



Policy # 43308

ACADEMIC CREDIT HOUR POLICY

Effective Date: August 22, 2019

Responsible Office: Registrar's Office

Division: Academic Affairs

I. PURPOSE/OBJECTIVE

To ensure the institution awards credit hours according to the federal regulations at Grambling State University.

II. STATEMENT OF POLICY

The federal government requires all institutions to adopt policies defining credit hours and conforming to federal definitions ([Federal Registrar Vol 75 No 117 p. 34811](#)). In response, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires institutions to have policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education.

A. Grambling State University's definition of a credit hour formalizes compliance with federal and accreditation expectations and helps to provide consistency throughout the University.

B. The most commonly used unit for reporting credit earned in a course is based on a fifteen-week semester for which the University of Louisiana System, in accordance with the Louisiana Board of Regents, has stated:

“For each semester hour of credit, a traditional lecture or laboratory course shall strive to meet a minimum of 750 minutes. Final exam periods may be counted as class time when computing required minutes.”

http://www.ulsystem.net/assets/docs/searchable/boards/Chpt_1_VII_Academic_Programs.pdf

Grambling State University's Credit Hour Policy must not only strive to meet the above requirement, but also to comply with the Federal credit hour definition which states: “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 not less than:

1. 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 or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in paragraph 1 of this definition for other academic activities as established by the institution

including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.” [SACSCOC Credit Hours Policy Statement](#)

- C. One semester credit is equivalent to a minimum of 1 hour in-class (defined as 50 minutes of instruction) and a minimum of two hours of out of class student work per week. Three semester hours of credit can be earned in a course meeting three times per week (50 minutes per session) for approximately fifteen weeks or some other equivalent configurations (2250 minutes).
- D. For courses meeting fewer than 15 weeks, the credit hours awarded for a given course must be reasonably equivalent to the standard of 3 hours combined direct instruction and student work per credit hour for the designated term (example: 2250 minutes minimum for a 3 credit hour course).
- E. Grambling State University operates under a semester credit hour system and on a semester calendar. The academic year is divided into two semesters (fall and spring) and two summer sessions.
- F. Each course is assigned a number of credit hours. The minimum full-time undergraduate load is 12 credit hours per semester or 6 credit hours per session.
- G. The unit of credit is the semester hour. This policy is applicable equally to courses of varying credits, duration, and modes of instruction, and applies to all credits granted by the university.
- H. The credit hour assignment for a course is made at the time a course is presented to and reviewed by the University Curriculum Committee(UCC).
- I. Grambling State University follows the Carnegie unit of measure for assigning credits to its undergraduate and graduate academic courses.