

## UT MARTIN: ACADEMIC AFFAIRS POLICY

**SUBJECT:** Definition of Credit Hour

**AUTHORITY:** VCAA

**EFFECTIVE:** 8/1/2004

**REVISION:** 1/1/2016

**PURPOSE:** To provide faculty, staff and students a procedure for determining the credit hours awarded for courses and programs.

### **Definition of credit hour**

UT Martin defines one credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by UT Martin including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

UT Martin's standard calendar includes 16 weeks each fall and spring semester: 14 weeks of instruction, one week of final exams and one week of holidays/breaks. Monday/Wednesday/Friday classes are normally 50 minutes long, while Monday/Wednesday or Tuesday/Thursday classes are normally 75 minutes long, resulting in a minimum of 700 minutes of instruction per semester credit hour. Students are expected to perform a minimum of two hours of homework or other out-of-class activities for each hour of instruction.

### **Non-traditional methods of delivery**

Online and hybrid courses corresponding to courses offered in a traditional, face-to-face format must meet the same content requirements and student learning outcomes as courses offered in the traditional format. For these courses, academic credit is equivalent to the amount of academic credit awarded for the corresponding face-to-face courses.

For online or hybrid courses with no corresponding face-to-face courses, course expectations and student learning outcomes are based on national expectations and accrediting standards for the degree. Academic credit is awarded based on student attainment of these course expectations and learning outcomes.

### **Shortened terms**

Courses offered over a shortened period of time must meet the minimum 700 minutes of instruction per academic credit hour as well as the same content requirements and student learning outcomes as those courses offered in the traditional fall and spring semesters.

## **Non-traditional coursework**

Credit hours may be gained through the following measures:

1. Advanced Placement (AP)
2. International Baccalaureate (IB)
3. College Credit Recommendation Service, a program of the American Council on Education (ACE)
4. Defense Activity for Nontraditional Education Support (DANTES), administered by The Chauncey Group International, a subsidiary of Educational Testing Services
5. College Level Examination Program (CLEP), administered by the College Entrance Examination Board
6. Proficiency examination
7. Proficiency credit in a foreign language
8. Military service training
9. Portfolio development

Students may use a maximum of 60 credit hours earned by any combination of AP, IB, ACE, DANTES, CLEP and proficiency examination. Credits earned by examination do not count toward UT Martin hours, nor toward four-year institutional hours. Details regarding the manner in which credit hours may be gained through these measures are published in the *UT Martin Undergraduate and Graduate Catalog* each year.

## **Communication of the policy**

A copy of this policy shall be placed on the Academic Affairs Web site.

## **Course calendar oversight**

The University Calendar Committee is responsible for recommending all class scheduling dates, including when classes begin and end, semester breaks, study days and commencement exercises for the University. However, these dates must conform to the Faculty Senate-designated instruction times for both semester weeks and class minutes.