

TUSKEGEE UNIVERSITY CREDIT HOUR POLICY

Federal Definition of Credit Hour In accordance with federal regulations effective July 1, 2011, both institutions and accrediting agencies are required to come into compliance with regulations regarding the definition and assignment of credit hours under Section 600.2 and 600.24.

Federal regulations mandate that all candidate and accredited institutions comply with the definition of the credit hour as set forth in Section 600.2, which defines the credit hour as:

Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:*

- (1) One hour of classroom or direct faculty instruction with a minimum of two hours of out-of-class student work week for approximately fifteen weeks for one semester or trimester hour of credit; or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities established by the institutions including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Institutional Fulfillment of this Policy

Tuskegee University's definition of the credit hour applies to all **courses** that award academic credit (appearing on the official transcript). Consistent with the federal definition, this policy defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester which corresponds to 1 hour of instruction or examination and two hours of work outside of class per week for a traditional course. Students are awarded credit for classes on the basis of this unit and upon achievement of learning outcomes according to established standards at all levels including graduate and professional.

While the length of a semester may vary, the standard is based upon a minimum length of 15 weeks. Thus, a unit of credit equates to three hours of student work per week for fifteen weeks. In certain circumstances, it is possible to have more hours, but not fewer. For shorter terms, such as the summer, an equivalent amount of work is completed by requiring more hours of work per week.

Lecture Courses

For a lecture course, inclusive of synchronous online/distance learning courses, one unit is considered to be approximately one hour of instruction or examination time and two hours per week of work outside of class. For the typical three-unit class, a student spends three

hours per week in class and should complete a minimum of six hours per week of work outside of class. The total semester hours are calculated by multiplying the weekly hours by 15.

Laboratory Courses

For a laboratory course, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time. If work outside of class is required, it may be used to establish equivalency.

Other Academic Activities

In addition to theory and laboratory courses, students engage in other activities such as internships, practica, independent study, studio work, thesis work, and other academic work leading to the award of credit hours through courses. These courses require achievement of learning outcomes according to established standards and an equivalent amount of work to meet the established workload standard of a minimum of 3 hours per week of work per credit hour for fifteen weeks or the equivalent for shorter terms such as the summer session.

Asynchronous Online/Distance Learning Courses

Independent of the course modality, all courses should meet the established workload standard of a minimum of 3 hours per week of work per credit hour for fifteen weeks or the equivalent for shorter terms such as the summer session. Additionally, independent of the course modality, the student learning outcomes should be identical for all sections of a course.