
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-17

Approved by the Faculty Senate
April 3, 2024

1 **BRIEF SUMMARY:** This bill combines the policy and procedures for the Student Credit Hour
2 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.
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9 **BE IT FURTHER RESOLVED THAT:** existing sections of Chapter 5 be revised to reflect
10 these changes.

11 **Student Credit Hour Definition**

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

17 An amount of work represented in intended learning outcomes and verified by evidence of
18 student achievement that is an institutionally established equivalency that reasonably
19 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.

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28 **Class Schedule Types**

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

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

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

38 If a proposed course falls outside of the designated class schedule types, the credit hours
39 assigned must be justified by reference to the federal standard and the time spent in course
40 activities.

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

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Action	Date
Introduced to Senate	3/20/2024
Second Senate Meeting	4/3/2024
Faculty Senate Vote	4/3/2024
President's Review	4/9/2024
Posted to Faculty Handbook	