

**Course Equivalencies (CEs)**  
**Department of Biomedical and Health Sciences**  
**College of Nursing and Health Sciences**  
**Department Approved 11/12/2025**  
**CNHS Dean's Office Approved 12/12/25**  
**Office of the Provost Approved 01/09/2026**

- I.** One 3-credit lecture course (= 1 course equivalent, 1 CE). This equates to .33 CE per credit.  
4-credit courses with lab 1.33CE
- II.** New course development/modality changes:
  - 1. Standard effort for teaching a course for the first time or developing a new course: 0.5 CE
  - 2. Standard effort for converting a course from one modality to another OR Major Course Revision: 0.25 CE
- III.** Large class:
  - 1. asynchronous (online): courses larger than 30 students- 0.1 CE should be added to the standard 1.0 CE for every 10 additional students.
  - 2. synchronous (in person or remote): >50 students:
    - a. 51-75: 1.25 CE
    - b. 76-100: 1.5 CE
    - c. 101-125: 1.75 CE
    - d. 126-150: 2.0 CE
- IV.** Workload effort will be counted for non-practicum teaching/mentoring activities that include fulfilling the primary faculty mentor role for thesis, dissertation, independent study, credit-based individualized research or clinical mentoring that results in a project/product:
  - 1. Students must be registered for the activity via course/credit registration
  - 2. Workload effort does not apply to supervision of students engaged in non-UVM activities.
  - 3. CE to be assigned with each workload
    - a. Undergraduate research/thesis –.1 CE per student or per project per semester
    - b. M.S. thesis–.1 CE per student or per project per semester
    - c. Doctoral dissertation - .1 CE per student per semester
    - d. In general, faculty will not have more than 0.5 CE of this type of assignment on workload per academic year
- V. Clinical Practicums/Service Learning/Clinical Courses**
  - 1. Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc.
    - a. Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc. This applies to course coordination that is separate from teaching. Course teaching is still assigned as above in I-III
    - b. Administrative workload for the administrative component(s), will be assigned based on time studies/faculty experience with respect to the amount of effort allotted to these administrative components.
  - 2. Clinical teaching, practicums, clinical supervision:

- a. Effort will be based on the amount of effort each role takes – including preparation, instructional time, grading/feedback, and other coordination tasks that aren't largely administrative.
  - b. These percent effort levels will have to be determined within each program in the department because there is a great deal of variation from program to program
3. Internships
- a. Oversight of independent internships will be assigned as 0.05 CE per student.

**VI. The following department-specific courses have been assigned adjusted CE values based on the discipline-specific nature of the work that exceeds standard instructional expectations:**

Specific BHSC Courses with Adjusted CE	CE
MLS 3400 (4-credit with lab)	1 for lecture, 1 for lab
BHSC 3820 (1 credit lab)	0.5
BHCS 3440 (1 credit lab)	0.5
HSCI 3500 (Capstone)	1.5

**Course Equivalencies (CEs)**  
**Department of Rehabilitation and Movement Science**  
**College of Nursing and Health Sciences**  
**Department Approved 11/07/2025**  
**CNHS Dean's Office Approved 12/12/25**  
**Office of the Provost Approved 01/09/2026**

- I. One 3-credit lecture course (= 1 course equivalent, 1 CE). This equates to 0.33 CE per credit.
  - a. 0.75 CE for the second section of a 3-credit lecture taught by the same faculty member.
- II. One 3-credit course with lab (= 1 course equivalent, 1 CE). This equates to 0.33 CE per credit.\*
- III. One 4-credit course with lab (= 1.33 course equivalents, 1.33 CE). This equates to 0.33 CE per credit and could be a course offered in either of the following formats:
  - a. 3 hours per week lecture, 2 hours per week lab
  - b. 2 hours per week lecture, 4 hours per week lab
- IV. New course development/modality changes:
  - a. Effort for developing a new course: 0.5 CE
  - b. Effort for converting a course from one modality to another (synchronous to asynchronous [online] OR vice versa): 0.25 CE
- V. Large class:
  - a. Asynchronous (online): courses larger than 30 students: 0.1 CE should be added to the standard 1.0 CE for every 10 additional students.
  - b. Synchronous (in person or remote): >50 students:
    - 51-75: 1.25 CE
    - 76-100: 1.5 CE
    - 101-125: 1.75 CE
    - 126-150: 2.0 CE
    - >150: to be determined on a case-by-case basis
- VI. Workload effort will be counted for non-practicum teaching/mentoring activities that include fulfilling the primary faculty mentor role for thesis, dissertation, independent study, credit-based individualized research or clinical mentoring that results in a project/product.
  - a. Students must be registered for the activity via course/credit registration or formal designation, e.g., honors thesis, undergraduate research, and graduate thesis/dissertation.
  - b. Workload effort does not apply to supervision of non-UVM student activities.
  - c. CE to be assigned to each workload:
    - Undergraduate research/thesis: 0.1 CE per student or per project
    - M.S. thesis: 0.1-0.2 CE per student, per project, or per semester

- Doctoral dissertation: 0.1 - 0.25 CE per student or per semester

## **VII. Clinical Practicums/Service Learning/Clinical Courses**

- a. Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc.:
  - Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc. This applies to course coordination that is separate from teaching. Course teaching is still assigned as above in I-III.
  - Administrative workload for the administrative component(s), will be assigned based on time studies/faculty experience with respect to the amount of effort allotted to these administrative components.
- b. Clinical teaching, practicums, clinical supervision, and practical/skills check retakes:
  - Effort will be based on the amount of effort each role takes – including preparation, instructional time, grading/feedback, and other coordination tasks that aren't largely administrative.
  - These percent effort levels will be determined for each course as there is a large variation across programs within the department.

**VIII.** \*For labs with a large number of students (>30 students) and requiring extensive time for preparation and grading/feedback, one lab credit may equal up to 0.5 CE. This policy also applies to a 4-credit course with lab.