

	Florida Gulf Coast University Policy Manual	Policy: 2.013
	Credit Hour Policy	Responsible Executive: Provost and Vice President for Academic Affairs Responsible Office: Office of Academic and Curriculum Support

I. POLICY STATEMENT

Florida Gulf Coast University (FGCU) has policies and procedures in place to ensure that curricular offerings are of the highest quality and comply with relevant federal, state, and regional accreditation guidelines.

II. BACKGROUND

This policy provides a framework for compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.4.6, Federal Requirement 4.9, and SACSCOC Policy Statement on Credit Hours.

This policy is based on the federal definition of credit hour as found in Code of Federal Regulations, Title 34: Education 600.2.

The application of this policy is based on commonly accepted practice in higher education and Florida Administrative Code 6A-10.033(1)(a) Postsecondary Instructional Unit Definitions, amended 3-25-2013, that includes the following statement:

One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy is applicable to all units of the University that develop and offer credit-bearing courses.

IV. DEFINITION OF TERMS

Credit Hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- A. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or
- B. At least an equivalent amount of work as outlined in item "A." above for other academic activities including laboratory work, internships, practica, field work, studio work, and other academic work leading to the award of credit hours.

V. PROCEDURES

Faculty develop syllabi for courses in accordance with the most recent *Guidelines for Course Syllabus* approved by the FGCU Faculty Senate and the Provost and Vice President for Academic Affairs and any additional guidelines provided by the department/school and college. Consistent with this policy, the syllabus must document in-class instruction, out-of-class assignments, and/or other formal course activity that contributes to the determination of appropriate credit for the course. For most undergraduate and graduate courses delivered face-to-face in a traditional 15-week format, one semester credit hour represents approximately 50 minutes of faculty-student contact per week plus an additional two hours of out-of-class student work per week.

VI. HISTORY

New 08/18/2014

APPROVED



President

August 18, 2014

Date