

CREDIT HOUR COMPLIANCE (CHC) POLICY

PURPOSE:

To ensure consistency, appropriate amount of content in courses related to the assigned credit hour unit regardless of modality in accordance with [Federal](#), [State](#), and [accreditation](#) requirements. The policy adheres to successful practices, sets expectations across academic units, defines direct instructional time and out-of-class time, and outlines requirements for compliance.

EXPECTATIONS:

- All faculty teaching courses are expected to provide content and instruction to meet the assigned credit hours for their course(s) based on the requirements stated below.
- Program leaders (or designees) are responsible for overseeing assurance of all classroom activity in courses adhering to credit hour compliance (CHC) requirements as outlined below. College Deans (or their designee) are responsible for verifying with program leaders all approved courses are accurately documented as meeting CHC. Further, program leaders (or designee) are responsible for overseeing syllabi from all course sections comply with the documented course template or master course outline, as well as credit hour requirements of each course.
- The Registrar is expected to maintain an accurate, up-to-date master list of all approved courses and to be able to provide lists of courses offered by term and modality.
- Upon course review, if credit hours changed, an updated credit hour form will need created.
- For special or non-standard cases, consult the Provost Office.

DEFINITIONS:

1. **“Direct Instructional time”** is also known as “in-class time.” Calculating Face-to-Face (FTF) direct instructional time is simple, as this is typically the amount of time the faculty member is personally interacting with students within the context of the classroom but is not limited physically to the classroom. This task is not so straightforward for online, blended, independent study, and internship/practica modalities. In these cases, “DIRECT INSTRUCTION” can constitute a variety of activities counting as “in-class time.” Essentially, any structured activity which the instructor actively facilitates counts as “DIRECT INSTRUCTION.” See the credit hour compliance form for specific examples.

Online, independent study, and internship courses do not typically meet in the traditional sense of “seat time,” so it is necessary to articulate each specific course component (i.e., student “in-class” work activity) and its average time-on-task. It is understood that there is variance in times for work activities/projects, so our goal is to define the **AVERAGE AMOUNT OF TIME** that NLU believes each task takes. The purpose of calculating direct instruction and in-class work is to ensure appropriate time to achieve learning outcomes set for each course. The total for these course components should assure compliance with time required to award credit.

2. **Non-direct instruction activities** are traditionally thought of as out of class work or time requirements, but could be in-class activities without direct instruction. The idea is to assign an **AVERAGE AMOUNT OF TIME-ON-TASK** to every non-direct instruction activity type.
3. While there are several requirements for different types of credit experiences listed below, there can be composite courses like practicums which follow the ratios of direction instruction and out-of-class homework per category, but combine these experiences in one course.

REQUIREMENTS:

Standard Courses

Quarter Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	10 hours	20 hours	30
2	20 hours	40 hours	60
3	30 hours	60 hours	90
4	40 hours	80 hours	120
5	50 hours	100 hours	150

Semester Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	15 hours	30 hours	45
2	30 hours	60 hours	90
3	45 hours	90 hours	135
4	60 hours	120 hours	180
5	75 hours	150 hours	225

Internships

Quarter Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	0 hours	30 hours	30
2	0 hours	60 hours	60
3	0 hours	90 hours	90
4	0 hours	120 hours	120
5	0 hours	150 hours	150

Semester Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	0 hours	45 hours	45
2	0 hours	90 hours	90
3	0 hours	135 hours	135
4	0 hours	180 hours	180
5	0 hours	225 hours	225

Student Teaching

Quarter Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	5 hours	25 hours	30
2	10 hours	50 hours	60
3	15 hours	75 hours	90
4	20 hours	100 hours	120
5	25 hours	125 hours	150

Semester Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	8 hours	37 hours	45
2	16 hours	74 hours	90
3	24 hours	111 hours	135
4	32 hours	148 hours	180
5	40 hours	185 hours	225

Labs

Quarter Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	20 hours	10 hours	30
2	40 hours	20 hours	60
3	60 hours	30 hours	90
4	80 hours	40 hours	120
5	100 hours	50 hours	150

Semester Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	30 hours	15 hours	45
2	60 hours	30 hours	90
3	90 hours	45 hours	135
4	120 hours	60 hours	180
5	150 hours	75 hours	225

Independent Study

Quarter Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	1-10 hours	20-29 hours	30
2	2-20 hours	40-58 hours	60
3	3-60 hours	30-87 hours	90
4	4-80 hours	40-116 hours	120
5	5-100 hours	50-145 hours	150

Semester Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	1-15 hours	30-44 hours	45
2	2-30 hours	60-88 hours	90
3	3-90 hours	45-132 hours	135
4	4-120 hours	60-176 hours	180
5	5-150 hours	75-220 hours	225

Thesis/Dissertation Courses

Semester Hours Awarded	Direct Instruction	Non-Direct Instruction Activities	Total
1	1-15 hours	30-44 hours	45
2	2-30 hours	60-88 hours	90
3	3-90 hours	45-132 hours	135
4	4-120 hours	60-176 hours	180
5	5-150 hours	75-220 hours	225

Credit Hour Compliance

Your name: *

Best contact number: *

Email: *

Role in Course: *

-- Select --

College or Department: *

-- Select --

Subject: *

-- Select --

Number: *

-- Select --

Course Name: *

CRN:

Term: *

-- Select --

Year: *

-- Select --

Course Type: *

-- Select --

Format: *

-- Select --

[More Information](#)

Weeks in length: *

Number of class meetings per term (enter 0 for online):

If your course is a week-end meeting format, list 1 class meeting for each week-end and total hours for the entire weekend in the hours per class meeting.

Number per class meeting (enter 0 for online): *

Credit hours awarded: *

-- Select --

Credit Hour Type: *

-- Select --

DIRECT INSTRUCTION

Below is a list of Direct Instruction components defined by NLU faculty for their relevance to our instructional practices. Use these components to audit your course activities. Remember the estimated time should be the average expectation of instruction/interaction spent per occurrence by the student. You can utilize the provided formulas to calculate multiple instances of activity or, if those numbers do not work for you, you can enter your own total amount per component.

"Total Hours" column is editable. "Suggested time" and "Number of instances" columns are optional.

Course Component	Suggested time per Instance	Number of pages/occurrences	Total Hours
Orientation/guidance (syllabus review, NLU resource overview, technology introduction)	1 Hour	0	0
Lectures	1 Hour	0	0
Discussions (in class, discussion boards, blog/reflection journals, synchronous chat rooms)	Discussions (in class, discussion boards, blog/reflection journals, synchronous chat rooms)	0	0

synchronous chat rooms, structured meetings)	structured meetings) 1 hour (e.g., 200-250 word discussion expectation online)		
Lab activities (lab assignments, hands-on activities, group activities, presentations)	1 Hour	0	0
Faculty-delivered or timed test/quiz		0	0
Field trips (group, organization, or event participation)	2 Hour	0	0
Fieldwork (practicum interactions, on-site supervision)		0	0
Service learning	1.5 Hours	0	0
Other		0	0
TOTAL DIRECT INSTRUCTION TIME:			0

Hours face to face based on schedule (if not online):

(Auto-calculated by the form)

Non-Direct Instruction and Activities

Below is a list of non-direct instruction components defined by NLU faculty for their relevance to our instructional practices. Use these components to audit your course activities. Remember the estimated time should be the average expectation of time spent per occurrence by the student.

"Total Hours" column is editable. "Suggested time" and "Number of instances" columns are optional.

Course Component	Suggested time per instance	Number of pages/occurrences	Total Hours
Detailed reading: incorporating new concepts, requiring significant reflection	3.75 minutes/page	0	0
Survey reading to introduce content, not requiring significant reflection	2.5 minutes/page	0	0
Adaptive reading assignments		0	0
Research/argumentation	2.5 hour/page	0	0
Reflection/narrative	1 hour/page	0	0
Assignments (lesson plans, self-assessments, portfolio, case studies, adaptive practice)		0	0
Media-related homework (podcasts, webinars, etc.)		0	0
Tests/exams/quizzes/adaptive assessments/studying		0	0
Non-Supervised Field Work		0	0
Other		0	0
Non-direct instruction total hours:			0

TOTAL DIRECT INSTRUCTION TIME:	0
TOTAL NON-DIRECT INSTRUCTION TIME:	0
COMPLIANCE STATUS:	

As reference, below are the credit hour compliance requirements for your type of course:

Learn more about [credit hour compliance](#) (in general), as well as NLU's [credit hour compliance policy](#).

Watch this [short video](#) for a walkthrough for an overview of the changes from the old form to the new form in August 2019.

Submit Form