



Fisk Curricular Guidelines to Determining Credit Hours for Online Courses Statement on Credit Hours:

Credit hours awarded must be determined by sound practice regardless of course delivery modality. In accordance with SACS Comprehensive Standard 3.4.6 web-based courses should adhere to the following:

The number of contact hours for courses that meet face-to-face with an instructor is defined by the number of hours spent in classroom; typically, 750 minutes (15 50-minute meetings) in the classroom is required for one college credit. Contact hours in synchronous online environments may be recorded in the same manner as for traditional classes.

Contact hours in asynchronous learning environments are difficult to monitor. However, the contact hours in asynchronous learning environment at Fisk University is based on the following guidelines:

- The semester consists of fifteen (15) weeks.
- The online asynchronous course content for a online class has been designed for three credit hours based on the “**Carnegie Unit**”.

*One lecture (taught) or seminar (discussion) credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours. Over an entire semester, this formula represents at least **45 hours of class time and 90 hours of student preparation**.

- The content required to meet the noted student outcomes and the number of clock hours for this course have been developed and organized into modules.
- Online students will receive a weekly module (total of fifteen for this course).

Weekly Module Time Commitment in terms of Hours:

Each module has been designed for fully online students to devote:

1 hr.	Module preparation time for the noted module (pre-assessments, readings), module assessment, application of learning and reflection
3 hrs.	Module scheduled online lectures, assignments, threaded discussions, group activities, projects, course emails activities

Time Management	Students are instructed to complete a time management survey to assist them in balancing their work, school, and home workloads for maximize their learning and meeting their outcomes.
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A 4-credit course should require **4 classroom hours and 8 hours of out-of-class hours each week in a** fifteen week term. A weekly schedule might work out something like this: A course counts as 4 credit hours. Reading assigned text could take 2 to 3 hours; completing homework might occupy another 3 to 6 hours. Reviewing material for an exam may well consume 3 more hours. Total: **8 to 12 hours a week for one class.**

Verifications of actual hours are measured through the Canvas Learning Management System (LMS) that records and tracks both faculty and students' login times, times on modules, discussion times, number of emails, online assessments, as well as completed assignments (developed to be completed for an average amount of time). If a student has not logged in within 5 days, the Registrar's office is notified for them to contact the student, if the student has not responded within 10 days, the Registrar's office is notified to communicate with the student to drop the course.

Faculty who is not engaged regularly with students (replies, grading assignments, sending announcements, conferences, posting various assignments), is contacted by the Associate Vice Provost for Online Initiatives/Director of Distance Learning with instructions that must be met to continue the course as a fully asynchronous course. The faculty member who does not comply with the requirements for an online course will not be provided to teach a fully online class and the Registrar's office notified to make appropriate changes for a F2F option