

POLICIES

Issued: January 23, 2018

Responsible Official: Provost and Vice President of Academic

Official: Affairs

Responsible Office: Academic Affairs

Policy Statement

It is the policy of Austin Peay State University to adhere to accreditation standards of the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC” or “Commission”)

Purpose

For purposes of the application of this policy and in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

Procedures

All college credit courses at Austin Peay State University adhere to the Federal Definition of Credit Hour minimums as described by the Southern Association of Colleges and Schools Commission on Colleges Credit Hours Policy Statement. Austin Peay State University determines and monitors credit hours regardless of format, delivery, location, time of day, and length of semester/term. APSU ensures that all college credit courses contain fifteen (15) instruction hours per one credit hour of a college credit course regardless of course delivery (i.e., face-to-face, hybrid, and online/distance learning).

The University offers instruction and grants credit on the semester system. Standard semester hour credit is determined through the University’s curriculum approval process as maintained in the official curriculum records in Academic Affairs. A credit, equivalent to 1.5 quarter hours credit, is defined as the amount of student work necessary to meet intended learning outcomes to earn a Carnegie unit via direct faculty instruction and/or other

academic activities. A credit hour, equivalent of 15 instruction hours, is one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week to achieve the student learning outcomes for the credit hour. Laboratory and studio classes usually earn one credit for each two hours of attendance or equivalent for a semester unless otherwise indicated.

The University has established the Registrar to be responsible for ensuring the class contact hours for those classes that are completely 'face-to face' to meet the minimum contact hour requirement maintained in the official Curriculum file. For distance education (online or hybrid class) courses, the University has established the department chair as responsible for ensuring that the class syllabus is designed to meet the intended learning outcomes.

Links

**Academic Course and
Program Development**

<http://www.apsu.edu/academic-course-and-program-development/glossary.php>

Revisions

APSU Policy 2:064 – Issued: January 23, 2018

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
