CREDIT HOUR POLICIES

1.   Policy

Semester Credit Hour

For traditional courses, a semester credit hour represents one clock hour of instruction (or two clock hours of laboratory) per week and two hours of student work per week for a minimum of fifteen weeks (or equivalent). For online classes, each semester credit hour would represent a minimum of three hours of instruction and/or student work per week for a minimum of 15 weeks (or the equivalent) to meet learning outcomes appropriate to the level of the course. Some courses in art, music, physical education, and other areas are calculated according to the accreditation standards in the particular area.

COURSE NUMBERING SYSTEM   **The following system is to be used to ensure consistency in the numbering of courses.**
100–199   Freshman Students   Taken by any student who satisfies the prerequisites or obtains the consent of the instructor;Does not carry graduate credit.
200-299   Sophomore Students   Taken by any student who satisfies the prerequisites or obtains the consent of the instructor;Does not carry graduate credit.
300–399   Junior Students   Taken by any student who satisfies the prerequisites or obtains the consent of the instructor;Does not carry graduate credit.
400–499   Senior Students   Taken by any student who satisfies the prerequisites or obtains the consent of the instructor;Does not carry graduate credit.
500–999   Graduate Students Only
600–699   Graduate Students Only   Seminar and independent study courses.

700–799
Graduate Students Only
Thesis and research (professional) project courses.

## 2.	Entities Affected

• 	Academic Affairs

## 3.	Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

## 4.	Related Policies

## 5.	Statutory or Regulatory References