

AWARDING CREDIT HOURS

**Responsible Executive** Provost and Executive Vice President for Academic Affairs  
**Approving Official:** Provost and Executive Vice President for Academic Affairs  
**Effective Date:** Upon adoption 10-4-19  
**Revision History:** New 10-4-19

**I. INTRODUCTION**

The determination of the credit hours awarded for courses and the level of credit awarded is conducted by the faculty consistent with commonly accepted practice in higher education and in accordance with the mission and goals of Florida State University. This policy for awarding credit hours is in agreement with an aggregation of the Carnegie collegiate student hour, related federal definitions and requirements, and the standards, Commission policies, and guidelines of SACSCOC.

**II. POLICY (Including any Forms and Attachments)**

**A. Definitions**

1. **Direct instruction.** Includes but is not limited to: traditional and online lectures/instruction (synchronous or asynchronous), video presentations, journal/blog writing, chat rooms, discussion boards, field trips (including virtual), group or team-based activities, online tests/quizzes, video conferencing, supervised/virtual labs, supervised field experiences, and online content modules, that is:
  - a. planned with educational purpose/outcomes,
  - b. Actively facilitated by an instructor or field supervisor (e.g., guided, monitored, observed).
2. **Outside-of-class student work.** Includes activities related to the course that do not qualify as direct instruction, including but not limited to: reading, writing, studying, preparing, practicing and researching.
3. **Semester hour of credit.** One semester hour of credit is granted for a minimum 750 minutes of Direct Instruction and a minimum 1500 minutes of outside-of-class student work (the Carnegie collegiate student hour) or the equivalent thereof. In traditional face-to-face courses, this equates to one 50-minute class meeting, 15 times during the course of a semester.

**B. Determination of credit hour**

Faculty are responsible for the content, quality, and effectiveness of the curriculum; therefore, the responsibility for credit hour determination resides with the faculty. The amount and level of credit hours awarded for a course will be determined according to these guidelines and courses will be monitored to ensure that they meet or exceed these expectations. This policy is applicable to all courses offered at the university regardless of location or mode of delivery.

1. The number of credit hours awarded for courses is determined on the basis of the time spent in all forms of direct instruction, and outside- of-class student work.
2. All forms of direct instruction times are equivalent for the purposes of credit hour determinations.
3. The ratio of direct instruction and outside-of-class student work may vary depending on the course type, with outside-of-class student work generally serving as the equivalent of direct instruction on a minimum 2:1 basis (two minutes of outside-of-class student work equal one minute of direct instruction) and vice versa.
4. The determination is the same for all course formats, lengths, levels, locations, and modes of delivery, whether traditional classroom, laboratory, online, electronic, private lesson, internship, practicum, independent study, senior thesis, or hybrid.

### C. Procedures

The University Curriculum Committee is responsible for the implementation and oversight of the process for verification of credit hours awarded for courses. Compliance with this policy is mandatory for all courses starting on or after summer, 2019.

### III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

s. 1001.706, F.S.

BOG Regulation 1.001(4)

Approved \_\_\_\_\_



Provost and Executive Vice President