

Credit Hour Procedure

Once the faculty has approved the student learning outcomes and curriculum for a degree or non-degree program, each department and program director is responsible for establishing and approving student learning outcomes for all required and elective courses within its respective discipline or program specific courses.

Each department chair and program director shall periodically review the syllabi associated with their department or program to assure that various professors are using the approved student learning outcomes for required courses, meeting high academic standards in course design, content, and evaluation, and the course meets the minimum effort hours for the number of course credits. This process should be part of the annual assessment process of each department and program director.

For new courses and the first time instructors teach an existing course, they will use CTSFW's Syllabus Credit Hour Audit calculator, which is a spreadsheet that itemizes all instructional activities and includes an estimate of the time required for each, calculating the total to ensure compliance. Each department chair or program director shall assess the credit hours assigned to the course by comparing the results of the credit hour audit with the number of credit hours assigned to the course. If necessary, the department chair or program director will work with the instructor to adjust the number of student work hours required for the course or propose a change in the number of credit hours assigned to the course.

The respective department or program director shall approve syllabi for new elective courses before being used.

As a bulleted list, the department chairs and program directors are responsible for auditing their syllabi to ensure they contain:

- Approved course SLOs
- Mapping of course SLOs to all appropriate program SLOs
- Credit hour policy
- All readings, assignments, and assessments (quizzes, exams)
- Readings are listed as required and suggested and include page numbers
- Watching video clips or listening to audio material include the length of time for the elements
- Written assignments minimally include word or page count and number of sources required
- Classroom Recording policy
- Classroom Technology policy

Using the Syllabus Credit Hour Audit tool, assignments are audited to ensure they minimally meet but do not excessively exceed the credit hour effort expected for the course.

New Courses

The number of academic credit hours proposed for a new course will rely upon the expertise of the course developer to anticipate the number of hours students will be expected to devote to achieving the goals and objectives of the course. The amount of time required of students in the initial course offering will be estimated using the methods described above. The number of credit hours will be assigned according to the following table:

Minimum Hours of Student Work	Credit Hours
15	.5
30	1
60	2
90	3
120	4

New courses will be reviewed by the appropriate academic department or program director to verify that the anticipated number of hours of student work is realistic, appropriate, and accurate.