
Policy Title:	Credit Hour Assignment
Policy Category:	Institutional-Curriculum
Policy Code:	I-CUR001
Policy Effective Date:	08/20/2019
COCA Standard:	Element 12.5: Course Credit Hours

PURPOSE / SCOPE:

Provide guidelines to ensure the appropriateness of credit assignments

DEFINITIONS:

None

POLICY:

The Office of Academic Affairs is charged with ensuring appropriateness of credit assignments within the ICOM curriculum. Corresponding credits will be assigned to all courses in the curriculum, including clinical rotations, based on contact hours as described below. Credit assignments will be continually evaluated and assigned on the basis of the Carnegie unit credit hour as provided by the U.S. Department of Education consistent with the glossary of the AOA Commission on Osteopathic College Accreditation (COCA) Accreditation of Colleges of Osteopathic Medicine: COM Standards and Procedures.

ICOM's integrated approach utilizes biomedical science and clinical faculty who explain concepts and prepare students in a logical sequence to become more clinically adept as they progress towards clinical rotations. The third and fourth-year clerkships provide opportunities for in-depth clinical exposure in a variety of core and elective rotations.

The amount of academic work or instructional time reported in contact hours and used to calculate credit hours is as follows:

- One lecture or seminar (small group activity, alternate learning event) credit hour represents 1 hour of scheduled class/seminar time and 2 hours of student preparation time.
- One laboratory credit hour (anatomy, OMM etc.) represents 2 hours of scheduled supervised or independent laboratory work and 2 hours of student preparation time.
- One practice credit hour (supervised clinical rotation clerkship etc.) represents 3-4 hours per week of supervised and/or independent practice.
- One self-directed learning hour is calculated similarly to practice credit hours.

ICOM assigns grades to all credit-bearing courses and the credits for each course are determined based on contact hours with 0.5 increments. The minimum number of contact hours per credit is outlined in the standard contact hour table below.

Contact Hours	Credits	Contact Hours	Credits
8	0.5	88	5.5
16	1.0	96	6.0
24	1.5	104	6.5
32	2.0	112	7.0
40	2.5	120	7.5
48	3.0	128	8.0
56	3.5	136	8.5
64	4.0	144	9.0
72	4.5	152	9.5
80	5.0	160	10.0

The minimum number of contact hours per credit is delineated, and a course with contact hours not reaching the requirement for the next higher credit value is reported at the next lower credit value. For example, a course of 10 contact hours would be assigned a value of 0.5 credits. This credit hour calculation process is consistent with US Department of Education standards.

POLICY OWNER:

Associate Dean of Academic Affairs

CROSS REFERENCE AND SUPPORTING DOCUMENTS:

(Provide links to other policies or materials identified in the policy.)

CROSS REFERENCE (ICOM, COCA or Other Policies)	LOCATION
Item #1	Hyperlink to other policy
Item #2	Hyperlink to other policy

SUPPORTING DOCUMENTS	LOCATION
Academic Bulletin	https://www.idahocom.org/students/resources/
Item #2	Hyperlink to document

----- SIGNATURE PAGE FOLLOWS -----

SIGNATURE APPROVAL:

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Primary Policy Owner, please select the appropriate box below.

No Change (return to prt@idahocom.org)

Editorial Revisions only (return to prt@idahocom.org)

New Policy – suggested review schedule: Annual Biennial

Date sent to Academic Leadership Council or President’s Council for review: _____

Content Revisions

Date sent to Academic Leadership Council or President’s Council for review: 8/19/2021

Briefly describe revisions:



8/4/2021

Policy Owner

Date



6/15/2021

Dean / CAO

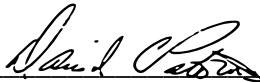
Date



8/4/2021

President / CEO

Date



9/28/2021

ICOM Board Chair

Date