



ACADEMIC AFFAIRS  
Office of the Provost  
777 Glades Road, AD 10-309  
Boca Raton, FL 33431  
tel: 561.297.3062  
fax: 561.297.3942  
www.fau.edu

**MEMORANDUM**

**DATE:** June 7, 2012  
**TO:** Deans and Faculty  
**FROM:** Brenda J. Claiborne, Provost and  
Chief Academic Officer  
**SUBJECT:** Policy and Procedures: Definition of a Credit Hour

*Brenda J. Claiborne*

**Cc:** Provost's Advisory Council  
Gitanjali Kaul, Vice President  
Strategic Planning and Instructional Technology  
William Mc Daniel, President  
University Faculty Senate

**BACKGROUND:** Florida Statute 6A-10.033, Postsecondary Credit Definitions, defines College Credit as:

"The type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such things as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours. (F.S. 6A-10.333 Amended 11-21-05)."

At Florida Atlantic University, and at most institutions of higher education, it has been the common understanding that students will complete a minimum of two hours of course work outside of the classroom for every one hour of credit in the classroom.

The United States Department of Education has recently provided guidance on the definition of a credit hour for institutions and accrediting bodies for programs at for-profit, non-profit and public institutions of higher education. To comply with this regulation, institutions are required to define the credit they will award for student work, and accrediting agencies are required to review the institution's policies and procedures for determining and applying its credit hour policies.

**PURPOSE:** Academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in the traditional classroom settings but also in laboratories, internships, studios, clinical, field work and other experimental learning and in eLearning education. Credit hours are the common currency for academic credit used by students and universities

to calculate, record, and interpret the number of credits students earn to fulfill degree, certificate, and other similar academic requirements. The credit hour unit is used to measure student course work, and is founded on the important concept of student achievement and learning outcomes. The value of a credit hour can be determined by contact time, the education experience, and out-of-class preparation by the student.

**DEFINITION:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at Florida Atlantic University, in accordance with the following guidelines:

1. For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort is required for Summer semesters which may be offered over a shortened time frame.
2. At least an equivalent amount of work outlined in item 1 above for other academic activities, including laboratory courses, internships, clinical practica, field work, studio work, and other academic work leading to award of credit.
3. The credit for courses in professional degree programs will be determined in accord with the appropriate accrediting agency. For example, the Charles E. Schmidt College of Medicine determines successful accomplishment of course objectives in accordance with the accreditation standards of the Liaison Committee on Medical Education (LCME).
4. eLearning, hybrid, shortened, intensive format courses and other non-traditional modes of delivery will demonstrate equivalent time and effort as in item 1 above.
5. In determining the amount of coursework to achieve learning competencies and outcomes, the university will take into account and consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

**PROCEDURES:**

1. Faculty develop the syllabi for each of their courses, following the Provost's Guidelines for Course Syllabi and any additional guidelines provided by the department/school and college, and the credit hour guidelines in this memorandum.
  - a. The course syllabus must document not less than one hour (50 minutes) of in-class instruction each week for fifteen weeks per semester for each credit hour.
  - b. The course syllabus must document an average of not less than two hours of out-of-class assignments each week for fifteen weeks per semester for each credit hour. Out-of-class assignments may include readings, research, homework assignments, research papers, interactive tutorials, study groups, or other activities appropriate for the course.
2. Each semester, the chair/director will certify to the Dean that the syllabi being used that semester follow the Provost's Guidelines for Course Syllabi and the definition of a credit hour policy outlined in this memorandum.
3. College Curriculum Committees, and the University Undergraduate Curriculum Committee and Graduate Curriculum Committee, will review new and revised courses for conformity to these guidelines and commonly accepted practice in higher education.

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 SCNS SUBMITTAL \_\_\_\_\_  
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 BANNER POSTED \_\_\_\_\_  
 CATALOG \_\_\_\_\_

## Graduate Programs—NEW COURSE PROPOSAL

DEPARTMENT: _____	COLLEGE: _____	
<b>RECOMMENDED COURSE IDENTIFICATION:</b> PREFIX _____ COURSE NUMBER _____ LAB CODE (L or C) _____ <small>(TO OBTAIN A COURSE NUMBER, CONTACT <a href="mailto:RSHIMAN@FAU.EDU">RSHIMAN@FAU.EDU</a>)</small> COMPLETE COURSE TITLE: _____		
CREDITS: _____	TEXTBOOK INFORMATION: _____	
<b>GRADING (SELECT ONLY ONE GRADING OPTION):</b> REGULAR _____ SATISFACTORY/UNSATISFACTORY _____		
<b>COURSE DESCRIPTION, NO MORE THAN 3 LINES:</b>   		
PREREQUISITES*:	COREQUISITES*:	REGISTRATION CONTROLS (MAJOR, COLLEGE, LEVEL)*:
<small>* PREREQUISITES, COREQUISITES AND REGISTRATION CONTROLS WILL BE ENFORCED FOR ALL COURSE SECTIONS.</small>		
<b>MINIMUM QUALIFICATIONS NEEDED TO TEACH THIS COURSE:</b>  		
Faculty contact, email and complete phone number: _____	Departments and/or colleges that might be affected by the new course must be consulted and listed here. Please attach comments from each.	

<b>Approved by:</b> Department Chair: _____ College Curriculum Chair: _____ College Dean: _____ UGPC Chair: _____ Graduate College Dean: _____ UFS President: _____ Provost: _____	<b>Date:</b> _____ _____ _____ _____ _____	<b>ATTACHMENT CHECKLIST</b> ♦Syllabus (see guidelines for requirements: <a href="http://www.fau.edu/provost/files/course_syllabus.2011.pdf">http://www.fau.edu/provost/files/course_syllabus.2011.pdf</a> ♦Written consent from all departments affected by new course
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Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) one week before the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website prior to the meeting.

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## Graduate Programs—COURSE CHANGE REQUEST

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DEPARTMENT:	COLLEGE:
COURSE PREFIX AND NUMBER:	CURRENT COURSE TITLE:
CHANGE TITLE TO:  CHANGE PREFIX FROM:                      TO:  CHANGE COURSE NO. FROM:                TO:  CHANGE CREDITS FROM:                    TO:  CHANGE GRADING FROM:                  TO:  CHANGE DESCRIPTION TO:	CHANGE PREREQUISITES/MINIMUM GRADES TO*:   CHANGE COREQUISITES TO*:   CHANGE REGISTRATION CONTROLS TO:  *Please list both existing and new pre/corequisites, specify AND or OR, and include minimum passing grade.
Should the requested change(s) cause this course to overlap any other FAU courses, please list them here.	Departments and/or colleges that might be affected by the change(s) must be consulted and listed here. Please attach comments from each.

Faculty contact, email and complete phone number:
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<b>Approved by:</b> Department Chair: _____ College Curriculum Chair: _____ College Dean: _____ UGPC Chair: _____ Graduate College Dean: _____ UFS President: _____ Provost: _____	<b>Date:</b> _____ _____ _____ _____ _____ _____	<b>ATTACHMENT CHECKLIST</b>  ♦Syllabus (see guidelines for requirements: <a href="http://www.fau.edu/provost/files/course_syllabus.2011.pdf">http://www.fau.edu/provost/files/course_syllabus.2011.pdf</a> )  ♦Written consent from all departments affected by changes
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*FAUchange—Revised May 2012*