adela Lente, MD

8/28/19

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/23/19	All	Update to change from Academic Affairs to Pre-Clinical Education;		7/23/19