



2016-17 Graduate Catalogue

Addenda

Credit Hour Policy

Methodist University defines a credit hour according to federal guidelines, along with generally accepted practices in higher education. This definition applies equally at the undergraduate and graduate level. A credit hour is the amount of academic work represented by:

1. A traditional face-to-face class, not less than one contact hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work, including but not limited to reading, studying, conducting research, writing, performance practicing, rehearsals, and other learning activities each week for approximately 15 weeks of instruction for one semester or the equivalent amount of work over a different amount of time. The total amount of face-to-face contact required for one credit hour is 750 minutes.
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including distance education, laboratory work, directed and independent study, internships, practica, student teaching, clinical rotations, physical education, studio work, and other academic work leading to the award of credit hours.

Regardless of method of instructional delivery, faculty who teach blended or online classes have identical learning outcomes and content established for a face-to-face course and then reformat the content for online delivery and assessment of student learning. The faculty are responsible for ensuring that the expected quantity of student learning relative to credit hours is achieved

Grade Appeals and Student Complaints

Should a student have a grievance which is academic in nature (i.e. with a particular faculty member regarding a certain course, etc.), the student should complete a Methodist University Academic Grievance Form and it must be submitted before the end of the next semester, excluding the summer semester. Forms can be obtained from the Registrar's Office. Once the grievance form is completed by the student, it should be submitted to the faculty member involved, and the student and faculty member should meet to resolve the issue. If no resolution of the issue can be made at this stage, the student should meet with the faculty member's immediate supervisor(s). If a supervisor reverses a faculty member's decision, the change must be approved by the Executive Vice President and Academic Dean. If these conferences do not satisfactorily resolve the issue, the student may request a hearing with the Academic Standards Committee. Students having questions regarding the Academic Grievance Procedure should contact the Office of the Executive Vice President and Academic Dean. If the complaint cannot be resolved after exhausting Methodist University's grievance procedure, the student may file a complaint with either the Consumer Affairs Division part of the North Carolina Department of Justice, or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the regional accrediting body of Methodist University.

Consumer Affairs Division of the North Carolina Department of Justice: North Carolina
Department of Justice Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC
27699-9001, or call 877.566.7226. An online complaint form is available at: www.ncdoj.gov/complaint

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC): Southern
Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia
30030-4097 or call 404.679.4500.