**BASIC FORMULA FOR CALCULATING CREDIT HOURS**

The Pennsylvania Department of Education State regulations indicate the following: “One college semester credit is defined as 14 hours of classroom instruction. A three-credit semester based course would need to meet for 42 hours or rigorous college classroom instruction over the semester. The academic requirements the hours of classroom instruction cannot be calculated to include exams (i.e., final exams). A typical semester course meets for 14 weeks of instruction, after which the final may be given in the 15th week. Moreover, the scheduled weeks of class may not include holidays.”

The formula also includes the expectation that students will invest 2 hours of preparation time for every 1 credit of course content. For the typical student who enrolls in 15 credit hours per semester, this would mean and additional 30 hours of preparation beyond the class time. For students in the Department of Music, the hours of preparation (especially for applied lessons and ensembles) go far beyond the basic formula.

Kutztown University operates under a Collective Bargaining Agreement, which states: “For all academic faculty members, the full workload for the academic year shall not exceed twenty-four (24) workload hours (with twelve (12) workload hours as standard for a term). In no event shall more than fifteen (15) workload hours be assigned in any one (1) academic term unless overload as provided for in this Agreement is paid. Laboratories, studios, clinics, and field and activity courses shall be equated on the basis of three (3) contact hours being equal to two (2) workload hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered a workload hour. However, each contact hour in laboratories in chemistry, biology, physics, allied health science and earth science shall be assigned one (1) workload hour.”

Citation: Title 22 (Education), I.C.31.21-22


[http://www.pacode.com/secure/data/022/chapter31/s31.22.html](http://www.pacode.com/secure/data/022/chapter31/s31.22.html)

Citation: Agreement Between The Association of Pennsylvania State College and University (APSCUF) AND The Pennsylvania State System of Higher Education (State System) for Faculty. Article 23 - Workload and Workload Equivalents, Section A.1, pp.73-76.

**TRANSFER CREDITS**

Transfer credits will be given for equivalent courses completed at regionally accredited institutions of collegiate level in which a minimum grade of “C-” is earned. No student may obtain a degree without a minimum residence of one year (30 semester hours) at Kutztown University and a minimum of 30 of the last 45 semester hours completed at this institution.
Students transferring from another college are subject to the regulations stated in the University Catalog.

Students transferring from any institution of higher education to Kutztown University will be required to complete half of the minimum semester hour degree requirements in their major field at Kutztown University. The courses to be taken to fulfill this requirement must be at the upper level. In some cases, in order to comply with this regulation, a student may be required to complete more than 120 semester hours for the degree.

In accordance to the State System of Higher Education Academic Passport and Student Transfer Policy, Pennsylvania Community College and System students who meet the established eligibility criteria shall be granted an Academic Passport, which shall provide entry to any System University. This is limited to graduates of PA Community Colleges holding the Associate of Arts (A.A.) or Associate of Science (A.S.) degree(s) or incumbent students of State System universities with 12 credits or more of college level work. All students must have a cumulative grade point average of 2.0 or greater.

Kutztown University Policy ACA-023 Transfer Credits from Other Institutions: 
http://www2.kutztown.edu/prebuilt/apps/policyregister/policy.aspx?policy=ACA-023

Kutztown University Policy ACA-057 GPA Calculations and Transfer Grades: 
http://www2.kutztown.edu/prebuilt/apps/policyregister/policy.aspx?policy=ACA-057

Music Transfer Credits

While the Department of Music at Kutztown University recognizes the level of excellence of NASM-accredited institutions, a series of diagnostic examinations are taken at the point of audition for acceptance. In the cases where the institution is not a member of NASM, copies of course syllabi from the institution are requested in order to establish transfer equivalencies, which are reviewed by the department chair, and added to the Registrar’s data base of institutions with course equivalency information.

http://www.kutztown.edu/admissions/transferring-to-ku/credit-evaluations.htm

POLICIES AND PROCEDURES FOR CREDIT HOUR ASSIGNMENT

Kutztown has policies and procedures for the assignment of credit hours and the consistent application of these policies. The University periodically reviews the application of procedures for credit hour assignment and adheres to and reviews courses and programs that do not follow the federal definition of “credit hour” or its equivalent.

Kutztown University, like most of higher education, has adopted a variant of the Carnegie Unit. Kutztown, as one of the fourteen campuses of PASSHE, is centrally administered and must comply with standard Board of Governor’s policies regulating all significant areas of educational
activities. Furthermore, the State System was once a unit within and continues to comply with Pennsylvania Department of Education State Board of Education regulations. The relevant Code states: “One college semester credit is defined as 14 hours of classroom instruction. A three-credit semester based course would need to meet for 42 hours or rigorous college classroom instruction over the semester. The academic requirements the hours of classroom instruction cannot be calculated to include exams (i.e., final exams). A typical semester course meets for 14 weeks of instruction, after which the final may be given in the 15th week. Moreover, the scheduled weeks of class may not include holidays.” Complete Citation: Title 22 (Education) of the Code, Part I (State Board of Education), Subpart C (Higher Education), Chapter 31 (General Provisions), Section 21 (Curricula)-Section 22 (Academic Year).

One way the Kutztown University Calendar Committee ensures compliance with these regulations is to not only require a semester of 14 weeks instructions, plus a finals week, but also the process requires a minimum of 14 meeting days for each day of the week. Fall and Spring semester courses therefore have a minimum of 14 classroom hours per credit prior to the final exam week. Lecture or seminar courses assume two hours of student preparation time for every hour of credit. As most lecture and seminar courses are three credits, over the entire semester a minimum of 42 classroom hours and 84 student preparation hours are expected, in addition to a final exam or experience during the 15th week.

Laboratory courses generally award one credit hour for two hours of scheduled supervised laboratory work. The most common “laboratory” courses contain a mixture of a required laboratory section and required “attached” lecture. For example, the general education Biology laboratory science course requires a two hour a week lecture for two credits and a two hour laboratory section for one credit. This class would meet for a minimum of 56 hours in the course of the 14 weeks of instruction and have a final exam during the 15th (exam) week.

Visual art studio courses also award one credit hour for two hours of scheduled supervised studio work. Students are also required to spend a minimum of one additional hour per week outside of class time for every credit hour in visual art studio classes. This class would meet for a minimum of 84 hours in the course of 14 weeks of instruction and have a final experience during the 15th (exam) week.

**CONSISTENCY OF CREDIT HOUR PROCEDURES AND POLICIES**

Kutztown University’s professional education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE), the Council on Social Work Education, the National Association of Schools of Music, and the National Association of Schools of Art and Design. To assure compliance with the Pennsylvania Department of Education regulations, the
PASSHE central office approves all new programs, and all existing programs are on a regular, five-year review cycle.

The on-campus compliance review includes academic deans, the Provost’s office, the Registrar’s Office, and the Office of Institutional Research for courses. New courses and programs go through a three stage review process: peer review at the department and college curriculum committee levels, the University Curriculum Committee, and then management review prior to approval by the University President. The sole gateway to the Administrative Computer System for master course and curriculum records and course master requirements is the Office of the Vice Provost and Dean of Graduate Studies. Off-campus compliance review is primarily conducted by PASSHE through specified semester reports, Institutional Research specified submissions, direct electronic records access, as well as the regular program review cycles stated earlier.

**REVIEW PROCESS FOR APPLICATION OF CREDIT HOUR ASSIGNMENT**

The Middle States Commission on Higher Education decennial self-study as well as the five-year interim report provides reviews of the policies and procedures for credit hour assignment.

The master calendar, following the directions and specifications outlined above, is reviewed and approved annually by the Administrative Council. The University Registrar monitors semester offerings for compliance (this is primarily a software function). Similarly, semester course schedule creation is a Registrar’s Office function with input from academic departments and deans. The new course or program approval process identified above requires college committee then University Curriculum Committee review, with wide management review and oversight coordinated by the Vice Provost and Dean of Graduate Studies who is the sole “course master” gate keeper. Offerings are also monitored by the other various accrediting bodies, such as NCATE, National Association of Schools of Art and Design, National Association of Schools of Music, as well as others specified above.

**VARIATIONS IN CREDIT HOUR ASSIGNMENT**

There are several types of programs and courses that do not follow the 14 weeks of instruction followed by an exam pattern. One example is summer sessions, which do not run for 14 weeks, one hour of class meeting time per credit per week, but follow the model of 3 hours per week per credit for a five-week semester. Three-credit summer and summer travel courses all follow the minimum 42 hours of classroom instruction and 84 hours of student preparation as outlined in “Policies and Procedures for Credit Hour Assignment” above, only compressed to fit into fewer weeks.
Supervised individual activities, such as Independent Study and Individual Instruction (defined as study given initial guidance, criticism review, and final evaluation of student performance by a faculty member), are awarded credit for the equivalent hours of student activity. All written Independent Study proposals are reviewed in advance and approved by the faculty supervisor, the department chair, and the academic dean. Some departments and colleges have an additional Independent Study review/approval committee. The option of Independent Study within a department must be approved by both the college curriculum committee as well as the University curricular process. Individual Instruction courses follow the identical syllabus as the course covering the same material and assessments. They are offered only under specific conditions and limitations. Individual Instruction courses are regular catalog courses, which are not scheduled to be offered in that particular semester or session. Students must be matriculated, with a minimum of 32 credits already earned, the course must be a required course in the student’s curriculum, and it may not be a repeat of a course taken previously. A student may be permitted one Individual Instruction during a term of study, and a student enrolled in a course under Individual Instruction may meet with the instructor for an additional five contact hours per credit offered.

In addition, student teaching is essentially full time under the supervision of a licensed practicing teacher with direct observations from Kutztown University faculty. One semester credit hour is awarded for each week of work. All student teachers are required to have a two hour a week in-person on campus practicum recitation with Kutztown University faculty.

Citation: Title 22 (Education), I.C.31.21-22


http://www.pacode.com/secure/data/022/chapter31/s31.22.html

Program checksheets:

http://www2.kutztown.edu/academics/courses/checksheets.htm?college=0

Music Credit Hours

The Department of Music follows the university procedures for the assignment of credit hours for Music courses according to the following categories:

- Courses in Music Theory, Music History, Music Technology, and Conducting as well as Music Education Methods courses are awarded credit consistent with lecture courses (3 credits for a total of 42 hours of lecture time).
• Courses in Aural Skills and Physical Properties of Sound are also awarded credit consistent with lecture courses (2 credits for 28 hours of lecture time).

• Courses in Class Piano, Voice Class, and Music Education Techniques courses are awarded credit consistent with laboratory courses (1 credit for a total of 28 hours of laboratory time).

• Although large and small performing ensembles meet for varying lengths of rehearsal time, all ensembles are awarded one credit, consistent with completion of a minimum of 28 hours of laboratory time over the course of a 14-week semester.

• Private Instruction in Music (lessons) are awarded one credit, and students receive ½ hour weekly instruction per week, for a total of seven one-on-one instructional hours during the 14-weeks semester. Students are also engaged with their professor during regularly scheduled studio classes and master classes.

Art, Design, and Media Credit Hours

The Departments of Art Education & Crafts, Communication Design, Electronic Media, and Fine Arts follow the university procedures for the assignment of credit hours for courses, with one exception:

• Studio-based courses are awarded credit consistent with lab courses (1 credit for a total of 28 hours of in-class time).