


# PROCEDURE

<b>Subject</b>	<b>Definition of a Credit Hour</b>	<b>Number:</b> 3.07.01
<b>Source</b>	Vice President, Academic Affairs	<b>Reference (Rule #)</b> 6HX14-3.07
<b>President's Approval/Date:</b>	 6/19/17	

**PURPOSE:**

To provide the definition of a “credit hour” and the method used to calculate and monitor its use and corresponding measure of student achievement.

**DEFINITIONS:**

Credit Hour: - A measure representing the amount of work required to achieve student learning outcomes for a specific course.

Carnegie Unit – For a traditional format course, one (1) Carnegie Unit is equal to not less than fifty (50) minutes inside the classroom.

**PROCEDURE:**

1. The Curriculum Development Review Committee will work to determine the number of credit hours a student may earn for each course.
2. For purposes of calculation and monitoring, credit hours will be measured as Carnegie units.
  - a. Traditional lecture discussion courses must be scheduled to meet Carnegie Units.
    - 1 Credit Hour ( $\geq 50$  minute Carnegie Unit) x 15 Clock Hours =  $\geq 750$  minutes in Classroom
    - 2 Credit Hours ( $\geq 50$  minute Carnegie Unit) x 30 Clock Hours =  $\geq 1,500$  minutes in Classroom

3 Credit Hours ( $\geq 50$  minute Carnegie Unit) x 45 Clock Hours =  $\geq 2,250$  minutes in Classroom

4 Credit Hours ( $\geq 50$  minute Carnegie Unit) x 60 Clock Hours =  $\geq 3,000$  minutes in Classroom

- b. Courses offered in alternative formats such as hybrid, online, independent study, cooperative education, internship and practicum must be identified as such in the schedule of classes, must meet the same student learning outcomes as the traditional format course, and must be scheduled to provide adequate time to achieve student learning outcomes.
3. The Vice President, Academic Affairs is responsible for ensuring that courses scheduled by academic departments comply with Carnegie Units.
4. The Vice President, Academic Affairs will review the schedule each term prior to student registration identifying any courses not meeting the required amount of Carnegie Units.
5. If a course is identified as not meeting the required number of units, the Vice President, Academic Affairs will notify the academic department that action to correct the course is needed. Student registration for the course will not be allowed until a correction is made to comply with Carnegie Units.