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**Credit Hour Assurance Procedure**

To assure Dakota College at Bottineau is in compliance with its Credit Hour Policy, approximately 50-60 F2F/IVN/hybrid courses will be selected during both fall semester and spring semesters. These courses will be a combination of on-campus and off-campus courses. Faculty who are teaching these courses will be required to complete the attached Credit Hour Report Form following the conclusion of the selected terms. These forms will be submitted to the Academic Affairs Office. The Academic Affairs Office will compile the forms, analyze the data, and summarize the results into a formal report.

Faculty whose course does not meet the required Credit Hours Policy, will be required to complete the Credit Hour Report Form the next term they teach the course.

A Credit Hour Report Form will be completed for each course approximately one time every four years.

A copy of the Credit Hours Report Form will be available on the DCB website and in the Academic Affairs Office.

This procedure will take effect starting Spring 2020.

Summary of procedure:

1. At the start of each fall and spring semester, the Academic Affairs Office will determine which courses will be selected for credit hour assurance reporting.
2. Faculty will be notified if their course is selected for the credit hour assurance review via email.
3. With approximately two weeks remaining in the term, faculty selected for the review will receive an email reminding them to complete and submit the Credit Hours Report Form on or before the last day of scheduled final exams. A blank copy of the Credit Hours Report Form will be attached to the email.
4. The forms will be submitted to the Academic Affairs Administrative Assistant.
5. The Academic Affairs Office will compile forms, analyze the data, and summarize the results into a formal report.

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**Credit Hour Report Form**

Course Prefix/Number/Title: Click here to enter text.

Credits: Click here to enter number. Term/Year: Click here to enter text.

Scheduled meeting times and days of the week: Click here to enter text.

Name of Faculty: Click here to enter name.

# Course credit hours: Click here to enter number.

# Lecture credit hours: Click here to enter number.

# Lab credit hours: Click here to enter number.

Methods of delivery (check all that apply):

Face-to-face on-campus

Face-to-face off-campus

IVN

Hybrid (provide detail): Click or tap here to enter text.

**LECTURE**

* Number of actual meeting times: Click here to enter number.
* Average length of meeting time (minutes): Click here to enter minutes.
* Number of missed scheduled meeting times: Click here to enter number.
* Number of pages of required reading: Click here to enter number.
* Number of in-class exams: Click here to enter number.
* Number of in-class quizzes: Click here to enter number.
* Number of out-of-class exams/quizzes: Click here to enter number.
* Average number of questions per exams/quizzes: Click here to enter number.
* Were students required to submit a research paper(s)? Choose an item.
  + If “Yes”, total number of pages= Click here to enter number.
  + OR If “Yes”, total number of words= Click here to enter number.
* Were students required to submit any other written assignments? Choose an item.
  + If “Yes”, total number of pages= Click here to enter number.
  + OR If “Yes”, total number of words= Click here to enter number.
* Were out-of-class, online posts and/or discussions required? Choose an item.
  + If “Yes”, total number= Click here to enter number.
* How many other assignments were students required to complete outside of the classroom? Click here to enter number.
* Give the average number of questions or problems per assignment. Click here to enter number.
* Was a final exam given during the regularly scheduled time/date? Choose an item.

**Credit Hour Report Form (continued)**

**LABORATORY/PRACTICUM**

* Number of actual meeting times: Click here to enter number.
* Average length of meeting time (minutes): Click here to enter minutes.
* Number of missed scheduled meeting times: Click here to enter number.
* Number of pages of required reading: Click here to enter number.
* Number of in-class exams: Click here to enter number.
* Number of in-class quizzes: Click here to enter number.
* Number of out-of-class exams/quizzes: Click here to enter number.
* Average number of questions per exams/quizzes: Click here to enter number.
* Were students required to submit a research paper(s)? Choose an item.
  + If “Yes”, total number of pages= Click here to enter number.
  + OR If “Yes”, total number of words= Click here to enter number.
* Were students required to submit any other written assignments? Choose an item.
  + If “Yes”, total number of pages= Click here to enter number.
  + OR If “Yes”, total number of words= Click here to enter number.
* Were out-of-class, online posts and/or discussions required? Choose an item.
  + If “Yes”, total number= Click here to enter number.
* How many other assignments were students required to complete outside of the classroom? Click here to enter number.
* Give the average number of questions or problems per assignment. Click here to enter number.
* Was a final exam given during the regularly scheduled time/date? Choose an item.

Faculty comments:

Click here to enter comments.

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| --- | --- | --- |
|  |  | Click to enter a date. |
| Signature of Faculty |  | Date |

Associate Dean for Academic Affairs comments:

Click here to enter comments.

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|  |  | Click to enter a date. |
| Signature of Associate Dean for Academic Affairs |  | Date |