

**Attachment 4**  
**Proposed Change to University Handbook**  
**Section F115 and F115.1**

**Specification that Credit Hour definition includes all modalities of course delivery**

**RATIONALE:**

The U. S. Department of Education requires that institutions have a policy for assigning credit hours for all types of courses, disciplines, programs, credential levels, formats, regardless of modality. While our previous policy did not suggest that online and other distance modalities were excluded, it did not specifically include them either. This slight change makes it clear that our definition of a credit hour applies to all types of classes, regardless of modality.

**FROM:**

**F115** One Credit Hour: the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is for one academic hour of credit to be composed of a lecture or class to meet for one hour (50 minutes) per week, with two hours per week of outside assignment and study effort expected each week for 15 weeks. A laboratory class period equivalent to an academic hour of credit would either meet for one three-hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two-hour laboratory period with one hour of student effort expected outside the class period, each week for 15 weeks. Shortened academic sessions (including condensed semesters, intersession classes, or summer classes) are expected to maintain an equivalent amount of time (contact and outside of class time) as those classes in the 15-week semester. It should be noted that the judgment of the amount of academic effort that comprises one hour of credit for any class is ultimately a faculty decision, from the development of the course syllabus to the approval through Faculty Senate. Additional time outside of class may be required for graduate coursework. For further detail please see [Course Scheduling](#) in the Department Head's manual. (addition, FS 2/14/12)

**F115.1** One-Half Credit Hour: the amount of effort required to attain a specific amount of knowledge or skill equivalent to 22.5 hours of effort. Any combination of contact time and effort outside of class is allowed. Academic sessions, including full or condensed semesters, intersession classes, summer classes, or other defined periods of time, are expected to maintain an equivalent amount of time (contact and outside of class time). It should be noted that the judgment of the amount of academic effort that comprises one-half hour of credit for any class is ultimately a faculty decision, from the development of the course syllabus to the approval through Faculty Senate. Additional time outside of class may be required for graduate coursework.

**TO:**

**F115** One Credit Hour: the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is

for one academic hour of credit to be composed of a lecture or class to meet for one hour (50 minutes) per week, with two hours per week of outside assignment and study effort expected each week for 15 weeks. A laboratory class period equivalent to an academic hour of credit would either meet for one three-hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two-hour laboratory period with one hour of student effort expected outside the class period, each week for 15 weeks. Shortened academic sessions (including condensed semesters, intersession classes, or summer classes) **and all other modalities (online, distance, etc.)** are expected to maintain an equivalent amount of time (contact and outside of class time) as those classes in the 15-week semester. It should be noted that the judgment of the amount of academic effort that comprises one hour of credit for any class is ultimately a faculty decision, from the development of the course syllabus to the approval through Faculty Senate. Additional time outside of class may be required for graduate coursework. For further detail please see [Course Scheduling](#) in the Department Head's manual. (addition, FS 2/14/12)

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