

CREDIT HOUR REVIEW

A unit that offers university credit must review all of its courses and other credit-bearing activities, including online versions of courses, to assure that credit hour assignments meet the minimum standard described on the next page.

Name of department or unit offering credit:

Name of committee (*e.g.*, Curriculum Committee) that conducted the credit hour review:

The committee examined the following evidence (not all of the listed items need to be reviewed):

- ___ Syllabi
- ___ Course learning outcomes
- ___ Amount of time scheduled for classroom or direct faculty instruction
- ___ Academic activities and assignments
- ___ Types of assessment methods used (examinations, papers, projects, performances, etc.)
- ___ Course evaluations
- ___ Evidence of student achievement
- ___ Other _____

Date that the credit hour review was completed: _____

Conclusion

- ___ Credit hour assignments meet the minimum standard described on the next page.
- ___ Adjustments are needed regarding the following courses or other credit-bearing activities, and the unit will make the adjustments to comply with the minimum standard.

Signatures

Chair of the reviewing committee: _____

Department chair: _____

Dean: _____

Credit Hour Definition

The university measures academic credit in credit hours. In accordance with federal regulations, a credit hour for all courses and programs at the university is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the university, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
3. For purposes of the above definition, fifty minutes of classroom or direct faculty instruction reasonably approximates one hour of classroom or direct faculty instruction. The fifteen-week period may include an examination period.

The above definition does not dictate particular amounts of classroom time versus out-of-class student work. Also, credit hours may be assigned to courses for an amount of work represented by verifiable student achievement of institutionally established learning outcomes. Credit may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

Condensed course offerings may not give more than one credit hour per week unless special authorization is obtained from the academic vice president.