

California State University, Stanislaus
13/AS/12/UEPC – Credit Hour Policy

A. **POLICY**

This document serves as the California State University (CSU) Stanislaus Policy on the Credit Hour. Definitions, calculations, and procedures are included. All CSU Stanislaus Academic Programs are covered by this Policy.

B. **DEFINITIONS AND CALCULATIONS**

B.1 Undergraduate Credit Hour: One undergraduate credit hour equates to three hours of student work per week over a 15-week equivalent semester. For purposes of this policy, one hour of student work is assumed to be a 50-minute period.

Calculation of credit hour:

- **Lecture and Seminar Courses (C1-C6 factor):** One undergraduate semester credit hour is equal to one hour of weekly classroom or direct faculty instruction over a 15-week semester. In addition, two hours of outside-of-class student preparation time per week is required.
- **Activity Courses (C7-C14 factor):** One undergraduate semester credit hour is equal to two hours of weekly classroom or direct faculty instruction over a 15-week semester. In addition, one hour of outside-of-class student preparation time per week is required.
- **Laboratory, Clinical/Practicum Courses (C15-C17 factor):** One undergraduate semester credit hour is equal to three hours of weekly classroom or direct faculty instruction over a 15-week semester.
- **Athletics and Performance/Production Activities (C18-C21 factor):** One undergraduate semester credit hour is equal to three or more hours of weekly classroom or direct faculty instruction over a 15-week semester.
- **Other Courses (S1-S5 factor):** At least an equivalent amount of work as required in the above courses for other academic activities including independent study, studio instruction, supervised activities, field work, practice teaching, and other supervision courses leading to the award of credit hours.

B.2. Graduate Credit Hour: One credit hour for graduate programs is calculated as per B.1., except that outside-of-class preparation time is increased by one hour per week for master's students, and two hours per week for doctoral students.

B.3 Alternative Time Frames: For courses offered in alternative or compressed time frames, such as summer session or winter intersession, in-class instructional time and outside-of-class student preparation time will be equivalent to that required in a 15-week semester.

B.4 Technology-enhanced, Hybrid, or Online Courses

- **Technology-enhanced** is a course in which 1%-29% of the course activities take place online. These courses typically use web-based technology to extend what is in essence a face-to-face course.
- **Hybrid** is a course in which 30%-99% of the course activities take place online (either synchronously or asynchronously).
- **Online** is a course in which 100% of the course activities take place online.

Calculation of credit hour:

- Courses offered through the technology-enhanced, hybrid, or online modalities are to be delivered so that the sum of faculty instruction and student preparation time is equivalent to the relevant credit hour calculations in sections B.1. and B.2.

C. PROCEDURES

- C.1** Initial establishment of course credit hours. When new courses are approved by department and college curricula committees, course credit hours assigned will be evaluated for appropriateness based on a review of the course description, which includes learning objectives, texts and other resources used, course requirements, and detailed course outlines.
- C.2** Periodic review. Application of the Credit Hour Policy shall be reviewed during the Academic Program Review process to ensure that credit hour assignments are accurate, reliable, and appropriate to degree level. Evidence to support credit hour assignments includes course syllabi, course learning objectives, assignment schedules, and class schedules identifying the times that classes meet (if applicable).

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