



Institutional Handbook of Operating Procedures (IHOP)

Section:	Section 12 – Academics – Education and Student Related	First Release Date: <u>1/23/2012</u>	
Policy Name:	12.5 Credit Hour Definition		
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Executive Cabinet	1/23/2012		
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Faculty Committee	12/16/2011		

Scope:	UTHSCT Academic Affairs, Faculty, Students
Purpose:	To define the allocation and determination of course credit hours.

POLICY:

The credit hour is the basic unit of measure for college credit. The University of Texas Health Science Center at Tyler (UTHSCT) will use Carnegie units to measure credit awarded to students for course work. A Carnegie semester credit hour is an academic unit earned for fifteen (15) fifty (50) minute sessions of classroom instruction with a normal expectation of two (2) hours of outside study for each class session, plus a week for final examinations. This policy is consistent with Federal Guidelines established in 34 CFR 600.2, as well as the requirements of the Texas Higher Education Coordinating Board (THECB) concerning the minimum length of courses and limitations on the amount of credit that a student may earn in a given time period.

Online, hybrid, and individual instruction classes should be adjusted so that the total number of hours of work required by students is equivalent to that of a traditional face-to-face class. For classes offered in a shortened format (i.e. summer term), the hours will be prorated so the classes contain the same total number of hours as if the classes were scheduled for a full fifteen (15) week semester.

PROCEDURE:

Semester credit hours will be granted for various types of instruction as follows:

I. Lecture, seminar, quiz, discussion, recitation:

A semester credit hour is earned for fifteen (15) fifty (50) minute sessions of classroom instruction with a normal expectation of two (2) hours of outside study for each class session. Typically, a three (3) semester credit hour course meets three (3) fifty (50) minute sessions per week for fifteen (15) weeks for a total of forth-five (45) sessions. Alternatively, a three (3) semester credit hour course may meet one (1) one hundred fifty (150) --minute session per week for fifteen (15) weeks.

II. Activity supervised as a group (laboratory, field trip, practicum, workshop, group studio)

A semester credit hour is earned for the equivalent of fifteen (15) periods of defined learning activity, where each activity period is one hundred fifty (150) minutes or more in duration with little or no outside preparation expected. Forty-five (45) fifty (50) minute sessions of activity would also normally earn one (1) semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen (15) periods of one hundred (100) minutes duration each will earn one (1) semester credit hour.



III. Supervised individual activity (independent study, individual studio, tutorial)

One (1) credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five (45) fifty (50) --minute sessions of student academic activity.

Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one (1) semester hour credit for each equivalent of fifteen (15) contact hours of regularly scheduled instructional sessions.

IV. Full-time Independent Study (student teaching, practicum)

If a student's academic activity is essentially full-time (as in student teaching), one (1) semester credit hour may be awarded for each week of work.

V. Experiential Learning

At its discretion, UTHSCT will award credit hours for learning acquired outside the institution which is an integral part of a program of study. When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one (1) semester credit hour will be awarded for each forty to forty-five (40-45) clock-hour week of supervised academic activity that provides the learning considered necessary to program study.

VI. Credit by Examination

At its discretion, UTHSCT will award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

VII. Short Sessions

Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution, normally at no more than one (1) credit per week of full-time study.

VIII. Appeal and Review

Departments may present educational justification for departures from these policy provisions to the Office of Academic Affairs, which will be responsible for their interpretation.

Reference(s):

[Electronic Code of Federal Regulations, Title 34, CFR 600.2](#)
[Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final regulations Published on October 29, 2010](#)
[Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter A, Rule 4.6](#)
[The Texas Higher Education Coordinating Board](#)