

Credit Hours Awarded Policy

Approved by the Academic Policies and Curriculum Committee:

Approved by Faculty Senate:

Approved by the President:

As a unit of the University System of Georgia (USG), East Georgia State College (EGSC) adheres to the definition of a credit hour as presented in the policy manual of its governing body, the USG Board of Regents (BOR). As stated in Section 3.4.1, Calendar of Academic Activities – Semester System,

“A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour.”

The USG definition of a semester credit hour is presented in the College catalog. This seat-time definition is not an indication of the time the student must spend to successfully complete the credit-hour. In practice, we relate verbally to the students our expectation that they must spend at least two hours outside of class for every one hour in class. This time is required to prepare for and carry out the assignments associated with the instructional time associated with the credit hours awarded. Thus, the definition of the credit hour is more appropriate if it is defined as

“A minimum of 750 minutes of instructional time and 1500 minutes of time outside the classroom environment is required for each semester credit hour. For alternative delivery methods, the amount of instructional and outside the classroom environment time will be equivalent for each semester hour of credit.”

Also, the Course Level Table, shown below, is in the catalog. The Course Level Table assists instructors as they assign course levels to proposed new courses.

Course Number	Description
0000-0999	These are pre-requisite Learning Support courses. Students must earn a “C” grade or higher in corequisite course to exempt and enroll in credit-bearing courses.
1000-1999	Introductory courses that are open to first-year students. These courses do not have prerequisites.
2000-2999	These courses are designed, primarily, for sophomores, juniors, and seniors. First-year students may enroll if they have completed the appropriate prerequisite courses.
3000-3999	These courses are generally designed for juniors and seniors who are currently in their major area of study.
4000-4999	These courses are designed for seniors who require focused courses in their major area of study.

For all curriculum proposals sent to the Academic Policies and Curriculum Committee for approval, both the instructional time and out-of-class time will be indicated. Prior to submission to the Faculty Senate and the President for approval, the Academic Policies and Curriculum Committee will verify the appropriateness of the credit hours and course level listed in the curriculum proposal.

ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES

EAST GEORGIA STATE COLLEGE

NAME OF POLICY/ PROPOSAL: Credit Hours Awarded Policy

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | <input checked="" type="checkbox"/> Policy Revision | <input type="checkbox"/> Statutes Revision |
| <input type="checkbox"/> Policy Proposal. | | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC
 Signature: Sandra Shorman Date: 9-18-2020

Dean Approval:
 Signature: _____ Date: 9-18-2020

APCC Action: Approved Denied Returned Tabled
 Signature of Vice President for Academic and Student Affairs, Chair: Sandra Shorman Date: _____

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled
 Signature of Faculty Senate President: Jana Chambers Date: 10-8-20

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT
 President's (or designee's) Action: Approved Denied Returned Tabled
 Signature: [Signature] Date: 10-29-2020

Distribution By:
 Signature: [Signature] Date: 10/12/20

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President's Office Distributes Copies To:
 Faculty Senate—President Date: 10/12/20
 Academic Policies & Curriculum Committee—Chair/VPASA Date: 10/12/20
 Chief of Staff/Legal Counsel Date: 10/12/20