

## Credit Structure, Outside Preparation . . .

Credit Structure. South Hills is a quarter credit school. To adequately comprehend content and achieve success in South Hills courses, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. The number of credit hours assigned to a traditionally delivered course is defined by Federal regulation for purposes of financial aid is based on the following definition.

1983—2017. Beginning in April 1983 and ending with the second- year graduating students in 2017, South Hills School was in compliance with criteria outlined by the PA Department of Education. South Hills defines one quarter credit as either:

- 14 direct faculty instruction periods (lecture) with not less than two hours of out-of-class work per hour of lecture
- Or 28 laboratory hours
- Or 42 internship hours
- Or an appropriate combination of all three per 10-12 week session

The credits for each course are determined by the following calculation:  $\text{Lecture hours}/14 + \text{Lab hours}/28 + \text{internship hours}/42$ . The resulting course credit is rounded down to the nearest 0.5 credit.

Fall Term 2016. Beginning on August 29, 2016, South Hills School is in compliance with criteria outlined by the PA Department of Education. South Hills defines one quarter credit as either:

- 10 direct faculty instruction periods (lecture) with not less than two hours of out-of-class work per hour of lecture
- Or 20 laboratory hours
- Or 30 internship hours
- Or an appropriate combination of all three per 10-12 week session

The credits for each course are determined by the following calculation:  $\text{Lecture hours}/10 + \text{Lab hours}/20 + \text{internship hours}/30$ . The resulting course credit is rounded down to the nearest 0.5 credit.

All first year students enrolled for the Fall 2016 term will follow the 10/20/30 quarter credit hour calculation.

Outside Preparation. As courses are developed, instructors from the content area meet to determine the number of hours of lecture and the number of hours of lab for that course, based on content. Homework is then developed to meet the number of hours required by Federal regulations. South Hills uses the following guidelines for time spent on homework.

Textbook reading	@10 pages per hour (skimming, careful reading, review)
End-of-Chapter Questions	@1 hour per 10 questions
Article Reading and Analysis	@6 pages per hour (study guides, workbook assignments, etc.)
Non-Critical Reading	@20 pages per hour
Study for Quizzes	@2 hours
Study for Tests	@4 hours
Group Project	Variable time depending on project
Individual Project	Variable time depending on project
Creating Formal Paper	@2 hours per page
Homework Practice	@1/2 hour per lecture hour (math, accounting, grammar, etc.)

## Credit Transfer, PLA Credit, Exemption Credit . . .

Credit Transfer. A quarter credit hour is a unit of measure, not necessarily an indicator of transferability of credit. Decisions concerning the acceptance of credits earned in any course taken at South Hills are made at the discretion of the receiving institution. South Hills makes no representation whatsoever concerning the transferability of any credit earned at the school to any other institution. Any student considering continuing his/her education at, or transferring to, another institution, must contact the registrar of that receiving institution to determine what credits earned at South Hills, if any, will be accepted by that institution.

Transfer credit from a career school, college or university accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) to South Hills School of Business & Technology is considered on an individual basis. No more than 50 percent of program credits can be transferred into a student's program. Technical (computer) courses or core program courses shall be considered for credit if they have been completed within the last five years (may be extended if an academic award was received or the student is working in the field). Specific or required math and science courses have a ten-year age limit. General education credits have no age limit.

In order to be considered for transfer credit, the student must supply an official copy of his/her college transcript, along with a copy of the course description(s) no later than the start of his/her first term. Transfer credits will not be considered once the student has attended classes for the course he/she is attempting to apply the transfer credits to. The Director or Director of Education will decide any exceptions to this policy.

Transfer credit may be granted: (1) if the course taken at another post-secondary institution was successfully completed with the minimum required course grade for that student's program at South Hills, (2) meets the age of credits requirement, and (3) is comparable to the course given at South Hills School of Business & Technology. Students can choose to decline any transfer credits they have been granted should they decide to take the class at South Hills.

South Hills School of Business & Technology reserves the right to ask the student to take an exemption examination in lieu of accepting transfer credits.

Prior Learning Assessment. Prior Learning Assessment credit (PLA) is available to students under certain circumstances (see Prior Learning Assessment section). If PLA credits are granted, the credits will be counted within the 50 percent transfer rule.

Exemption Credit. Exemption tests are available for students to take for a limited number of classes. A \$25 fee is required for all exemption tests except Keyboarding. Exemption tests **must be taken prior** to the beginning of the term in which the student is scheduled for the class. The Director or Director of Education will decide any exceptions to this policy.

A \$25 per-credit charge will be assessed when a new test is developed for an individual request.

No quality points will be awarded for credits received as transfer credits from another accredited school or through Prior Learning Assessment credit. Transfer credits or exemption credits will not be used in calculating the student's GPA, but will count as credits completed.

If a student is eligible to exempt a course or receives transfer or PLA credits, that student may take a reduced course load. The student is responsible to check with financial aid to determine what consequences, if any, this reduction in credits will have on his/her financial aid.

## **Prior Learning Assessment . . .**

Prior Learning Assessment evaluates an adult student's learning, which has been acquired outside the traditional classroom through work experience or other professional training and/or certifications. PLA determines if this learning is equivalent to the academic curriculum of South Hills School, and is eligible for credit. A student who is interested in having his/her life experiences assessed for possible credit must first have an interview with the Director of Education or Campus Director to determine the advisability of seeking credit based on prior life experience. If the staff member agrees that the student's life experience may meet the objectives of a required course, the individual will be asked to complete a Prior Learning Assessment Application, develop a portfolio, and submit a \$25 processing fee. This process is followed for each course a student is seeking PLA credits for.

The granting of PLA credit applies only to associate degree programs at South Hills School. PLA credit(s) may or may not be transferable. If a student plans to continue his/her education at another post-secondary school, that school should be contacted to find out what their policy on credit(s) regarding experiential or life learning. A maximum of 12 PLA credits will be allowed.

The Prior Learning Assessment application must be completed prior to the beginning of the term in which the student is scheduled for class. **PLA will not be considered once the student has attended classes for the course he/she is attempting to exempt through PLA.**

For evaluation details and a PLA application, see Academic Affairs or your Campus Director.