



POLICY TITLE
Definition of Credit Hours

POLICY NUMBER
1-001

Responsible Unit: <i>Office of Academic Affairs and Workforce Development</i>	Effective Date: <i>02/21/2020</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs and Workforce Development</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>01/30/2020</i>

I. POLICY STATEMENT AND RATIONALE

Southern University at Shreveport (SUSLA) has adopted a measure of academic credit known as the credit hour. This unit is the primary academic measure by which progress toward a degree, diploma or certificate is gauged. SUSLA's process for assigning credit hours to courses is based on minimum academic activity for students to achieve intended learning outcomes as verified by evidence of student achievement.

II. POLICY SCOPE AND AUDIENCE

This policy is applicable to all SUSLA students.

III. POLICY COMPLIANCE

It will be the responsibility of the Office of Academic Affairs and Workforce Development to verify student eligibility for readmissions, if the non-enrollment periods exceeds a year. If the student's absence exceeds a year, two consecutive semesters fall and summer (excluding the

summer term) and they attempt to register, they will be referred to the admissions office to re-apply for admissions.

IV. POLICY DEFINITIONS

Semester hour - the term used to define the number of credits a student receives for a course taken during a semester.

Credit hour - normally granted for satisfactory completion of one hour of classroom instruction per week for a semester of not less than fifteen weeks and a minimum of two hours of "out of class" academic activity each week.

Credit hours are calculated in the following manner:

1. 1 credit hour = 1 contact hour per week x 15 weeks
2. 2 credit hours = 2 contact hours per week x 15 weeks
3. 3 credit hours = 3 contact hours per week x 15 weeks
4. 4 credit hours = 4 contact hours per week x 15 weeks
5. 1 laboratory/studio credit hour = a minimum of 2 contact hours per week x 15 weeks.

Regardless of delivery evening, weekend, or by distance education, 15 contact hours or their equivalent = 1 semester credit hour. Faculty members use this information in course design and it is part of the course approval process for Southern University and A&M College.

Course credit hours are assigned by the program from which a course originates, in accordance with the above policies and procedures, and reviewed by the University's Curriculum Committee, an Academic Affairs Committee, and Graduate Council. The Registrar reviews and approves all curriculum changes, in coordination with Academic Affairs, and ensures adherence to all policies and procedures. Each unit, in collaboration with the Registrar's Office and the Office of Academic Affairs, produces a class schedule every semester. The schedule provides the class information and frequency of class meetings.

SUSLA's use of 50 minutes as equivalent to one hour is in accordance with commonly accepted practices in higher education, such as those of Integrated Postsecondary Education Data System. According to IPEDS, the definition of a credit hour is "A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It applies toward the total number of credits needed for completing the requirements of a degree, diploma, certificate or other formal award." Southern University at Shreveport follows the Louisiana Board of Regents Seat-Time Policy for Academic Credit.

Credit Hour Policy by Course Type

Course Type	Course Definition	Credit Hour Policy
Lecture	The predominant mode of instruction is lecturing from prepared materials and/or	A lecture course credit hour is earned for 150-minute weekly session of classroom instruction with a normal

	discussion under the direction of the instructor	expectation of 2 hours of outside study for each class session. Typically, a three-semester credit hour course meets for a total of 2,250 minutes per semester
Lab	The predominant method of instruction is individual study in a classroom, laboratory, shop, or studio under the direction of the instructor. This method of instruction includes learning activities in laboratories, clinics, workplaces where students receive hand on learning experience under the supervision of the instructor or preceptor.	A laboratory course credit hour is awarded for the equivalent of 150 minutes or more with little or no outside preparation expected. A total of 750 minutes per semester of such activity would normally earn one semester credit hour.
Online	A distance education means education that uses certain technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The interaction may be synchronous (student and instructor are in communication at the same time) as asynchronous. The technologies and may include the Internet; audio conferencing; or one way and two-way transmissions through open broadcast, closed circuit, cable microwave, broadband lines, fiber optics, satellite, or wireless communication devices. Source: Federal Student Handbook August 2015)	For asynchronous courses, one credit hour should approximate a total of 750 minutes of class time a semester and 1500 minutes of class preparation each week for a semester or an equivalent amount of time for a course of a different duration
Hybrid	Hybrid courses blend face to face and online instruction. These courses spend a portion of course time (generally 50%) in online activities to achieve an equal proportion of the course's overall learning objectives.	The hybrid courses, one credit hour should approximate a total of 750 minutes of class time a semester and 1500 minutes of class preparation each week for a semester or an equivalent amount of time for

		a course of a different duration.
Internship	Supervised professional experience in a student's field of study that provides him/her the opportunity to apply knowledge gained in an academic setting. A required number of hours must be met. There are specific course numbers assigned to internships.	Internship or apprenticeship credit hours will be determined by agreement between the supervising faculty and the internship supervisor, both of whom must judge and certify different aspects of the student's work. An internship or apprenticeship credit hour encompasses three-to-four hours per week of supervised and/or independent practice, reflection and analysis, which represents between 45 and 60 hours of work per semester. Blocks of 3 credit hours represent between 135 and 180 total hours of academic work per semester, unless additional hours are required by licensing bodies.
Studio work	A course with primary emphasis on student activity leading to skill development and the enhancement and encouragement of the student's design or performance ability and/or artistic growth. Needed materials, instruments, equipment, and/or tools are provided, or recommendations are made for their acquisition. Evaluation of individual learning may include public display of proficiency and/or evaluation by faculty other than the student's instructor.	The visual/performing arts credit hour is calculated according to the federal definition of a "practice credit hour." A practice credit hour encompasses three hours per week of supervised and/or independent practice, which represents 45 hours of work per semester. Blocks of 3 credit hours represent 135 clock hours of academic work per semester.
Clinical/Practicum	A class consisting of hands-on application of concepts in a specific course that takes place outside the classroom setting and is supervised by an appropriately credentialed professional. Instruction offered through a combination of class and	

	<p>laboratory meetings would observe the standards on a pro rata basis. For health professions, clinical credit is awarded in compliance with the individual program accreditation standards based on a "contact-to-credit hour" ratio with a minimum ratio of 1:1.</p> <p>The individual health profession ratios are listed in the chart below.</p>
Health Profession	<p style="text-align: center;">Contact-to-Credit Hour Ratio</p> <p style="text-align: center;">The Health Professions contact hours vary depending on the requirements for the clinical experience.</p>
Dental Hygiene	<p style="text-align: center;">4:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">16 contact hours per week : Course 4 credit hours</p>
Dialysis Technician	<p style="text-align: center;">1:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">8 contact hours per week : Course 8 credit hours</p>
Emergency Medical Technician Basic	<p style="text-align: center;">1:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">12 contact hours per week : Course 12 credit hours</p>
Health Information Technology	<p style="text-align: center;">5:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">16 contact hours per week : Course 3 credit hours</p>
Medical Coding Specialist	<p style="text-align: center;">5:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">16 contact hours per week : Course 3 credit hours</p>
Medical Laboratory Technology	<p style="text-align: center;">24:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">24 contact hours per week : Course 1 credit hours</p>
Phlebotomy	<p style="text-align: center;">8:3</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">24 contact hours per week : Course 9 credit hours</p>
Radiology Technology	<p style="text-align: center;">8:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">24 contact hours per week : Course 3 credit hours</p>
Respiratory Therapy	<p style="text-align: center;">5:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">16 contact hours per week : Course 3 credit hours</p>
Surgical Technology	<p style="text-align: center;">3:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">18 contact hours per week : Course 6 credit hours</p>
Sterile Processing	<p style="text-align: center;">2:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">24 contact hours per week : Course 10 credit hours</p>
Nursing	<p style="text-align: center;">3:1</p> <p style="text-align: center;">How ration was calculated</p> <p style="text-align: center;">12 contact hours per week : Course 4 credit hours</p>

V. POLICY IMPLEMENTATION PROCEDURES

Credit hours for all SUSLA for-credit courses are established as part of the course development and curriculum approval process. The process begins with the Departments/Schools and then approval by the appropriate college(s) educational policy committee and Dean. The University Educational Policy Advisory Committee is the final approval of the number of credit hours for all courses, regardless of mode of delivery. Credit hours are determined by course content/required student work that does not vary by mode of delivery. The determination/assignment of credit hours reflects the educational outcome of the course and the time required for a typical student to achieve the course's desired outcomes. Any changes in credit hours for a course (reduction or increase) is considered a substantial change to the course that requires an updated master syllabus to reflect the change in content and approval by the University Educational Policy Advisory Committee.

VI. POLICY RELATED INFORMATION

The federal government requires all institutions to adopt policies defining credit hours and conforming to federal definitions (Federal Register Vol 75 No 117 pg 34811), <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.1.1.23.2>

This policy is aligned with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Section 10 Educational Policies, Procedures, and Practices, Standard 10.7.

“The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours (e.g., direct assessment programs), the institution has a sound means for determining credit equivalencies.” (Policies for awarding credit)

<http://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf>

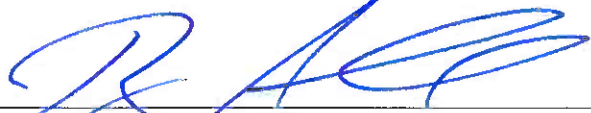
VII. POLICY HISTORY AND REVIEW CYCLE

The policy shall be deemed effective upon the date of Board approval. It is subject to the five-year policy approval cycle.

VIII. POLICY URL

www.susla.edu


IX. POLICY APPROVAL



Rodney A. Ellis, Ed.D.
Chancellor - Southern University at Shreveport

2/21/20

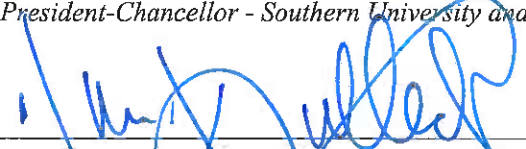
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Ray L. Belton, Ph.D.
President-Chancellor - Southern University and A&M College System

2/21/20

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The Honorable Attorney Domoine D. Rutledge
Chairman - Southern University System Board of Supervisors

2-21-20

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