

Policy and Procedures for Awarding Credit at Carson-Newman College

Definition of a Credit Hour

Purpose:

In accordance with our mission to help students reach their full potential as educated citizens and worldwide servant leaders, Carson-Newman College employs sound and acceptable practices in determining and awarding credit. These practices include implementation of best practices for assigning and awarding credit in higher education and by appropriate review and approval of department chairs, school deans and faculty.

Definition of a credit hour: A credit is a unit of coursework represented by attainment of educational goals measured by learning outcomes.

Criteria and Process for Determining Credit:

For each course, institutionally established and commonly accepted best practices are considered in determining the number of credits awarded. These criteria include discipline-based and institutional standards regarding course objectives, content, course type, course level, required assignments, required student engagement, workload, assessment, performance indicators and educational goals and learning outcomes.

All courses offered for credit at Carson-Newman College have been thoroughly vetted by a committee process. Course proposals are initiated by departmental faculty, reviewed by the department chair and school dean, and then submitted for review and consideration by a faculty committee. The Academic Programs and Standards Committee is responsible for final approval of undergraduate courses and the Graduate Committee and Institutional Review Board for graduate courses.

In accordance with federal regulation (34 CFR 600.2) one credit is awarded for a workload which reasonably approximates 37.5 hours per term. Non-lecture courses, i.e., labs, studios, performance-based or clinical-based courses, also require a minimum workload of 37.5 hours per term to receive one semester hour of credit. The College bases credit for internships on one semester hour of credit for 50 hours of work. Courses offered by alternative methods of delivery or in accelerated calendars require an equivalent amount of student engagement and workload to earn one credit hour.

External Review and Confirmation:

In addition to an internal review of course level and credit, external reviewers assess the appropriateness of academic programs, including courses. These external reviewers include discipline-specific accreditation teams or faculty and administrators from other institutions for programs which do not have discipline-specific accrediting bodies.