



## INSTRUCTIONS: Credit Hour Application

### Purpose:

The purpose of the credit hour application process is to ensure that all courses at Saint Anselm College meet standards of integrity in the award of academic credit. That is, all courses should fulfill the number of engaged student learning hours per week associated with the number of credit hours designated to the course. This number is established by the College's definition of the credit hour (see below).

### What courses need approval?

All existing courses in the College Catalogue, as well as all new courses, must have their credit-hour designations reviewed and approved.

First-time credit-hour reviews of **existing courses** are conducted by the Academic Assessment Committee and approved by the Dean's Office. If, after the first-time review and approval of a course's credit hours, a department wishes to *change* the number of credits assigned to the course, it must have the course's credit hours reviewed again via the process for an existing course.

Credit-hour reviews of **new courses** are handled as part of the College's new course approval process.

### Submitting your application:

**For an existing course** (one that already has a permanent course number in the catalogue), submit one digital copy *and* one printed copy with department chair's signature of the following items:

- A completed Credit Hour Application Form
- A detailed syllabus for the course (if the course is taught by multiple faculty members, please submit a representative syllabus or syllabi)
- Supporting materials, such as copies of assignments (optional)

Submit them to [the Office of the Dean of the College](#), Box 1730.

**For a new course**, submit the completed Credit Hour Application Form (including department chair's signature and representative syllabi), along with the rest of the new course application materials, following the usual procedure, as explained on the Dean's Office webpage:

<http://www.anselm.edu/Faculty-and-Staff/Dean-of-the-College/Resources/Curriculum/Course-Interdisciplinary-Minor-and-Major-Proposals.htm> - Course Proposals.

### Department Chairs:

Department Chairs play a critical role in the designation of course credit. In the application process, the Dean's Office relies on them to ensure that a course's number of engaged student learning hours justifies the number of credit hours requested. *No application will be reviewed without the department chair's signature.* It is expected that chairs will engage the department as a whole in the credit review process, especially in cases where the Department Chair is the person submitting the course for credit hour review. Also, in cases where sections of a course are taught by different professors, the Dean's Office counts on Chairs to verify that the syllabi submitted with applications are reasonably representative. Finally, once credit hours are approved for courses, Department Chairs have an important oversight role to play, ensuring that their departmental courses continue to have the appropriate numbers of credit hours.

The College’s Definition of a Credit Hour:

**The Credit Hour:** one credit hour shall reasonably approximate not less than three hours of engaged student learning per week throughout the duration of the term. A course’s credit value, then, may be established in a variety of ways. For example:

- Three credit lecture or seminar course. Three academic or clock hours\* of class time and a minimum of six hours of out of class work per week.
- Four credit lecture or seminar course. Three hours of class time and a minimum of nine hours of out of class work per week. Four hours of class time and a minimum of eight hours of out of class work per week.
- One credit laboratory course. Two hours of laboratory time and a minimum of one hour of out of class work per week. Three hours of laboratory time and a minimum of zero hours out of class work per week. Three hours of laboratory time and a minimum of one hour out of class work per week for 11 weeks. Four hours of laboratory time per week for 11 weeks and a minimum of zero hours out of class per week.
- One credit studio course. Two hours of studio time and a minimum of one hour of out of class work per week. Three hours of studio time and a minimum of zero hours of out of class work per week.
- Three credit internship. Minimum of nine hours of direct or indirect internship work per week.

*\*Note: an “academic hour” or” clock hour” is defined as 50 minutes of class time: for example, a MWF class, from 8:30-9:20, is comprised of three academic or clock hours per week.*

Examples of Engaged Student Learning:

In the classroom: lecture, discussion, group work, studio work, lab work, etc.

Outside the classroom: Reading, writing, work with other students, research, film watching, service learning, internship, online activities, etc.

Acceptable Ranges of Engaged Student Learning Hours:

Given that calculating engaged student learning hours is not an exact science, the Academic Assessment Committee has established acceptable ranges of total engaged student learning hours for courses. As a rule, a course may go under by no more than three hours and may go over by no more than one week’s worth of engaged student learning hours for its credit value. Thus for 4-, 5-, and 2-credit courses, for example, the following ranges are acceptable (assuming a 15-week semester):

Credit value of course	Target Number of Total Engaged Student Learning Hours	Acceptable Range of Total Engaged Student Learning Hours
<b>4</b>	<b>180</b>	<b>177 -- 192</b>
5	225	222 -- 240
2	90	87 -- 96