



COLLEGE OF ARTS AND SCIENCES, OFFICE OF THE DEAN

Memo:

From Armin Kargol, Chair, Associate Deans Council

To: Dr. Maria Calzada, Interim Provost
Deans Council

Re: Credit Hour Policy

Date: November 6, 2018

The ADC approved the following Credit Hour Policy for online and on-ground courses:

“Loyola figures that a one-credit course in a 14-week semester requires 50 minutes of classwork or direct faculty instruction and 100 minutes of out-of-class work for 150 minutes total per week or a minimum of 2100 minutes for that one credit over the course of a semester. Based on the same calculation, a three-credit course requires a minimum of 6300 minutes per semester.

Instructors should be able to demonstrate that the required number of minutes are completed no matter the length of the term. Whether the 3-credit course, for example, takes place in a 15-week term, an 8-week term, or a 1-week term, an instructor should all be able to demonstrate that students complete a minimum of 6300 minutes of work.

This policy applies to all coursework at Loyola and not only to lecture/seminar courses. It also applies to internships, practica, labs, field research, independent studies, experiential courses, and studio courses. The following list is representative, not exhaustive, of the kind of work that can be taken into consideration when calculating the contact hours associated with credit hours:

- Instructional time (e.g. 700 minutes per credit hour; 40 contact hours for a 1 credit internship)
- online synchronous meetings
- reading assignments
- reading discussion board posts
- reading instructor announcements
- written assignments
- discussion board posts
- preparation for quizzes and tests
- viewing videos
- listening to podcasts
- group projects
- event attendance
- work as an intern
- field trip attendance
- service learning
- meeting with instructor.