
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-17

Approved by the Faculty Senate
February 28, 2024

1 **BRIEF SUMMARY:** This bill specifies the combines the policy and procedures for the Student
2 Credit Hour section of Chapter 5 of the Faculty Handbook.

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4 **REVISING "STUDENT CREDIT HOUR" SECTION**

5 **BE IT RESOLVED THAT:** subject to the passage and approval of both this bill and its
6 companion bill removing the corresponding "procedures" bill, Chapter 5 of the Faculty
7 Handbook will now include a Student Credit Hour section.

8
9 **BE IT FURTHER RESOLVED THAT:** existing sections of Chapter 5 be revised to reflect
10 these changes.

11 **Student Credit Hour Definition ~~Policy~~**

12 ~~Southwest Missouri State~~ The University defines a credit hour as follows (adapted from Federal
13 Statute 34 CFR 600.2): **The unit for counting credit is the semester hour. A minimum of 750**
14 **minutes of lecture or 1200 minutes of workshop or 1500 minutes of laboratory is required for**
15 **each semester hour of credit, as noted on the Registrar's website ([semo.edu/student-](https://semo.edu/student-support/academic-support/registrar/bulletin/policies.html#credit-hour)**
16 **[support/academic-support/registrar/bulletin/policies.html#credit-hour](https://semo.edu/student-support/academic-support/registrar/bulletin/policies.html#credit-hour))**

17 ~~According to the HLC (www.hlcommission.org/), an~~ An amount of work represented in intended
18 learning outcomes and verified by evidence of student achievement that is an institutionally
19 established equivalency that reasonably approximates not less than:

- 20 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-
21 of-class student work each week for fifteen weeks for one semester hour of credit, or the
22 equivalent amount of work over a different amount of time; or
23 2. At least an equivalent amount of work as required in paragraph (1) of this definition for
24 other academic activities including laboratory work, internships, practica, studio work,
25 and other academic work leading to the award of credit hours.

27 **Application to Various Course Types**

28 ~~The following various types of course offerings with minimum supervised minutes per credit hour~~
 29 ~~and minimum expected unsupervised student minutes are:~~

| Type | Supervised | Unsupervised |
|--|------------|--------------|
| Private lesson (e.g. Private lessons for music and musical theatre, etc.) | 450 | 1800 |
| Lecture (e.g. Lecture, independent study, readings, webinar) | 750 | 1500 |
| Workshop (e.g. Workshops, 8XX course numbers) | 1200 | 1050 |
| Lab (e.g. Lab, studio, independent research, rehearsal & production) | 1500 | 750 |
| Internship (e.g. Internship, clinical, practicum, field study, travel, thesis, special projects) | 2250 | 2250 |

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31 ~~In accordance with this definition and with State of Missouri standards, this definition is applied~~
 32 ~~to the various types of course offerings at Southeast Missouri State University in this manner:~~

| Type | Supervised Minutes/credit hour (Minimum) | Expected unsupervised student time (Minimum) |
|--|--|--|
| Private lesson (e.g. Private lessons for music, etc.) | 450 | 1800 |
| Lecture (e.g. Lecture, independent study, readings, webinar) | 750 | 1500 |
| Workshop (e.g. Workshops, 8XX course numbers) | 1200 | 1050 |
| Lab (e.g. Lab, studio, independent research, rehearsal & production) | 1500 | 750 |

~~Internship (e.g. Internship, clinical, practicum, field study, travel, thesis, special projects) 2250 2250~~

~~33 For private lessons, lecture, workshop, and lab, the time requirements refer to time with direct
34 instructor supervision. Internship time may include any combination of time supervised by
35 approved experts outside the institution, time supervised by an instructor, or independent work
36 with a product evaluated by an instructor.~~

37 **Class Schedule Types**

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39 Information about class schedule types including codes, descriptions, workload, and contact
40 hours can be found at: semo.edu/pdf/hidden/acaaffairs/ScheduleTypes.pdf

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42 **Determining Credit Hours for Course Proposal Or Revision**

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44 Any proposal for a new course or for a revision to the time allocation in an existing course must
45 identify the ~~course~~ class schedule type and must justify the proposed course credit hours by
46 describing the amount of time spent by the students in lecture, lab, or other activities. A course
47 may include components from more than one defined type, such as lecture and laboratory, with
48 each portion contributing to the total credit hours.

49 If a proposed course falls outside of the designated class schedule types ~~defined above~~, the credit
50 hours assigned must be justified by reference to the federal standard and the time spent in course
51 activities.

52 Online and blended courses must justify the credit hours assigned by providing evidence of
53 achievement of student learning outcomes comparable to those achieved in an equivalent face-to-
54 face course.

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| <u>Action</u> | <u>Date</u> |
|----------------------------|-------------|
| Introduced to Senate | 3/20/2024 |
| Second Senate Meeting | |
| Faculty Senate Vote | |
| President's Review | |
| 15 Day Review | |
| Posted to Faculty Handbook | |