

Credit Hour Definition

In accordance with federal regulations, Franklin College defines one credit hour as “an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is”

- Not less than one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for fourteen instructional weeks (15 calendar weeks with breaks) for one semester hour of credit.
- At least an equivalent amount of work as required in # 1 above for other academic activities including laboratory work, internships, practica, service learning courses, undergraduate research, studio work, individualized studies, and other academic work leading to the awarding of credit hours. A valid internship will include a minimum of 30 hours' work at the job site for each credit hour awarded or, if teacher education, 20 full days at a school site for a 4-credit hour internship (a standard internship load).

Faculty supervising practica, service learning courses, undergraduate research, studio work, individualized studies, and other academic work leading to the awarding of credit must report scheduled meeting times to the Academic Records Office for record keeping and verification purposes. The Director of Career Services and appropriate faculty members will work with internship supervisors to monitor student hours at internship sites. Verification of student hours will be reported on a final supervisor evaluation. The Academic Records Office and the Academic Advisory Council will be responsible for monitoring credit hour accuracy for each standard semester or non-standard term.

Verification of Course Meeting Times, Length of Term, and Assignment of Credit Hours

To ensure that Franklin College Credit Hour definition and policy are applied consistently, the registrar follows the process outlined below.

- Export course schedule from PowerCAMPUS (SIS) to Excel and sort by Credit Hours, Days, and Times
- Verify that each course fits into the institutional scheduling grid and meets for the appropriate amount of time for the assigned credit hours. For courses that do not fit into the standard scheduling grid, count number of minutes on each day. The academic calendar includes 14 weeks of instruction time plus one week of final exams. The standard scheduling grid results in courses meeting 50 minutes per week, per credit hour for a total of 700 minutes per semester per credit hour, plus a final exam time block of 150 minutes for additional contact time. Courses with labs are calculated as 2 lab hours=1 credit hour.
- Note that the Physician Assistant program maintains a slightly different calendar of 15 consecutive weeks of class with no finals week.
- Additionally, when curriculum proposals are under consideration and departmental schedules proposed, faculty and the registrar work together to ensure course work and scheduling arrangements to ensure that credit hours are accurately assigned per federal regulations and the Franklin College credit hour definition.