

Credit Hour Procedures

Summary

An explanation for how credit hours are awarded and enforced in programs

Purpose

To provide guidance to faculty on how to enforce, calculate and apply credit hours to the students' programs of study.

Policy

Procedures for Ensuring Compliance with the CSU Credit Hour Policy

As new courses are proposed, the credit hour statement and syllabus are reviewed and approved by members of the department, college, and university curriculum committees to ensure that the credit hour statement is appropriate and that the proposed student learning outcomes and course requirements appropriately reflect the amount of credit to be awarded for the course. These documents are archived in the University Curriculum Committee minutes.

Each course approved through the institutional curriculum process (i.e. departmental, college, and institutional approval) has a designated credit hour statement which is published in the CSU Academic Catalog. The credit hour statement reflects time required for course instruction (whether face-to-face or online) and laboratory or practicum experiences. Changes to the credit hour statement of a course must be approved through the institutional curriculum process.

Department chairs and deans monitor the development of the course schedule to ensure that each course complies with the credit hour policy. Online courses, or courses which have an online component with reduced seat time, are monitored by department chairs and deans to provide learning outcomes, course requirements, and substantive faculty-student interactions that are equivalent to the same course offered in a traditional face-to-face format.

Policies and Procedures for Credit Hours Awarded for Programs

Columbus State University also complies with Board of Regents policy regarding credit hours awarded for programs. The maximum number of credit hours that can be required for each level of degree program is determined by the Board of Regents of the University System of Georgia in accordance with national standards for degree program lengths. The University adheres to the Board of Regents policy regarding maximum number of credit hours allowable for undergraduate and graduate programs.

Associate of Arts and Associate of Science transfer degrees have a maximum of 60 semester hours (exclusive of physical education activity/basic health or orientation course hours that the institution may require) (USG Academic and Student Affairs Handbook, Section 2.3.5).

Absent the approval of the USG chief academic officer, no bachelor's degree program shall exceed one hundred and twenty (120) semester credit hours, exclusive of physical education activity/basic health or orientation course hours that the institution may require (BOR Minutes, 1980-81, p. 49; December, 1995, p. 47) (BOR Policy Manual, Section 3.8).

Absent the approval of the USG chief academic officer, no master's degree program shall exceed thirty-six (36) semester credit hours (BOR Minutes, 1953-54, pp. 51-52; 1953-54, pp. 220-221; December, 1995, p. 47) (BOR Policy Manual, Section 3.8). 6

The total number of credit

Related USG Policy

3.3 Curriculum

Last Update

1-22-2013

Responsible Authority

University Curriculum Committee