



College of Court Reporting

Credit Hour Policy – A.A.S. Degree in Court Reporting

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The U.S. Department of Education defines a credit hour as follows: "Except as provided in federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. 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 of credit; or
2. At least an equivalent amount of work as required in No. (1) of this definition for other academic activities as established by the institution including laboratory work, internships, internship, studio work, and other academic work leading to the award of credit hours."

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

A credit hour represents one hour of class time per week for a 15-week semester. A one-credit academic course meets for 15 hours during the semester; two credits, 30 hours; three-credit hours meet at least three hours a week for 50 minutes for a total of three hours of lecture per week for three credits for the 15-week semester. A course composed of lab hours meets two hours a week for each credit hour. Skill development and computer courses are a combination of lecture and lab. An internship meets 60 hours for each credit hour awarded to the student.

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 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.

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 Court Reporting - A.A.S. Degree program consists of 60 documented and verified hours writing on a stenographic machine or using voice-to-text technology in the courts, deposition, captioning, CART, etc., settings.