



Office of Medical Education
 Division of Academic Affairs
 Brody School of Medicine
 East Carolina University

SOP #

Version #

1

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Dec 20, 2018

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Dec 20, 2018

Calculation of Credit Hours for BSOM

Calculation of Academic Credit Hours for Courses and Clerkships at Brody School of Medicine

Rationale

The Office of Medical Education provides central oversight of student academic load, including a curriculum architecture describing the number of contact hours experienced by students in the curriculum. The shift to using Banner required in 2013 that courses have a credit hour number associated with them. This document describes how student contact hours are used as a basis for calculation of credit hours.

Scope

This procedure involves courses and clerkships taken within the BSOM medical curriculum by students.

Definitions

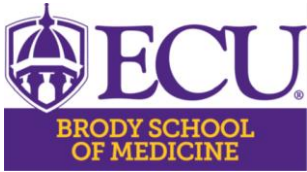
Credit Hours: A standard measure of academic workload allowing comparisons across degree programs at East Carolina University.

Block: A curriculum division used at BSOM that is different from the duration of a semester. Courses at BSOM may be taught within one block or may extend over more than one block.

Responsibilities

Office of Medical Education: The Office of Medical Education collects and collates student contact hours in each course and clerkship at the beginning of each academic year. OME will use this information to confirm that the credit hours indicated in Banner accurately reflect the workload on the students. Any discrepancies will be brought to the curriculum committees for determination.

Curriculum Committees: Curriculum committees will review the data used to calculate credit hours and approve the final designation of credit hours for each course and clerkship in the curriculum. This information will be forwarded to the registrar.



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Procedures for Implementation

In accordance with the U.S. Department of Education’s regulations and the definition of a Carnegie unit, BSOM assigns academic credit hours as a unit of measurement for all courses that appear on the official transcript issued by the University, regardless of the mode of delivery or side of instruction. BSOM awards credit to students who successfully complete required coursework which may include clinical rotations, conferences, labs, research, and study.

In accordance with UNC Policy Manual 400.1.6, 750 contact minutes of lecture (15 hours at 50 minutes/hour) equals one credit hour.

Laboratory activities are assigned credit hours based on 1 credit hour for 2250 contact minutes (a 3:1 ratio when compared to lectures).

Professional schools require learner’s immersion in clinical spaces. The Liaison Committee on Medical Education has in place certain standards which require careful evaluation of students in all aspects of medical education. BSOM abides by such standards and follows longstanding practices at medical schools nationwide in which one credit hour is assigned to each week (40 contact hours) of a clinical rotation or clerkship.

For example:

4 weeks in the Emergency Medicine Clerkship equals 4 credit hours.

6 weeks in the Psychiatry Clerkship equals 6 credit hours.

8 weeks in the Surgery Clerkship equals 8 credit hours.

Related Policies

Curriculum architecture

Applicable Laws, Regulations & Standards

Southern Association for Colleges and Schools Commission on Colleges, Principles of Accreditation

UNC policy manual 400.1.6

ECU faculty manual, part VI, section VII