Unity College Credit Policy

Unity College, like most American higher education colleges, has adopted a variant of the traditional “Carnegie Unit” as a measure of academic credit. This unit is known in the college by a familiar term, “semester credit hour,” and is the primary academic measure by which progress toward a degree is gauged. It is recognized that such a unity measures only a part, albeit a major part, of a composite learning experience, based upon formally structured and information interactions among faculty and students.

Unity College’s credit hour is a semester hour, the standard measure of progress toward a degree at most institutions. For most standard lecture courses, it represents 50 minutes of class time each week of the semester and two hours of out of class work. The class time, out of class work, and credits will vary, however, for other types of courses, such as laboratory science, studio arts, and field-oriented courses.

In the interest of accurate academic measurement and cross-campus comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours. The definitions constitute a formalization of current and historic policy in order to ensure consistency throughout the college.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks, including the final exam period. Semester credit hours are granted for various types of instruction as follows:

1. Lecture, seminar, and topics courses – A semester credit hour is an academic unit for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically a three-semester credit hour course meets three 50-minute sessions per week or two 75-minute sessions for fifteen weeks for a total of 45 contact hours.
2. Laboratories – typically meet for 100, 125, or 150 minutes.
3. Studios – typically meet for two – 100 minute blocks per week.
4. Full-time (12 credit hour) Internships (student teaching, etc.) – If a student’s academic activity is essentially full-time (as in student teaching), one semester credit hour is awarded for each week of work.
5. May Session – Credit hours may be earned in a three-week May session proportionately to those earned for the same activity during a regular term of the institution, normally at no more than one credit per week of full-time study.

Appeal and Review – The review of credit hour policy/assignments will be done during all program reviews and when a new course is proposed. For a new course to be approved a proposal must be presented through one of the academic centers and then submitted to the Academic Regulations Committee (ARC). ARC reviews the proposal on its technical and academic merit. During this process ARC will review course content, student credits awarded, faculty workload credits awarded, scheduling parameters, enrollment caps, prerequisites, and when the course is scheduled to be offered. The course proposal if approved by ARC goes to the faculty as a whole moved and seconded from the committee. If the proposal needs additional work, it is returned to the Center Director. Once a new course/administrative syllabus is approved by the faculty and administration, it is housed in the registrar's office and on the SharePoint drive with all other administrative syllabi.