



**ADDENDUM NO. 3**

**TO**

**2023-2024**

**KEISER UNIVERSITY GRADUATE SCHOOL CATALOG**

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## **KEISER UNIVERSITY GRADUATE SCHOOL CATALOG ADDENDUM**

Keiser University continually reviews, improves and updates its programs, courses and curricula. It is incumbent on the University to reflect these revisions in its publications. The following Addendum No. 3 represents additions, changes and deletions to the 2023-24 Keiser University Graduate School Catalog, Volume 11, No. 1, and is effective March 15, 2024.

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*Remove:*

**Credit Hours**

The “Academic Credit Hour” is the basic Keiser University unit by which earned educational credits are measured and recorded on students’ records. This unit is utilized for determining the value of academic courses by virtue of the quantity of academic work and time allocated to each course as programmatic components which cumulatively measure a student’s academic progression and degree completion.

Credit for Keiser University courses is calculated on a semester credit hour basis. Using actual contact hours, clock hours are converted to semester credit hours using the following general formulas; however, variations may take place if warranted by virtue of student learning outcomes having been satisfied.

15 lecture clock hours = 1 semester credit hour

30 laboratory clock hours = 1 semester credit hour

45 extern/clinical clock hours = 1 semester credit hour

Implicit in the above allocation is that two to three times the amount of clock hours devoted to classroom instruction are required of students engaged in related and supplemental out-of-class styled learning activities.

*Add:*

**Credit Policy**

The purpose of the academic credit hour policy is to articulate Keiser University’s method for determining the amount and level of academic credit awarded for courses offered. Academic credit is the unit by which student academic engagement is measured and defined by the federal government when determining eligibility for student financial aid and is necessary for the standardization of faculty and staff ability to fulfill the institution’s mission to provide educational programs to a diverse student body in traditional, nontraditional, and online delivery formats.

According to the federal definition, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement predicated upon 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 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 amount of time, or
2. At least an equivalent amount of work as required outlined in item one above 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.

In keeping with commonly accepted educational practice, Keiser University uses the Carnegie Unit Calculation for determining the amount of credit awarded for the equivalent amount of work involved in formats other than traditional lecture-style direct instruction. The equivalency is as follows:

1 semester credit hour = 15 hours of didactic work

1 semester credit hour = 30 hours of laboratory work

1 semester credit hour = 45 hours of practicum work

Implicit in the above allocation is that two times the amount of hours devoted to classroom instruction is required of students engaged in related and supplemental out-of-class learning activities. The credit hour definition is a minimum standard that does not restrict an institution from setting a higher standard that requires additional student work per credit hour. In determining the amount of work the institution's learning outcomes will entail, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

Coursework typically employs three main categories of academic engagement: (1) traditional didactic/lecture, (2) laboratory, and (3) practicum, with certain programs offering a combination of coursework categories. Practicum includes clinical fieldwork experiences, preceptorships, and other forms of externship. Programs which provide a combination of didactic, laboratory, and/or practicum within a given course adhere to the Carnegie Unit Calculation for each coursework category in determining the total credit hours awarded for the course.

Many institutions feature independent or directed independent study courses. While used occasionally by Keiser University, such courses must be approved in advance by the campus dean of academic affairs. In these instances, credit calculations are performed to ensure the course meets or exceeds the minimum amount of engagement required by this policy as detailed in the tables below. These tables illustrate how the calculation is performed when applying the policy to courses offered at the institution.

Traditional Didactic/Lecture:

The didactic course entails direct instruction with a faculty member, whether face-to-face or through distance learning methods.

Traditional Didactic/Lecture			
Credits	Hours	Minimum instructional time for 16-week semester	Minimum out-of-class time for 16-week semester
1	15	900 minutes	1,800 minutes
2	30	1,800 minutes	3,600 minutes
3	45	2,700 minutes	5,400 minutes
4	60	3,600 minutes	7,200 minutes

Laboratory:

The laboratory course allows students to have hands-on learning under the supervision of a faculty member with course-specific learning activities.

Laboratory			
Credits	Hours	Minimum lab instructional time for 16-week semester	Minimum out-of-class time for 16-week semester
1	30	1,800 minutes	3,600 minutes
2	60	3,600 minutes	7,200 minutes
3	90	5,400 minutes	10,800 minutes
4	120	7,200 minutes	14,400 minutes

***Note: In accordance with federal guidelines, at least an equivalent amount of work as required in section one of the federal definition for credit hours can be completed using other academic activities as established by the institution. Therefore, students enrolled in laboratory courses may have a portion of, or all of, their course time allocated to lab***

***instructional time instead of a combination of lab instructional and out-of-class time. Out-of-class time includes open lab practice time supervised by faculty members.***

In certain courses, a “C” or “L” after the course number is used as a lab indicator. The “C” represents a combined lecture and laboratory course. The “L” represents a laboratory course or the laboratory portion of a course that has the same prefix and course number as the companion didactic course.

**Practicum:**

Experiential learning supervised by a professional or faculty member at a location/site related to the student’s field of study.

<b>Practicum</b>			
<b>Credits</b>	<b>Hours</b>	<b>Minimum practicum student experience time for 16 weeks semester</b>	<b>Minimum out-of-class time for 16 weeks semester</b>
<b>1</b>	45	2,700 minutes	5,400 minutes
<b>2</b>	90	5,400 minutes	10,800 minutes
<b>3</b>	135	8,100 minutes	16,200 minutes
<b>4</b>	180	10,800 minutes	21,600 minutes

***Note: In accordance with federal guidelines, at least an equivalent amount of work as required in section one of the federal definition for credit hours can be completed using other academic activities as established by the institution. Therefore, students enrolled in practicum courses may have all of their course time allocated to practicum instructional time, or a combination of practicum instructional and out-of-class time.***

As stated in the federal definition, the credit hour calculation “reasonably approximates not less than one hour of direct faculty instruction and a minimum of two hours outside work.” This definition is relevant for practica because in many professions, the clinical fieldwork hours required to satisfy licensing boards exceed the literal Carnegie Unit Calculation, resulting in students completing more hours than would be required for other kinds of academic work. It is Keiser University’s policy that while such requirements may exceed the number of required hours per credit, they will never fall below the minimum.

Due to the flexibility of Keiser University term lengths (4-week, 8-week, and 16-week terms), and the one-course-at-a-time scheduling system for many program offerings, class meeting times for face-to-face instruction can vary by program; In these cases, required time to satisfy course learning objectives may exceed the minimum thresholds outlined above, but will never be less than the minimum. The tables above indicate the required amount of student engagement in courses at different credit levels, regardless of term length.

**Level of Credit**

Just as the amount of credit is an important consideration managed by individuals academically qualified to make these determinations, the level of credit is similarly important in crafting and maintaining a coherent curriculum. Levels of credit in the Keiser University curriculum include developmental (pre-1000), freshman (1000-level), sophomore (2000-level), junior (3000-level), senior (4000-level), master’s (500- and 600-level), and doctoral (700-level and higher).

Undergraduate courses are generally designed for transfer and follow the labeling system of the Florida State Course Numbering System. Developmental courses earn institutional credit but do not transfer. Graduate schools typically accept a small number of credits and transfer of credit is at the discretion of the receiving institution.

As shown in the table below, Keiser University uses “ENC\_101” to identify its freshman composition skills course, as an example, in accordance with the Florida State Course Numbering System requirements. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the State Course Numbering System taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition *Skills*,” and the unit digit “1” represents “Freshman Composition *Skills I*.” The use of this framework ensures that curriculum is not only organized by content, but also by rigor, ensuring a cohesive course of study.

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code (if applicable)
ENC	1	1	0	1	
English Composition	Lower-Level Composition	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No lab required

In order to maintain organized curriculum which progresses in depth and complexity, the faculty follows guidelines for determining the amount and level of credit. Such decisions are overseen by the Curriculum Committee, the Office of Academic Affairs, and ultimately the Office of the Chancellor. The guidelines include, but are not limited to:

- degree programs embody a coherent course of study and are compatible with the stated mission and goals of Keiser University;
- degree programs are based upon fields of study appropriate to higher education;
- content is appropriate for the prior learning and current level of student knowledge expected at the freshman, sophomore, junior, senior, and graduate level;
- associate degrees have an appropriate mix of 1000- and 2000-level courses to promote scaffolding of increasingly complex content;
- bachelor’s degrees have an appropriate mix of lower-division and upper-division courses; and
- graduate programs are progressively more advanced in academic content than undergraduate programs, include knowledge of the literature published in the discipline, and ensure engagement in research and/or professional practice and training.

The Keiser University academic credit hour policy conforms to the requirements and definitions of the federal government, as well as the requirements, standards, policies, and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This policy is reviewed on a three-year rotating cycle to ensure currency and applicability. The publication of the policy is intended to serve as a guide for all future credit hour decisions, provide guidance for students, and assist faculty and university personnel in the development of curricula.