



University Policy

University Policy No.: UP-04-04

University Policy Name: Awarding Credit Hour and Course Level Policy

Initial Adoption Date: January 31, 2024

Revision Date(s): March 27, 2025

Responsible Unit: Academic Affairs

Responsible Executive: Registrar

Authority

34 CFR Part 600; Sections 1007.24 and 1007.25, Florida Statutes, and SACSCOC Standards 9.2 and 10.7 and Credit Hours Policy Statement (rev. December 2023)

Applicability

University Faculty and Students

I. Policy Statement and Purpose

The purpose of this Policy is to guide the determination and level of credit hours to be awarded for course work in all Florida A&M University (FAMU or University) degree programs, irrespective of academic level or mode of delivery, to include traditional face-to-face courses, online or hybrid courses, direct independent study, and courses offered at off-campus instructional sites, including without limitation the FAMU College of Law. This Policy applies to all levels of courses (undergraduate and graduate) in accordance with applicable U.S. Department of Education Regulations, Florida Board of Governors Regulations, American Bar Association Standards, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards.

II. Statement of Policy

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

- A.** At least one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks for one semester, 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 as established by the institution including laboratory work, internships, practical, studio work, clinical, research, directed study, and other academic work leading to the award of credit hours, regardless of the mode of instructional delivery.
- C.** Time expectations for work outside of class are minimums and may be higher depending on the nature and level of the course and the student's ability, commitment, and learning style. The University reserves the right to assign student work exceeding the minimum credit hour time requirements.
- D.** Zero Credit Courses: In some cases, the University offers courses and classes with zero credits. Zero-credit courses may be appropriate with a definitive rationale provided by the academic unit, including curricula and co-curricular experiences. Such activities provide learning opportunities without the possibility of earning credit.
- E.** Program faculty determine the level and amount of credit hours based on student learning outcomes and activities completed through credit-eligible mechanisms, in accordance with Florida Statutes 1007.24 and 1007.25, BOG Regulation 6.017, and the guidelines of the Statewide Common Course Numbering System.

III. Procedure

A. In accordance with University, college, school, and departmental policies, faculty is responsible for overseeing program content, quality, effectiveness, and assigning the amount and level of credit to be awarded. Faculty and academic units, as well as department chairs, deans, and University committees that review courses and curriculum are charged with following this Credit Hour Policy.

B. Credit hours and level are determined when a new course, or a revision to an existing course, is proposed. The determination is the same for all course formats, lengths, levels, location, and modes of delivery. New courses should be reviewed and approved by the pertinent school's or college's curriculum committee for compliance with this Credit Hour Policy.

C. When determining the award and level of credit, the following factors may be considered:

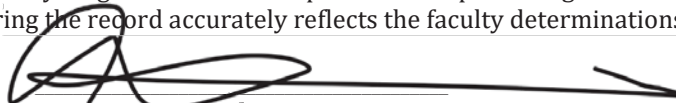
- General education courses required to earn an associate of arts degree and agreed upon for inclusion within the first two years of baccalaureate programs.
- Introductory courses open to all students.
- Intended learning outcomes that students must achieve, at specified levels, to earn credit.
- First courses in sequences accessible to non-majors.
- Courses or co-curricula educational experiences that meet standards of quality as defined by external agencies, such as discipline-specific accrediting bodies.
- Credits awarded and levels for courses are comparable based on those included in the Statewide Common Course Numbering System for Florida institutions.
- The credits and levels are appropriate for postsecondary education based on the discipline and curriculum at other institutions with similar programs.
- The credits are suitable and applicable to existing programs at Florida A&M University leading to a degree, certificate, minor, or other defined educational outcomes.

D. Regardless of the mode of instruction, courses should be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same department code, number, and course title.

E. In cases where courses are offered in innovative formats, such as online learning, faculty must ensure that these formats uphold the same standards as traditional courses.

IV. Administration

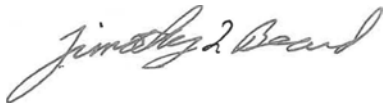
The Division of Academic Affairs is responsible for administering this Policy along with Program faculty within each academic unit and the University Curriculum Committee, as outlined above. The University Registrar is also responsible for producing and archiving student academic transcripts and ensuring the record accurately reflects the faculty determinations of academic credit awarded.



Allyson Watson, Ph.D.
Provost and Vice President for Academic Affairs

03/27/2025

Date



Timothy Beard, Ph.D.
Interim President

03/27/2025

Date

Attachment(s)

n/a

Related Resource(s)

- Florida Board of Governors Regulation 6.017
- FAMU Regulations 4.001-Curriculum Requirements and 4.109-Educational Sites
- ABA Standard 310(b)(1)