Federal Credit Hour Compliance Course Audit Form

Course Prefix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Hours \_\_\_\_Total \_\_\_Theory \_\_\_Lab

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Format: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Component** | **Aligned to Course Objective** | **Average Hours per Occurrence** | **Number of Occurrences** | | **Total Hours** | |
| In | Out | In | Out |
| Assignment |  | **1** |  |  |  |  |
| Blogs |  | **1** |  |  |  |  |
| Case Study |  | **2** |  |  |  |  |
| Chat Rooms |  | **.5** |  |  |  |  |
| Clinical case analysis/transcription |  | **2.5** |  |  |  |  |
| Clinical field application |  | **2** |  |  |  |  |
| Clinical Supervision  (on-site) |  | **1.25** |  |  |  |  |
| Consultation/Meeting/Conference |  | **1.25** |  |  |  |  |
| Discussion Boards |  | **1.5** |  |  |  |  |
| Exam |  | **3** |  |  |  |  |
| Field Trips |  | **2** |  |  |  |  |
| Fieldwork |  | **6** |  |  |  |  |
| Group activity – writing |  | **1** |  |  |  |  |
| Group activity – reading |  | **1** |  |  |  |  |
| Group or organization participation |  | **2.5** |  |  |  |  |
| Group project |  | **1** |  |  |  |  |
| Hands-on, simulated active learning  (in on-line environment) |  | **1** |  |  |  |  |
| Instructive feedback |  | **.5** |  |  |  |  |
| Lab activity |  | **1** |  |  |  |  |
| Lecture  (synchronous or asynchronous) |  | **1** |  |  |  |  |
| Library guidance/overview of resources |  | **1** |  |  |  |  |
| **Course Component** | **Aligned to Course Objective** | **Average Hours per Occurrence** | **Number of Occurrences** | | **Total Hours** | |
| In | Out | In | Out |
| Multimedia |  | **1** |  |  |  |  |
| Observation/consultation |  | **1.5** |  |  |  |  |
| Orientation to syllabus/course guide/responsibilities and policies |  | **1** |  |  |  |  |
| Orientation to technology |  | **1.5** |  |  |  |  |
| Papers/essays |  | **2.5** |  |  |  |  |
| Portfolios |  | **3** |  |  |  |  |
| Practice/simulation |  | **1.5** |  |  |  |  |
| Presentations |  | **1** |  |  |  |  |
| Quizzes |  | **.5** |  |  |  |  |
| Reading assignments |  | **.25** |  |  |  |  |
| Reflective writing/journal |  | **.25** |  |  |  |  |
| Research |  | **2** |  |  |  |  |
| Self or peer assessment |  | **1** |  |  |  |  |
| Service learning |  | **1.5** |  |  |  |  |
| Statistical analysis |  | **.25** |  |  |  |  |
| Student project |  | **1** |  |  |  |  |
| Tutorials |  | **1** |  |  |  |  |
| Work plan analysis |  | **1.5** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total In-class Course Component Hours: Lecture** | | | | |  |  |
| **Lab** | | | | |  |  |
| **Total Out-of-class Course Component Hours: Lecture** | | | | |  |  |
| **Lab** | | | | |  |  |

Part III: Audit Findings

Please identify how the result of *Total Semester Hours* calculated in Part III compare to *Credit Hours Currently Awarded*

|  |  |  |
| --- | --- | --- |
| ***Total Semester Hours are*** |  | ***Credit Hours Currently Awarded.*** |

Reference Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Credit Hours (Lect./Lab)** | **Total Hours**  **In Classroom** | | **Total Hours Outside Classroom** | | **Total Hours** |
| **Lecture** | **Lab** | **Lecture** | **Lab** |
| .5 credit | .5 (.5/0) | 7.5 | 0 | 15 | 0 | 22.5 |
|  | .5 (0/1) | 0 | 15 | 0 | 7.5 | 22.5 |
| 1 credit | 1 (1/0) | 15 | 0 | 30 | 0 | 45 |
|  | 1 (0/2) | 0 | 30 | 0 | 15 | 45 |
|  | 1 (0/3) | 0 | 45 | 0 | 22.5 | 67.5 |
|  | 1 (.5/1) | 7.5 | 15 | 15 | 7.5 | 45 |
|  | 1.5 (1/1) | 15 | 15 | 30 | 7.5 | 67.5 |
|  | 1.5 (1/1.5) | 15 | 22.5 | 30 | 11.25 | 78.75 |
| 2 credits | 2 (2/0) | 30 | 0 | 60 | 0 | 90 |
|  | 2 (1/2) | 15 | 30 | 30 | 15 | 90 |
|  | 2 (1.5/1) | 22.5 | 15 | 45 | 7.5 | 90 |
|  | 2 (0/4) | 0 | 60 | 0 | 30 | 90 |
|  | 2 (0/6) | 0 | 90 | 0 | 45 | 135 |
|  | 2.5 (2/1.5) | 30 | 22.5 | 60 | 11.25 | 123.75 |
| 3 credits | 3 (3/0) | 45 | 0 | 90 | 0 | 135 |
|  | 3 (1.5/5) | 22.5 | 75 | 45 | 37.5 | 180 |
|  | 3 (1.5/3) | 22.5 | 45 | 45 | 22.5 | 135 |
|  | 3 (1/4) | 15 | 60 | 30 | 30 | 135 |
|  | 3 (.5/5) | 7.5 | 75 | 15 | 37.5 | 135 |
|  | 3 (2/2) | 30 | 30 | 60 | 15 | 135 |
|  | 3 (2.5/1) | 37.5 | 15 | 75 | 7.5 | 135 |
|  | 3 (2.5/1.5) | 37.5 | 22.5 | 75 | 11.25 | 146.25 |
|  | 3 (0/6) | 0 | 90 | 0 | 45 | 135 |
|  | 3 (0/9) | 0 | 135 | 0 | 67.5 | 202.5 |
|  | 3.5 (2/3) | 30 | 45 | 60 | 22.5 | 157.5 |
| 4 credits | 4 (4/0) | 60 | 0 | 120 | 0 | 180 |
|  | 4 (3/3) | 45 | 45 | 90 | 22.5 | 202.5 |
|  | 4 (3/2) | 45 | 30 | 90 | 15 | 180 |
|  | 4 (2/4) | 30 | 60 | 60 | 30 | 180 |
|  | 4 (2/12) | 30 | 180 | 60 | 90 | 360 |
|  | 4 (1.5/5) | 22.5 | 75 | 45 | 37.5 | 180 |
|  | 4 (1/6) | 15 | 90 | 30 | 45 | 180 |
|  | 4 (1/9) | 15 | 135 | 30 | 67.5 | 247.5 |
|  | 4 (.5/7) | 7.5 | 105 | 15 | 52.5 | 180 |
|  | 4 (0/8) | 0 | 120 | 0 | 60 | 180 |
|  | 4.5 (4.5/0) | 67.5 | 0 | 135 | 0 | 202.5 |
| 5 credits | 5 (5/0) | 75 | 0 | 150 | 0 | 225 |
|  | 5 (4/3) | 60 | 45 | 120 | 22.5 | 247.5 |
|  | 5 (4/2) | 60 | 30 | 120 | 15 | 225 |
|  | 5 (3/4) | 45 | 60 | 90 | 30 | 225 |
|  | 5 (2/6) | 30 | 90 | 60 | 45 | 225 |
| 6 credits | 6 (6/0) | 90 | 0 | 180 | 0 | 270 |
|  | 6 (4/4) | 60 | 60 | 120 | 30 | 270 |
|  | 6 (1/15) | 15 | 225 | 30 | 112.5 | 382.5 |
|  | 6 (1/10) | 15 | 150 | 30 | 75 | 270 |
|  | 6 (0/18) | 0 | 270 | 0 | 135 | 405 |
| 7 credits | 7 (6/2) | 90 | 30 | 180 | 15 | 315 |
|  | 7 (4/6) | 60 | 90 | 120 | 45 | 315 |
| 10 credits | 10 (2/24) | 30 | 360 | 60 | 180 | 630 |
| 11 credits | 11 (6/10) | 90 | 150 | 180 | 75 | 495 |

The reference chart represents typical credit hour scenarios for SIC courses.   
To calculate classroom hours:  
 Lecture: total lecture credit hours x 15 Lab: total lab credit hours x 15

To calculate outside classroom hours:  
 Lecture: in-classroom lecture hours x 2 Lab: in-classroom lab hours ÷ 2

Courses that are fieldwork or internship based will be calculated using the total semester contact hours as the equivalent amount of work required. If you do not see the credit hours for your course listed on the chart and you need assistance, please contact the Academic Services office.