

## Credit Hour Assignment

### Credit Hours as defined in the [academic catalog](#):

A credit hour at the University is defined as an amount of work that reasonably approximates not less than one 50 minute of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks or its equivalent over a different period of time.

### The process of assignment of credit hours is as follows:

Assigning of credit hours starts with the course approval process. The department seeking approval for a new course must complete a “Course Submission” Form detailing contact hour breakdown (Lecture, Lab, etc.) along with the standard syllabus. These course documents are approved by the department, college, curriculum committee and then finally approved at a faculty meeting, as outlined in the Course Approval Manual. Upon final approval, the Curriculum Committee forwards to the Office of the Registrar for entry into the Student Information System course file, which contains the approved number of credit hours. This information is used in the course scheduling process each semester.

Every online or hybrid class is also expected to incorporate all of the same course requirements and student learning outcomes as on-campus courses. To ensure this, in addition to the regular process, new online or hybrid courses are also reviewed by the Distance Learning Committee, as defined in our Distance Learning Policy and our policy on Hybrid and Online Course Credit Hour Assignment.

The verification that credit hour policies and procedures are being consistently applied takes place every semester. Using the “Standard Course Grid” posted on the Office of the Registrar website, the schedule is approved by the chair of the department prior to submission to the Office of the Registrar for scheduling. The Office of the Registrar will verify the contact hours based on the length of the semester scheduled meeting day and section begin and end times. Any discrepancies are referred back to the department for correction before the final schedule is posted.