PURPOSE

1. The purpose of this policy and procedure statement is to document Texas State policy and practices for determining and upholding standards related to the awarding of credit hours for student work consistent with state and national standards and for setting expectations for classroom or direct faculty instruction and time spent by students on out-of-class assignments and activities. This policy references federal regulation 34 CFR 600.2, the Texas Higher Education Coordinating Board Laws and Rules in Chapter 4. Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter A. General Provisions, Sections 4.107 and 4.6 and Academic Affairs PPS 2.01 Academic Credit Courses: Additions, Changes and Deletions.

POLICY

2. This policy applies to all graduate and undergraduate programs that award academic credit regardless of the instructional delivery method, including, but not limited to, online, hybrid, self-paced, lecture, seminar and laboratory.

3. A credit hour is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is obtained through a minimum of 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.

4. A credit hour may also be earned by at least an equivalent of the work required in item 2 for other academic activities including laboratory work, internships, studio work, practica, independent research activity and other academic work leading to the award of credit hours.

5. One semester credit hour courses should contain fifteen classroom or direct instructional hours and thirty hours of out-of-class student work. Three semester credit hour courses should contain forty-five to forty-eight hours of classroom or direct faculty instruction, depending on whether a final exam is given, and sixty hours of out-of-class student work. Many instructional formats may require additional contact hours.
6. To ensure good quality of student learning, students should not take more courses in any term (long or summer) which allows more than one semester credit hour per week over the course of the term. Generally, students should not be allowed more than six semester credit hours during a five and a half week session or no more than three credit hours during a three week session.

PRACTICE

7. The final exam period is part of the instructional time. If a final exam is not appropriate for a particular course, an appropriate form of instruction should be delivered at the time scheduled for the final exam.

8. Variations from this guideline may be permitted if the course has been reviewed and approved through the faculty-driven course curriculum process and it has been determined that the course has equivalent learning outcomes to a traditionally delivered course.

9. Academic units are responsible for ensuring that credit hours are only awarded for work that meets the requirements outlined in this policy.

10. The Office of the University Registrar and all others involved with setting calendars and class schedules should help insure this guideline is met.

CERTIFICATION STATEMENT

11. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ________________ Review Date: ________________
Reviewer: ________________ Date: ________________
Approved: ________________ Date: ________________

Gene Bourgeois
Provost and Vice President for Academic Affairs