

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Calculation of Curriculum Credit Hours		SOP #: AA.007.02
Effective Date	7/1/2018	
Last Revision/Review	7/23/19, 8/28/19	

1. Purpose

This SOP describes the process how 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 College Catalog.

(found at: <https://burrell.edu/catalog/>),

3. Faculty/Staff Responsibilities

Responsibility for the calculation of curriculum credit hours will rest with the Office of Academic Affairs, in consultation with the Curriculum Committee, the Office of the Dean, the Office of the Registrar, and Office of Compliance

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. The College calculates credit hour values based on the definition of a credit hour.
 - 1.2. Instructional hours are defined as hours of instructional time, whether in the classroom, laboratory, clinical experience (shadowing), etc., using the following multipliers:

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Instructional Format	Contact Hours	Instruction Hours
Instructional session (lecture, case-based learning, team-based learning, directed student assignments, etc.)	1	1
Examinations	1	1
Laboratory instruction (basic science lab, clinical skills lab)	2	1
Laboratory Practical Examinations	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:

$$\text{course credit hours} = \text{total instructional hours in the course} / 15$$

3. Credit hour calculations are rounded down to the nearest 0.5 hours to assign specific credit hour values to any given course.
4. Clinical clerkship rotations will have one course credit assigned to each week of clinical rotation. Each week constitutes up to 80 contact hours of supervised experiential learning.
5. The Academic Affairs dept. head attends all curriculum committee meetings to ensure the credit hour calculations are appropriately applied. The Office of Compliance reviews credit hours with Academic Affairs dept. head and curriculum committee prior to posting in the College Catalog.
6. Registrar cross checks all credit hours with the College Catalog prior to uploading courses in the student information system, CAMS.

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

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

(found at: <https://burrell.edu/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.

8. Signature

Sr. Associate Dean of Academic Affairs

9/26/22

Signature on File

Date

9. Distribution List

Internal/External

10. Revision History

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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
9/26/22	All	Updated Pre-Clinical to Academic Affairs. Reviewed for consistency with policy; syllabus/curriculum committee review		9/26/22