
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate
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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.
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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 According to the HLC (www.hlcommission.org/), 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.

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28 **Course Types**

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

Type	Supervised	Unsupervised
Private lesson (e.g. Private lessons for music and musical theater, 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

31 For private lessons, lecture, workshop, and lab, the time requirements refer to time with direct
32 instructor supervision. Internship time may include any combination of time supervised by
33 approved experts outside the institution, time supervised by an instructor, or independent work
34 with a product evaluated by an instructor. Additional information about class schedule types can
35 be found at: semo.edu/pdf/hidden/acaaffairs/ScheduleTypes.pdf

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

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

43 If a proposed course falls outside of the categories defined above, the credit hours assigned must
44 be justified by reference to the federal standard and the time spent in course activities.

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

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Date and Version: 2/5/2024
Handbook Section: Chapter 5
Proposed Change: Student Credit Hour Section
Source of Bill: Faculty Senate Governance Committee

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Action	Date
Introduced to Senate	2/14/2024
Second Senate Meeting	2/28/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	