

## CREDIT HOUR POLICY

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### Academic Credit at DCAD

#### Purpose

Delaware College of Art and Design is committed to maintaining the highest standards of academic rigor and program integrity. In accordance with the [Federal Government's](#) definition of credit hour, this policy articulates and documents DCAD adherence to the federal guidelines and its commitment to transparency.

Credit Hour Policies are the responsibility of the Academic Dean and approved by the President. For questions about the policy, contact [kro@dcad.edu](mailto:kro@dcad.edu).

#### Definition

The classroom teaching activities at DCAD are categorized into two types of credit-earning work: lecture credit and studio credit. These typically occur in a 15-week semester.

Credit in general: One credit hour should involve an input of approximately three hours per week for the average student (e.g. one hour of class and two hours of out-of-class preparation). Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions. Semester credit hour or semester hour: A semester hour must include at least 30 clock hours of instruction. In addition to time, consideration is made for increasing rigor in Student Learning Outcomes for courses. As the course level increases, courses are expected to reflect this increase in rigor for the Student Learning Outcomes. The credit awarded reflects appropriate knowledge, skills and student learning competencies developed in the courses. *Source: 34 CFR 668.8*

Lecture: 1 contact hour constitutes one credit hour (1:1)

Lecture definition: Lecture describes formal and informal lectures, seminars, discussions, or critiques. One 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 45 hours of class time and 90 hours of student preparation.

Studio: 1.5 contact hours constitutes one credit hour (1.5:1)

Studio (practice credit) definition: Studio describes a class in which all students are engaged in creative or artistic activities, which are new and unique and not formulated in a lecture setting. Every student in the room is performing a creative activity to obtain a specific outcome. Because it is not lecture-based, this requires more minute-to-minute responsibility for the faculty member to engage individual students towards their goal. 1.5 studio hours equal 1 lecture hour. One studio (practice credit) hour represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per semester. Blocks of 3 practice credit hours, which equate to a studio or practice course, represent between 135 and 180 total hours of academic work per semester.

#### Policy

Credit hour adherence is reviewed annually by the Office of the Dean. Each class is evaluated for correct contact hours and appropriate lecture and studio time as per DCAD's academic credit hour definition; DCAD's definition is based on the [federal credit hour guideline](#). Individual course syllabi and room usage are compared to the DCAD credit requirements for accuracy.

Students and staff are informed of the credit hour definition and policy at orientation meetings, in student, staff and faculty handbooks as well as on each syllabus and the College website.

This policy can be found in the DCAD Curriculum Guidelines and on the DCAD Website.

### **Formula for calculation of credit hour**

Studio Ratio =  $1.5 \times 50 \text{ min} \times 15 \text{ weeks} = 1125 \text{ min per credit for semester}$

Liberal Arts =  $1 \times 50 \text{ min} \times 15 \text{ weeks} = 750 \text{ min per credit for semester.}$

### **Transfer Credit Policy**

The Delaware College of Art and Design welcomes applications from qualified students who have begun their undergraduate career at another higher education institution. DCAD offers rolling admissions that allows transfer students to apply for the fall or spring semesters. Under the selective admissions process, transfer applicants are encouraged to submit their application materials as early as possible to ensure space availability. After submitting the Application for Admission and application fee, applicants should send official high school and college transcripts and schedule an appointment for a portfolio review, interview, and campus tour. If an applicant cannot personally present the portfolio for geographic reasons, please refer to the Associate of Fine Arts admissions application requirements for sending images for review. The primary criteria for acceptance are portfolio quality and acceptable official transcripts that indicate G.P.A., course titles, and grades. The portfolio evaluation can supersede courses taken or grades earned. The required portfolio must contain works from studio courses for which transfer credit is sought and which meet the curricular demands of the DCAD A.F.A. degree.

All transfer credits must be grades of "C" or higher awarded from fully accredited institutions to be considered for equivalent course credits at DCAD; credits must have been earned in the last eight years. Transfer credits are considered for course similarity or equivalencies in content and expected learning outcomes. Course syllabi are required for all courses being considered for transfer. While courses at other institutions may have similar titles, acceptance of studio transfer credit relies greatly on the portfolio review. A maximum of 28 credits are accepted for transfer toward the Associates of Fine Arts degree with 32 to 36 credits completed within DCAD's curricula to earn an A.F.A. degree. The dean is ultimately responsible for transfer credit approval. Students may petition the dean to reevaluate credits during their first semester of enrollment at the College. Transfer credits are noted on official DCAD transcripts and a copy of the transfer credit evaluation is forwarded to the applicant, academic dean, and registrar, and will be placed in the student's file for review by the students' academic advisor during semester registration. Transfer credits are only accepted for coursework at an accredited institution, not for "life experience".

Credit by AP Examination: DCAD accepts credits under the Advanced Placement (AP) program of the College Board. Students receiving a grade of 4 or 5 in academic subjects receive 3 credits toward the DCAD Associate of Fine Arts Degree. A grade of 5 in the Art History AP exam entitles a student to receive credit for the equivalent art history course at DCAD. A grade of 4 or 5 in AP English can be credited toward a Writing and Literature course. In studio areas, scores of 5 in either Drawing or the Studio Art AP exam entitles students to submit a portfolio for evaluation by the Area Coordinator of Foundations for possible first-year studio credit.

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