

**Albright College  
Accelerated Degree Programs  
Assignment of Credit Hours**

**Policy Description**

All courses taken through Albright College’s Accelerated Degree Program which are credit bearing and count towards the completion of a degree conform to the state of Pennsylvania and federal regulations pertaining to the assignment of credit hours regardless of format or mode delivery. These guidelines are in compliance with policies established by the federal government, state of Pennsylvania and in accordance with the Middle States Commission on Higher Education.

Albright College Accelerated Degree Programs follows a semester system one fall and one spring semester.

**Credit Hour Standards for Accelerated Degree Programs**

All Accelerated Degree Program courses are established around the federal definition of credit hour (Title 34, §600.2) which says:

*“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.”*

**Semesters in Accelerated Degree Programs**

The Albright College Accelerated Degree Program operates two standard semester terms in each academic year. The terms are traditional in nature of at least fifteen weeks in length per semester, where full-time students earn a minimum of 24 credits in an academic year.

All accelerated courses under the Accelerated Degree Program must comply with the defined contact time as defined below regardless of mode of the course:

**Federal Definition Guideline of Credit Hour**

For the typical three-unit class, a student spends three hours per week in class. The total semester hours are calculated by multiplying the weekly hours by 15.

4 Unit Course	4 units x 15 weeks	60 instruction hours
3 Unit Course	3 units x 15 weeks	45 instruction hours

**ADP General Studies Course**

An ADP General Studies course is 4 credits. This requires 60 hours of instruction. The face-to-face hours in each course are 28. Use this guide to design the remaining requirement of 36 hours. Instructional hours are defined in course syllabi for General Studies courses in Accelerated Degree Programs.

4 Unit Course	60 instruction hours	Course meets 7 times	28 face-to-face hours	60 – 28 = 32 remaining hours
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### ADP Major Specific Course

An ADP Major Specific course is 3 credits. This requires 45 hours of instruction. The face-to-face hours in each course are generally 20 (more for some majors). Use this guide to design the remaining requirement of 28 additional hours of instruction (or less if course meets face-to-face more than 5 evenings). Instructional hours are defined in course facilitator guides or course syllabi when guide is not available, for Major Specific courses in Accelerated Degree Programs.

3 Unit Course	45 instruction hours	Course meets 5 times	20 face-to-face hours	45 – 20 = 25 remaining hours
		Course meets 6 times	24 face-to-face hours	45 – 24 = 21 remaining hours
		Course meets 7 times	28 face-to-face hours	45 – 28 = 17 remaining hours

### Online Courses in Accelerated Degree Programs

Online courses are defined as any courses offered entirely online without any on-site face to face meetings. These courses have the same learning outcomes and component of a traditional taught or accelerated course. Instructional hours must be defined in the course syllabus to ensure compliance with Albright College Assignment of Credit Hours Policy.

### Homework

None of these charts include homework. That must be counted separately. The federal definition for student homework expectations would be two hours of homework per week per credit across a fifteen week semester.

### Instructional Equivalency Chart

Albright College maintains an Instructional Equivalency Chart, available for faculty to develop and maintain accelerated courses in compliance with the assignment of credit hours. The chart can be found at:

<http://faculty.albright.edu/edu/teach%20toolkit/supporting%20documents%20for%20download/instructional%20equivalencies%20chart%20carnegie%20units%20updated%209-22-15.pdf>

### New Course Equivalency & Annual Review

The Director of Accelerated Degree Programs ADP is responsible for the initial and annual review of courses within each discipline to ensure credit hour compliance. ADP Academic Program Coordinators are responsible for ensuring credit hour equivalency documents exist for each course under their discipline. Each course equivalency is documented on a shared drive accessible to all reviewers.

### New Courses ADP General Studies

All ADP general studies courses are required to have an instructional equivalency guide attached to the course, to ensure compliance with credit hour policies. This guide is submitted to the ADP Director for review of equivalencies, then is stored on a shared drive.

### **New Courses ADP Major**

Curriculum that is developed for an ADP major is locked, meaning an instructional facilitators guide is created to ensure consistency across faculty members teaching the course. All facilitator guides are required to have an instructional equivalency chart associated with the course to ensure credit hour compliance. This information is stored on a shared drive for all reviewers as well as accessible to all faculty in a Moodle administrative course.

### **Credit Hour Compliance Training**

A self-paced training on instructional equivalencies is available to all Albright College faculty members at: <https://mix.office.com/watch/p66mrts1glei> . An Albright College faculty Lion Link username and password is required. This training is included as part of new faculty orientation in Accelerated Degree Programs.