



Procedures and Standard for College Operations

Procedure: 209.1 Assignment of Credit Hours

Approved by  Date: 6-8-2021
President

History: Effective Fall 2018

Revised:

Additional History:

Related Policies, Procedures or Standards: Policy 209 Assignment of Credit Hours; Standard 209 Assignment of Credit Hours

Additional References:

I. Introduction

The purpose of this procedure is to define Central Penn College's (the college) procedures for the periodic review of the application of the College's policy for credit hour assignment.

II. Background

In 2017 Central Penn College (the College) drafted a policy on the assignment of credit hours per the Federal definition of a credit hour (see Assignment of Credit Hour policy for details). The policy was tested using a sample of courses in 2017 and then again in early 2018. Results of the two pilot studies indicated the procedure for assessing the assignment of a credit hour is a valid process that measures what it is intended to measure. This document aims to outline the procedure the College will use on an annual basis to ensure the College remains in compliance with the assignment of credit hours.

III. Procedure

The periodic review of the application of the College's policy for credit hour assignment will occur on annually beginning in the third week of the Fall term. The Office of Institutional Effectiveness will select a random sample of the course offerings in the Fall. The sample size of the assessment will include 25% of the courses offered during the Fall. The number of individual duplicated courses included in the sample size will vary depending on the number of course offerings during the Fall. For example, if the unduplicated number of courses offered in the Fall



is 100, then 25% would equal 25 unduplicated courses. Once the Office of Institutional Effectiveness identifies the 25 unduplicated courses, then each section of the courses identified are part of the sample. This process will result in multiple courses participating in the assessment of the application of the College's policy. The rationale for including all sections of the course(s) selected is to ensure the student experience at the College is consistent across platforms and instructors.

Each section of each course selected in the sample will complete a credit hour worksheet provided by the Office of Institutional Effectiveness using the course's current syllabus. The credit hour worksheet is designed to capture the amount of direct instruction as well as the information contained in the course syllabus that accounts for all out-of-class student work, in a quantifiable manner. The total amount of direct instruction and out-of-class student work must equal the total amount of required work per the tables located in the College's Assignment of Credit Hours policy.

The faculty members will submit the completed credit hour worksheet along with the syllabus for the course assigned to the dean's administrative assistant. The dean's administrative assistant will forward the documents to the respective department chair who will review all courses submitted and complete a summary of the findings. The summary of the findings and all of the documents will be combined into one PDF and forwarded to the department's respective dean. The dean will review the summaries from each department chair and formulate an action plan if needed for any course or instructor found to be out of compliance with the College's Assignment of Credit Hours policy. The dean will then forward all documentation to the dean's administrative assistant. The dean's administrative assistant will forward the school's reports and documentation to the Office of Institutional Effectiveness who will draft an executive summary for compliance purposes, send the summary to the VPAA for review, and house the documentation for future reference.

Procedures outlined in steps:

1. IEO pulls random sample of Fall courses (25%)
2. IEO sends random sample to all faculty involved
3. Faculty apply the credit hour worksheet to their current course using the current syllabus
4. Faculty return the credit hour worksheet and the corresponding syllabus to the dean's assistant
5. Dean's administrative assistant forwards the documents to the department chairs
6. Department chair reviews the documents and creates a summary of the outcomes (including any recommended action plans on areas of non-compliance)
7. Department chair creates one PDF that includes the summary and all documentation and sends the PDF to their respective dean
8. The dean reviews the PDF and either approves, rejects, or asks for modification of the



- summary's action plan (if applicable)
9. The dean forwards the approved PDF to the dean's administrative assistant
 10. Dean's administrative assistant forwards all school documents to the Office of Institutional Effectiveness
 11. The institutional Effectiveness Officer drafts a summary for the VPAA and houses all documentation for future reference.