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**Responsible Office: Academic Affairs****Applies to: Academics****BOT Approved: 05/21/24**

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**Policy:**

This policy articulates a uniform College-wide practice on measurement and assignment of credit hours. The policy is based upon guidelines established by the Higher Learning Commission (HLC), the U.S. Department of Education and the Ohio Department of Higher Education (ODHE). The policy applies to all credit-bearing courses provided by Rhodes State College (RSC).

**Guidelines:****I. Definitions**

- a. Carnegie Unit of Credit: The Carnegie Unit defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester. This means that one unit of credit equates to three hours of student work per week (1- hour lecture plus 2 hours of homework or 3 hours of lab) for 15 weeks.
- b. Credit hour (Ohio Department of Higher Education [ODHE]): A minimum of 750 minutes (semester credit hour) of formalized instruction that typically requires students to work at out-of class assignments an average of twice the amount of time as the amount of formalized instruction. Credit hours may be calculated differently for other types of instruction (e.g., laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulations of regional accreditors and the federal financial aid program.
- c. Higher Learning Commission: The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the United States.
- d. Ohio Department of Higher Education: Cabinet-level agency for the Governor of the State of Ohio that oversees higher education for the state. The agency's main responsibilities include authorizing and approving new degree programs, managing state-funded financial aid programs and developing and advocating policies to maximize higher education's contributions to the State and its citizens.

Rhodes State College will comply with Federal and State guidelines by assigning academic credit as indicated in the credit hours procedure. The instructor is responsible for formalized instruction for all delivery modalities.

## References:

The Higher Learning Commission (2/2023).

**Policy Title: Assignment of Credits, Program Length and Tuition, FDCR.A10.020**

<https://www.hlcommission.org/Policies/assignment-of-credits.html>

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[https://download.hlcommission.org/policy/HLCPolicyBook\\_POL.pdf](https://download.hlcommission.org/policy/HLCPolicyBook_POL.pdf)

The Ohio Department of Higher Education (7/5/2016).

Guidelines and Procedures for Academic Program Review.

<https://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval/program-approval-overview/program-approval>

The Carnegie Foundation for the Advancement of Teaching

<https://www.carnegiefoundation.org/faqs/carnegie-unit/>

<https://www.albright.edu/wp-content/uploads/2017/10/instructional-equivalencies-chart-carnegie-units-updated-9-22-15.pdf>

## Related Policies or Procedures:

## History:

	Date:	Reason:
Issued:	11/15/2016	Original BOT approved Policy
Revised:	05/21/2024	Revised to remove Procedure from Policy

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*