

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Credit Hour Policy- Academic Policies
<b>FPU Policy Number:</b> FPU-5.0003AP
<input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input checked="" type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> September 23, 2014
<b>Date Revised:</b> October 27, 2014
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> Vice President of Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

These guidelines on academic credit hours are applicable to all members of the university community.

**B. POLICY STATEMENT:**

Academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, and distance and correspondence education. Students, institutions, employers, and others rely on the common currency of academic credit to support a wide range of activities, including the transfer of students from one institution to another.<sup>1</sup>

**C. DEFINITIONS:**

**1. Credit** - Credit is a unit of measure assigned to courses or course equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree. Credit is a device which indicates to the learner, to educational institutions, to employers, and to others how much of the program the learner has completed. The credit awarded may be independent of where the learning occurs. If a learning activity does not meet these requirements, credit shall not be awarded.

**2. College Credit** - College credit is the type of credit assigned by Florida College System institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(5)-(8), F.A.C.

<sup>1</sup>Southern Association of Colleges and Schools. (2012, January). *SACSCOC Credit Hours Policy Statement*. Decatur, GA: Author.

**3. Federal Definition of the Credit Hour** - A credit hour is 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:

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

**4. Calculating Credit Hours –**

**For Lecture Classes**, one semester credit hour consists of the equivalent of at least one (1) hour [fifty (50) minute period] per week of in-class “seat time” and two (2) hours per week of out-of-class student work for fifteen (15) weeks.

**For Laboratory Classes**, one (1) semester credit hour consists of the equivalent of two (2) hours of laboratory work per week for fifteen (15) weeks. Laboratory classes are considered to be all in class with no outside assignments.

**For Internship Classes**, one (1) semester credit hour consists of the equivalent of 3 hours of internship work per week for fifteen (15) weeks.

Course Type	Credit Value	Lecture/Lab Hours per week (50 minute class)	Lecture/Lab Hours per semester (50 minute class)	Out-of-class work Hours per week	Out-of-class work Hours per semester
<b>LECTURE ONLY COURSES; HOMEWORK REQUIRED</b>					
Lecture	1 Credit	1	15	2	30
Lecture	2 Credits	2	30	4	60
Lecture	3 Credits	3	45	6	90
<b>LABORATORY ONLY COURSES; NO HOMEWORK OR OTHER OUTSIDE WORK</b>					
Laboratory	1 Credit	2	30	0	0
Laboratory	2 Credits	4	60	0	0
Laboratory	3 Credits	6	90	0	0
<b>INTERNSHIP/EXPERIENTIAL COURSES; NO HOMEWORK OR OTHER OUTSIDE WORK</b>					
Internship	1 Credit	0	0	3	45
Internship	2 Credits	0	0	6	90
Internship	3 Credits	0	0	9	135

**D. STATEMENT OF POLICY:**

1. Credit Hours awarded to Florida Polytechnic University students must meet the Federal Definition of a credit hour;
2. The University Curriculum Committee approves and awards credit hours for undergraduate and graduate courses;
3. Courses taught in a traditional classroom setting the maximum number of credits to be assigned is limited to the weekly number of 50-minute contact periods (or their equivalent) with the instructor. Each 50-minute contact period requires a minimum additional two hours of student work outside of the class involving reading, exercises, etc. In other traditional classroom settings, such as laboratories, the maximum number of credits may be significantly less than the weekly number of 50-minute contact periods as determined by the Curriculum Committee.
4. The maximum number of credits for courses taught in an electronic and/or asynchronous format is equal to the credits assigned to the same course taught in a traditional classroom setting. If no such course exists, the instructor is required to write a syllabus describing the structure of the course in a traditional format. The maximum number of credits is then computed as in (3).

ACADEMIC POLICY APPROVAL	
Academic Policy No.: <u>FPU-5.0003AP</u>	
<u>[Signature]</u>	<u>10/27/2014</u>
Initiating Authority	Date
<u>[Signature]</u>	<u>10/27/2014</u>
Academic Policies Committee Chair	Date
<u>[Signature]</u>	<u>10/27/2014</u>
Vice President of Academic Affairs	Date
<u>[Signature]</u>	<u>10/27/2014</u>
President/Designee	Date
Approved by FPU BOT, if required	Date