

# CAMERON UNIVERSITY

## Definition of a Credit Hour (Procedure)

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### **Purpose**

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

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### **Contents**

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- Who should know this Procedure?
  - Responsibilities
  - Procedure
  - Contacts
  - Forms
  - Policy History
- 

### **Who Should Know This Procedure**

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|---------------------|--------------------------------------|
| √ President         | √ Faculty                            |
| √ Vice Presidents   | √ Other Accounting/Finance Personnel |
| √ Deans             | Students                             |
| √ Department Chairs | Other Groups                         |
| √ Directors         | All Employees                        |
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### **Responsibilities**

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#### **Responsible for Procedure**

University Officer Responsible

Vice President for Academic Affairs

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## Procedure

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**STATEMENT OF 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.

### 1.0 Definitions

- 1.1 Credit Hour: A measure representing the amount of work required to achieve student learning outcomes for a specific course.
- 1.2 Carnegie Unit: For a traditional format course, one (1) Carnegie Unit is equal to fifty (50) minutes inside the classroom.

### 2.0 Related Policies/Statements

Cameron University strictly adheres to the policies of the Oklahoma State Regents for Higher Education when defining academic sessions and credit hours (OSRHE Policy and Procedures Manual, Section 3.18.3.) Per OSRHE mandate, all classes taught during the standard term are expected to meet for sixteen, twelve, or eight weeks in the Fall or Spring semesters; four, six, or eight weeks in a summer session; or an equivalent number of days/weeks between a semester and/or session for intersession. No institution, academic department, or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of OSRHE.

### 3.0 Procedure

1. The Office of Academic Affairs will work with Department Chairs and Deans to determine the number of credit hours a student may earn for each course.
2. The semester-credit-hour is the standard and traditional unit of credit to be used by Cameron University in evaluating a student's educational attainment and progress for all programs. For purposes of calculation and monitoring, credit hours will be measured as Carnegie units.
3. A semester-hour of credit is calculated as follows:
  - a. One semester-hour of credit is normally awarded for completion of a course meeting for 800 instructional minutes, (e.g., 50 minutes/week for sixteen weeks; 100 minutes/week for eight weeks; 200 minutes/week for four weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.
  - b. 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 (e.g., 100 minutes/week for sixteen weeks; 200 minutes/week for eight weeks).
  - c. Instruction offered through a combination of class and laboratory meetings would normally observe the standards set forth above on a pro rata basis. For example, a course offered for four semester-hours of credit might meet for 100 minutes of organized instruction plus 200 minutes of laboratory per week for 16 weeks.
  - d. Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic semester.

- e. A student enrolled in a Study Abroad course is earning course credit, therefore, the course will be considered part of the student's enrollment status for determining Title IV financial aid eligibility.
  - f. There are alternatives to reliance on time-in-class as the basis for determining academic credit hours earned. The achievement of academic credit hours should be linked to demonstrated student learning either through regular class assignments and evaluations or demonstration of competencies. When determining the appropriate academic credit for non-traditional or accelerated format courses, institutions must adhere to the Higher Learning Commission (HLC) Handbook of Accreditation Standards. HLC requires institutions to rigorously assess student learning outcomes consistently across all formats.
  - g. Courses offered in alternative formats such as hybrid, online, independent study, workshop, 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.
- 4. The Department Chairs and Deans are responsible for ensuring that courses scheduled by their departments and schools comply with Carnegie Units.
  - 5. The Office of Academic Affairs will check the final draft of the schedule each term prior to student registration identifying any courses not meeting the required amount of Carnegie Units. Identified courses will be shared with the Office of the Registrar, Department Chairs, and Deans.
  - 6. If a course is identified as not meeting the required number of units, the Office of Academic Affairs will:
    - a. Request that the Office of the Registrar make the necessary Carnegie Unit adjustments; and
    - b. Notify the Department Chairs and Deans that action to correct the course has been taken.

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## **Contacts**

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Procedure Questions: Registrar (580) 581-2238 or Academic Affairs (580) 581-2250

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## **Forms**

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In support of this policy, the following forms are included: n/a

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## **Procedure History**

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### **Procedure**

Issue Date: 11/2020

Reviewed, no revision:

Revised: