

**BLOOMFIELD COLLEGE**  
**POLICY ON COURSE UNITS**

All courses offered for credit at Bloomfield College must comply with regulations and policies on credit hours established by the U.S. Federal Government, the State of New Jersey, and the Middle States Commission on Higher Education. As described in these regulations, the College recognizes that a credit hour represents an amount of student work typically required to meet the learning outcomes of a course, learning experiences, or competencies for which credit is awarded. The College will allow maximum flexibility in determining course/credit-hour equivalencies afforded by federal, state, and accreditation regulations and policies.

Bloomfield College currently uses a Course Unit (CU) system where each CU is equivalent to 4 credits as described below.

**Procedure**

1. Bloomfield College bases its procedures for student course units (credit hours) on the following regulations, policies, and definitions:
  - Federal regulations set forth that the amount of student work typically required to meet the stated learning outcomes of a course, learning experiences, or competencies approximates one hour of instruction or examination and two hours of student preparation every week throughout a fifteen-week semester for every credit hour that the student is awarded.
  - The guidelines of the Middle States Commission on Higher Education provide conventional calculations for specific course types. Those calculations are reflected below.
  - One clock hour consists of 60 minutes, while a credit hour consists of 50 minutes. The calculations below are based on a 60-minute clock hour.
2. A face-to-face 1-CU (4-credit) lecture- or seminar-based undergraduate course typically meets the following criteria:
  - A minimum of 15 weeks of instruction or examination per semester. If the course includes a final exam, the final exam will take place during week 15. If the course does not include a final exam, week 15 should be devoted to instruction or some other organized learning activity;
  - A minimum of one day of instruction per week;
  - A minimum of 200 minutes (4.0 credit hours) of classroom instruction or examination per week, and;
  - A minimum of 400 minutes of out-of-class student preparation per week.
3. All other 1-CU (4-credit) undergraduate courses should meet the following criteria or their approximate equivalents:
  - Online courses:

- A minimum of 200 minutes of (online) instruction, examination, discussion, tutorial, or other appropriate learning activity, and;
  - A minimum of 400 minutes of out-of-class, off-line or student work preparation over a 15 week period.
  - Hybrid courses:
    - Hybrid courses are courses that meet partially in the classroom and partially online.
    - Roughly 50% of the course is to be offered in the online format with the balance of the time spent in the classroom.
    - A minimum of 200 minutes will be spent delivering course material in the online environment and in the classroom which can include direct instruction, examination, discussion, tutorial or other appropriate learning activity.
    - A minimum of 400 minutes is spent out of class, off-line or preparing for coursework over the 15 week period.
  - Studio courses:
    - A minimum of 600 minutes of supervised and/or independent practice per week across 15 weeks.
  - Lecture courses linked to laboratories (which bear 0 credit for students):
    - A minimum of 200 minutes of lecture, and;
    - A minimum of 400 minutes of out-of-class student preparation per week across 15 weeks.
  - Internships, co-ops, clinicals, field work, supervised teaching, and independent studies:
    - A minimum of 600 minutes of supervised and/or independent practice and/or work per week across 15 weeks. A portion of this time may be used for classroom instruction and/or out-of-class student preparation.
4. Undergraduate courses and credit-bearing lab courses bearing fewer than one course unit (4 credits) will adjust their meeting and preparation times accordingly. For instance, a 0.5-CU undergraduate course or lab should meet the following criteria:
- A minimum of 100 minutes a week for classroom instruction, learning activities or examination and;
  - A minimum of 200 minutes of out-of-class student preparation per week across a 15-week semester.
5. Graduate courses will conform to the undergraduate examples above.
6. Accelerated terms (e.g., summer and winter terms) should include the total number of minutes of instruction, examination, and preparation of a conventional 15-week term as noted in the examples above but in a more compressed format. For instance, a course

meeting in the 7-week summer session should meet double the number of minutes per week to account for the shortened semester.

7. Upon a positive recommendation from the Committee on Academic Programs and/or the Academic Division, the Vice President for Academic Affairs will make exceptions to the examples above on a case-by-case basis. In all instances, exceptions will still uphold the general expectation that all credits awarded represent an approximate equivalent amount of student work represented in the calculations above.
8. Students who wish to receive Prior Learning Assessment (PLA) credit must demonstrate and provide evidence that they have met the learning outcomes of the relevant course(s). The student awarded PLA credit will receive the appropriate number of course units based on the academic work that a hypothetical student would typically perform to receive those credits in a conventional learning environment.