

## Credit Hour Policy

In determining the amount of credit awarded for courses, Clayton State University relies on three key pieces of information:

1. The amount of instructional time per semester when the courses are offered in an on-campus format.
2. The professional opinion of the qualified faculty who develop and teach the courses as to what is appropriate for a course with that amount of credit.
3. The Faculty Senate Curriculum Committee review process for new courses and course changes.

The seat time table below illustrates time spent in instruction for all levels of credit hours.

Any Semester	Total In Class Lecture Type Minutes/Semester*	Total In Class Lab Type Minutes/Semester
3-0-3	2250 (37.5 hours)	NA
1-4-3	750 (12.5 hours)	3000 (50 hours)
2 -4-3	1500 (25 hours)	3000 (50 hours)
2-2-3	1500 (25 hours)	1500 (25 hours)

### Lecture-based Courses:

Traditional lecture-based courses that meet only in a face-to-face setting must meet for 750 minutes per credit hour each semester, regardless of whether they are offered in a full-semester or half-semester format. It is expected that students will spend 2 hours in out-of-class preparation for every hour spent in class. For example, a 1 credit hour course must require 750 class meeting minutes and 1500 out-of-class preparation minutes. All courses require a minimum of 2250 engaged minutes per semester hour.

### Online Courses:

When courses are offered in a fully online (F), partially online (P), or hybrid (H) format, the students enrolled in those courses are still required to participate in a minimum of 2250 engaged minutes of instruction. All courses offered in an online format of any type should contain the same amount of instruction and the same learning outcomes as the seated course; only the delivery method should be different.

### Laboratory Courses:

Laboratory courses are also required to meet the minimum of 2250 engaged minutes per credit hour each semester. In the case of laboratory courses, most of these engaged minutes will be spent in the actual execution of the laboratory

exercises. Students may also be expected to spend out-of class time preparing for laboratory exercises. In all cases, seat time plus expected out-of-class preparation time must add up to a minimum of 2250 engaged minutes per credit hour for the specified course.

#### Courses That Mix Activity/Laboratory/Clinical and Lecture Components:

Courses that mix lecture components with laboratory or clinical components pose challenges in making the correct credit hour determination. The standard remains that a minimum of 2250 engaged minutes must be required per credit hour each semester.

There are four components in this type of course:

- Lecture
- Out of class preparation for lecture
- Activity/laboratory/clinical
- Out of class preparation for activity/laboratory/clinical

In general, it is appropriate to expect that students will spend at least two hours in out of class preparation for every one hour spent in the lecture component of the course. The activity/laboratory/clinical component of the course may exist with or without an expectation of out of class preparation. When out of class preparation is expected for the activity/laboratory/clinical component of a course, the stated expectation should not exceed one hour of out of class preparation for each hour spent in the activity/laboratory/clinical component unless the Office of Academic Affairs grants special permission. In determining whether the requirement for a minimum of 2250 engaged minutes per credit hour each semester has been met, minutes expected to be spent in lectures, out of class preparation for lectures, activity/laboratory/clinical, and out of class preparation for the activity/lecture/clinical should be added together.