

Verification of Compliance with Credit Hour

Credit Hour Policy

New Jersey County Colleges are governed by the *New Jersey Administrative Code Title 9A – Higher Education* and in Appendix H of the *Administrative Code* under Chapter 1, Licensure Rules, Subchapter 1. General Standards, section 9A:1-1.2 the following definition for a credit hour is stated:

“Semester credit hour” means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length). P. 4.

This citation is included in the New Jersey’s President’s Council Academic Issues Committee Manual <http://njpc.org/documents/academic-issues-committee-manual>.

Credit Hour Audit Procedures

To ensure that each community college adheres to this definition of a credit hour, the following audit rules have been established.

STATEMENT OF AUDITING AND ACCOUNTING STANDARDS FOR COUNTY COLLEGES

(Recommended by Council of County Colleges for use by Department of Treasury pursuant to N.J.S.A. 18A:64A-22 & 29)

VI. Audit Rules:

In preparing the audited schedule of credit-hour enrollments as required by this Accounting Standard, the audit firm must adhere to the following:

- a. The auditor shall review this Accounting Standard, all contracts with third party providers, and grant contracts to determine the State funding eligibility of credit courses.
- b. The college shall maintain a clearly defined audit trail to enable the auditor to certify credit-hour reported by the college.
- c. Student credit hours shall be reconciled to tuition income, including cash received, accounts receivable, and waivers.

- d. The auditor shall send a confirmation letter to a statistically valid sample of students who are listed as having attended courses during the year under audit. The methodology and results of this sample shall be appended to the year end audit report.
- e. The auditor shall follow the format for audited enrollment schedule provided by the Department of Treasury.
1. If the auditor plans to deviate from any of the audit procedures, he or she shall obtain prior written approval from the Department of Treasury.
 2. Such approval, if granted, shall be valid only for the audit in process.
- f. Course outlines shall be made available to the auditors who shall submit sample course outlines along with the credit course category classification assigned to these courses by the college.
1. The auditor shall certify that course outlines are on file for all of the college's State fundable course offerings and that these courses have been classified and meet course eligibility criteria as defined in these Accounting Standards.
 2. The Course Review Committee of the Council of County Colleges may request and review all official course outlines.
 3. The county college shall have the burden of establishing that a course has been properly classified as a credit course.
 4. Upon review of the recommendation of the Council of County Colleges, the decision to approve or reject the classification and eligibility of a credit course for State support rests with the Department of Treasury.
- g. Based upon examination of the college's audit trail including registration records, attendance records, and course descriptions, that the auditor shall in an opinion letter accompanying the schedule of credit hour course categories eligible for State support, certify that:
1. the audit trail is valid and adequate for certification of the schedule of credit-hour enrollments;
 2. the schedule of credit-hour is accurate;
 3. the eligible portions of grant and third party funded courses are calculated and reported accurately;

4. the review of the documentation underlying the calculation of credit hours is valid and adequate for the certification of the credit-hour enrollment schedule.
5. he or she has reviewed and has completed the enrollment audit in accordance with the provisions of these Accounting Standards.

As mentioned in the *Audit Rules*, the Course Review Committee of the Council of County Colleges conducts an annual review of new and revised courses submitted by each county college using the credit hour definition in the *New Jersey Administrative Code* as stipulated below.

CRITERIA FOR
SUBMISSION OF NEW AND REVISED CREDIT COURSES TO THE
COURSE REVIEW COMMITTEE (CRC)

Academic Year 2012-2013

Credit Course Criteria

The number of state-fundable credits for a credit course should not exceed the number of credits that a student is charged for the course. Additionally, state fundable credit hours are separate and apart from the amount that faculty may be paid for teaching the course. The number of state-fundable credit hours that is assigned to each credit course on the inventory is based on the following criteria:

1. One credit hour for each hour per week for 15 weeks of lecture plus one credit for every two hours per week for 15 weeks of formally scheduled laboratory or studio/performance hours for art, music, dance, etc. (or the equivalent attained by scheduling more minutes of class activity per week for fewer weeks in the semester).

Fractions of credits may be awarded for developmental courses that grant institutional credit provided there is congruence between the fractional class time and the fractional amount of credit awarded.

Whole numbers will continue to be used for credit granted for the completion of general education and specialized courses in academic degree and certificate programs as per current policies and practices.

2. A minimum of 45 contact hours must be completed by a student during a semester or term to earn one (1) credit for practical experiences such as cooperative education, internships, field study, practicum, or clinical experiences.

The following form completed by the county college is used by the Course Review Committee in its review process.

Academic Year 2012-2013

Appendix A

New Jersey Council of County Colleges

Request for Review of a New, Revised, or Reactivated Credit Course

_____ College _____ Date

_____ Contact Person

_____ Telephone

Check One: New Course: _____ Change in Credit Hours: _____ Change in Course Title: _____ or

Course from Inactive List: _____

Course Number: _____

Course Title: _____

Lecture Credit Hours:¹ _____

Lab Credit Hours:¹ _____

Studio/Performance Credit Hours:¹ _____

Cooperative Education/Internship/Field Study/Practicum/Clinical Contact Hours:² _____

State Fundable Credit Hours: _____

1. One credit hour for each hour per week for 15 weeks of lecture plus one credit for every two hours per week for 15 weeks of formally scheduled laboratory or studio/performance hours for art, music, dance, etc. (or the equivalent attained by scheduling more minutes of class activity per week for fewer weeks in the semester).
2. A minimum of 45 contact hours must be completed by a student during a semester or term to earn one (1) credit for practical experiences such as cooperative education, internships, field study, practicum, or clinical experiences.

Course Description [include description from the catalog AND any other descriptive information that supports the data indicated above (number of lecture hours, number of lab hours, etc.)]:

The Course Review Committee also conducts a periodic review of all courses within a set of disciplines according to the following schedule. This review process utilizes the criteria and the form mentioned above.

Audit Year	Disciplines	Next Audit Year
2008 – 2009	Science and Technology	2015 – 2016
2009 – 2010	Social Sciences, Humanities, and Art Courses	2016 – 2017
2010 – 2011	Remaining Disciplines	2017 – 2018

List of Courses and Programs That Do Not Adhere to the Federal Definition of “Credit Hour”

Course Type	Course/Program	Evidence
Online		
Hybrid		
Laboratory		Meets NJ Administrative Code Auditing Criteria
Studio		Meets NJ Administrative Code Auditing Criteria
Clinical		Meets NJ Administrative Code Auditing Criteria
Internship		Meets NJ Administrative Code Auditing Criteria
Independent Study		Meets NJ Administrative Code Auditing Criteria
Accelerated Format		