

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-001-189

Request to Modify the Credit Hour Policy

Academic Affairs Committee

Date: 10 September 2018

Executive Committee
Received and Forwarded

Date: 03 October 2018

Academic Senate

Date: 10 October 2018
First Reading

Background

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. In response, the Chancellor's Office provided all CSU campuses with a clear definition of the credit hour (attachment AA-2011-14). CPP includes that definition in our academic catalog.

Our accreditor, WASC Senior College and University Commission (WSCUC) is tasked with verifying our compliance with the federal definition of a credit hour during the reaffirmation of accreditation process. The WSCUC credit hour policy (attached), and the process for evaluating the policy (attachment FCC Credit Hour and Program Length Review Form), specify that the credit hour policy needs to include three things: the definition of a credit hour, the process followed to assure that the policy is followed, and how variations in the assignment of credit hours (e.g., internship courses) are handled.

This referral is to add to the language of CPP's current credit hour policy so that it contains all three elements that WSCUC will evaluate during their upcoming reaffirmation of accreditation process. Both the current and proposed CPP credit hour policy are attached in a Word document.

Recommended Resources: The text of the federal law:

<https://www.law.cornell.edu/cfr/text/34/602.24>

CPP's current credit hour policy in the academic catalog:

https://catalog.cpp.edu/content.php?catoid=36&navoid=2926&hl=%22credit+hour%22&returnto=search#Credit_Hour

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/440018271/current_proposed_cpp_credit_hour_policy.docx

Attachment 2:

<https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/440018271/aa-2011-14.pdf>

Attachment 3:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745906/440018271/wscuc_credit_hour_policy.pdf

Attachment 4:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745905/440018271/fcc_credit_hour_and_program_length_review_form.docx

Recommendations:**Proposed CPP Credit Hour Policy****Credit Hour**

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree

programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement which is an institutionally established equivalency that reasonably approximates not less than:

- 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
- 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."

A credit hour is assumed to be a 50-minute period. In courses in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work. The credit hour policy applies to all courses at all levels (i.e., undergraduate, graduate, professional) that award academic credit.

Compliance review of the credit hour policy is conducted at the time of the periodic academic program review process. New or revised academic programs will be reviewed for compliance with the credit hour policy by the Associate Vice President for Academic Programs.