

## **Materials linked from the June 5, 2023 Curriculum Council agenda.**

*Note: The proposed revised policy is on pages 1; the current policy appears on page 2.*

### **Credit Hours draft policy update** (original policy on next page)

One credit represents 30 hours of the average student's time that includes work in and out of class to meet the intended course learning outcomes and which are verified by evidence of student achievement in a course.

When a course is offered over a ten-week term, one term credit is assigned in the following ratio of component hours per week devoted to the course of study:

- (1) lecture or seminar courses — one contact hour for each credit (two hours of outside work implied).
- (2) recitation courses — either one contact hour (two hours of outside work implied) or two contact hours (one hour of outside work implied) for each credit. Courses with multiple sections must have uniform recitation contact hours. Any changes to the recitation contact hours must be approved through a course change proposal.
- (3) laboratory or studio courses — two contact hours for each credit (one hour of outside work implied).
- (4) field-based courses (e.g., practicum, clinical, internship, externship) and other schedule types that do not have structured in-class meeting time (e.g., research, independent study, activity, project, experiential, reading and conference, thesis, discussion, and workshop) — three hours of work per week for each credit.

Hybrid courses combine asynchronous online and traditional in-person classroom instruction. With a hybrid course, the in-person contact hours are reduced from the baseline listed above for its schedule type while the asynchronous online engagement is increased as appropriate to the instructional context.

Online courses are delivered asynchronously and expect approximately 30 hours of student engagement with instruction, activity, and assignment per week for each credit.

Courses that are predominantly field trip based expect approximately 30 hours of student academic engagement per credit. The engagement hours should count only the hours when students are actively engaged in learning and should not include the travel time to and from the field trip site. For field trip courses where the primary engagement happens over a few consecutive days, such as a week or weekend, the academic engagement must cover the entire length of the term for student financial aid purposes. This can be accomplished via, but not limited to, pre- and post- field trip activities at the start and end of the term.

This policy applies to all credit-bearing courses regardless of their campus location and/or modality. [Non-traditional courses](#) require the same amount of student work per credit hour as traditional ten-week term courses.

Any exception to the above requires a course change proposal and is subject to approval by the Faculty Senate Curriculum Council who may consider factors such as professional accreditation body requirements, regulatory factors, and unique pedagogical needs. The request for the exception will be validated by administrative units prior to review by Faculty Senate Curriculum Council. Academic units that receive an exception are expected to inform students of their non-standard credit hours before students enroll in the course or program so students can make an informed decision.

This is the current policy (<https://apa.oregonstate.edu/credits-definition-and-guidelines>)

## Credits—Definition and Guidelines

The OSU Catalog states that "One credit is generally given for three hours per week of work in and out of class. For example, each hour of class lecture is generally expected to require two hours of work out of class." Thus, one quarter credit represents 30 hours of work.

The following guidelines come from C.J. Quann's "A Handbook of Policies and Procedures":

"Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components:

- (1) time spent in class;
- (2) time spent in laboratory, studio, fieldwork, or other scheduled activity;
- (3) time devoted to reading, studying, problem solving, writing, or preparation.

One quarter credit is assigned in the following ratio of component hours per week devoted to the course of study: (1) lecture {and seminar} courses—one contact hour for each credit (two hours of outside work implied); (2) laboratory, {recitations}, or studio courses—at least two contact hours for each credit (one hour of outside preparation implied); (3) independent study—at least three hours of work per week for each credit."

Thus, one credit would be assigned for a lecture or seminar course that met for one 50-minute period each week over a 10-week period; e.g., 10 contact hours between faculty and students.

In addition to Laboratory and Studio, OSU recognizes Recitation as two contact hours for each credit.

While there may be natural diversity among academic units in administering these standards, they should be carefully considered when assigning credits to new (or existing) courses. For example, one- or two-day workshops, field trips, etc., will not qualify for academic credit unless there are extensive pre- or post-workshop trips or assignments to provide the required 30 hours of work per credit. Also, the extensive outside work required of some laboratory or studio classes should be taken into account in assigning credits.

All credits (credit hours) listed in the General Catalog refer to quarter credits.

When transferring in course work from a semester system institution, multiply the number of credits by 1.5 to determine how many quarter credits will be transferred (e.g., 3 semester hours x 1.5 = 4.5 quarter credits). If planning to transfer OSU credits out to a semester system institution, multiply the number of quarter credits by .67 to determine how many credits will transfer (e.g., 4 quarter credits x .67 = 2.68 semester credits).

### Additional Information: [OSU Catalog Definitions](#)

Reviewed By	Approved By	Date
Office of Academic Programs and Assessment		01/25/2018
	Faculty Senate Curriculum Council	03/13/1995