



College of Court Reporting Credit Hour Policy

The U.S. Department of Education defines a credit hour as follows:

Except as provided in [34 CFR 668.8\(k\)](#) and [\(l\)](#), a credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that—

- (1) Reasonably approximates not less than—
 - (i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
 - (ii) At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and
- (2) Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels. 34 C.F.R. 600.2

The procedures that the college utilizes to ensure the application of this definition are through scheduled lecture hours, homework assignments, internship hours, etc. Every syllabus lists expected hours devoted to each academic activity to ensure its application of the definition.

A credit hour represents three hours of course work per week, either in or out of class, for a 15-week semester. Therefore, a one-credit academic lecture course requires three hours of required course work per week for each of 15 weeks during the semester, a two-credit hour course requires six hours per week, and a three-credit hour course requires nine hours per week. Most three-credit hour courses meet live one hour a week each week for the 15-week semester. A course composed of lab hours meets two hours a week with another hour of outside coursework per week for each credit hour. Skill development and computer courses are a combination of lecture and lab. A court reporting steno internship requires 60 hours for each credit hour awarded to the student. A voice writing internship may be completed by performing 60 hours for each credit hour awarded to the student, however there are other options available to complete the certificate in voice writing.

A student is expected to study three to four hours a week outside of class for each credit hour earned. In order for students to graduate within the normal program time, students must devote two to three hours per day, six to seven days per week in order to meet the skill and speed proficiency needed to complete within the respective program's designated length. An online student is expected to devote 9 hours a week per each 3-credit hour academic course and 18 hours per week for each 6-credit skill development course. This involves a combination of academic engagement and preparation.

Academic engagement may include, but is not limited to, attending a live class or the recording of a live class; submitting an academic assignment or dictation test; listening to class lectures or webinars (synchronous or asynchronous); taking an exam, an interactive tutorial, or computer-assisted instruction; attending an assigned study group; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work; reviewing feedback from instructors on assignments and tests; and live or EV360 skill development and speedbuilding classes.



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Preparation is typically homework, such as reading and study time, and completing assignments and projects. All student work is documented in the curriculum materials and syllabi. A 6-credit hour course requires a combination of academic engagement, drill work, homework assignments, and practice totaling a minimum of 18 hours a week or 270 hours each 15-week semester; a 3-credit hour course requires a total of 9 hours a week or 135 hours each 15-week semester of academic engagement and preparation. A one-credit internship course in the A.A.S. in Court Reporting degree program and certificate in court reporting consists of 60 documented and verified hours writing on a stenographic machine or using voice-to-text technology in the courts, depositions, while captioning, providing CART, etc. A voice writing internship may be completed by performing 60 hours for each credit hour awarded to the student, however there are other options available to complete the certificate in voice writing.