

Oklahoma State University Policy and Procedures

STANDARDS FOR SEMESTER-CREDIT-HOUR

2-0209
ACADEMIC AFFAIRS
JULY 2007

POLICY

1.01 The policy of Oklahoma State University requires adherence to the standards established by the Oklahoma State Regents for Higher Education (OSRHE) with regard to the semester-credit-hour. To ensure that academic standards are maintained for both out-of-class preparation and instructional contact hours, OSRHE adopted the following definition of a semester-credit-hour:

" One semester-credit-hour is normally awarded for completion of a course meeting for 800 instructional minutes (for example, 50 minutes per week for 16 weeks) exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days."

PROCEDURE

2.01 As the standard unit of credit to be used in evaluating a student's educational attainment and progress, the semester-credit-hour will be calculated as follows:

A. Regular Classes: One semester-hour of credit will normally be awarded for a class meeting one hour (50 minutes) per week for 16 weeks, including organized examination days but exclusive of enrollment, orientation, and scheduled breaks. Additionally, a minimum of two hours (100 minutes) of out-of-class preparation is expected for the typical student for each hour in class. Thus a course for one semester-credit-hour would normally require 16 class hours and at least 32 hours of out-of-class preparation for a total of approximately 48 hours of work by the typical student.

Classes offered for more than one semester-hour of credit will normally meet as many hours (50 minutes) per week and will provide for as many hours of out-of-class preparation (at least 100 minutes) per week for 16 weeks as the number of semester-credit-hour to be awarded. For

example, two semester-credit-hours will be awarded for 32 hours of class work plus at least 64 hours of preparation.

B. Laboratories: Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1600 minutes (for example, 100 minutes per week for 16 weeks). Laboratories offered for multiple hours of credit will meet the minimum standards set for one-semester-credit of laboratory work times the number of semester-credit-hours to be awarded.

C. Class/Laboratory Combination: Instruction offered through a combination of class and laboratory meetings would normally observe the standards set forth in (1) and (b) above on a pro rata basis. For example, a course offered for three semester hours of credit might meet for two class hours plus two or more laboratory hours per week, etc. The proportion of out-of-class preparation to time provided will normally be prorated in accord with the ratio of time spent in class and laboratory.

2.02 Alternative Formats: Courses offered through an alternative academic format (less than 16 weeks) must meet the standards set for credit. Standards for courses offered as summer session courses, "block" courses, short courses, workshops, modular courses, independent study, correspondence courses, extension courses, etc., should be commensurate with those established for a normal academic semester.

As a general rule, to ensure that the academic standards are being maintained for both out-of-class preparation and instructional contact hours, not more than one semester-credit-hour per week may be awarded for a workshop, short course, etc. for graduate students and no more than one and one half credit hours per week for undergraduate students. In special circumstances more than the maximum credit-hours per week may be awarded if justified and approved by the department/school head, dean of the college, and Vice President for Academic Affairs in advance of advertising and scheduling, as meeting the academic standards set by the college, the University, and OSRHE. Such additional credit must be justified either by work to be completed before or after the scheduled instructional period. When assignments are required before or after scheduled contact dates, this fact must be noted as specifically as possible in all publicity on the specified course.

Approved:

Vice President for Academic Affairs and Research, April 11, 1978

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Instruction Council, March 2007

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Council of Deans, June 22, 2007

OSU Executive Group, July 20, 2007