



University Policy

University Policy No.: UP-04-04

University Policy Name: Awarding Credit Hour Policy

Initial Adoption Date: January 31, 2024

Revision Date(s):

Responsible Unit: Academic Affairs

Responsible Executive: University Registrar

Authority

34 CFR Part 600; Section 1007.25, Florida Statutes and SACSCOC Standards 9.2 and 10.7 and SACSCOC 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 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 Regulation, American Bar Association Standards, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards. These guidelines on academic credit hours are applicable to all members of the University community.

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 as well as the ability, commitment, and learning style of the student. The University reserves the right to assign student work that exceeds the minimum credit hour time requirements stated.

D. Zero-Credit Courses: In some cases, the University offers courses and classes that carry 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.

III. Procedure

A. In accordance with University, college, school, and departmental policies, faculty is responsible for the oversight of program content, quality, effectiveness, and assignment of the amount 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. The determination of credit hours is made when a new course, or a revision to an existing course, is proposed. 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. Regardless of 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.



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

1/31/2024
Date



Larry Robinson, Ph.D.
President

1/31/2024
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)