

Credit Hour Policy



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Approved by: Julie Dinger, Provost

Policy Owner: Registrar

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Credit Hour Policy

The Carnegie Unit and Credit Hour are time-based references for measuring educational attainment used by American universities and colleges. A Student Hour derived from the Carnegie Unit (commonly called a credit hour) assesses post-secondary school attainment. Loosely defined, a credit hour in higher education typically refers to an hour of faculty instruction and two hours of homework, on a weekly basis, over a 15-week semester. Most college and university courses are 3 Semester Credit Hours (SCH) or 45-48 contact hours, so they usually meet for three hours per week over a 15-week semester.

Exceptions

1. The co-requisite model Plus courses (Engl 1115, Math 1475, Math 1515, Math 1525) count 5 hours toward load, but 3 credit hours toward graduation.
2. Using best practice models from National Association of Schools of Music, OSU, and peer institutions, music faculty load for applied lessons and ensembles will be calculated using contact hours with the students instead of credit hours. For example, a 1 credit hour lesson meets face-to-face for 30 minutes and will be calculated as .5 hours towards load. Likewise, 1 credit hour for an ensemble meets for 3 contact hours per week and should be counted as 3 hours towards load.
3. A regular class during the fall or spring semester meets 50 minutes per week for each credit hour awarded. For those courses designated as three semester credit hours, classes normally meet either 50 minutes three days per week, 75 minutes two days per week, or 150 minutes one day per week. Laboratory classes meet a minimum of two hours per week per semester credit hour awarded.

Types of Instruction Methods

- Traditional (face to face, 15-week)
- Online (100% material online – synchronous or asynchronous)
- Hybrid (Combination of face-to-face and virtual instruction with a scheduled weekly meeting time)
- Flex (blended combination of face to face and online both synchronously and/or asynchronously. This modality of instruction is utilized during circumstances in which traditional instruction may not be possible).

Definition of Instruction Methods

Traditional (Face to Face)

A regular class during the fall or spring semester meets 50 minutes per week for each credit hour awarded. For those courses designated as three semester credit hours, classes normally meet either 50 minutes three days per week, 75 minutes two days per week, or 150 minutes one day per week. Laboratory classes meet a minimum of two hours per week per semester credit hour awarded.

To adhere to Oklahoma State Regents for Higher Education policy, all courses should meet at designated times to ensure required seat time is met. Because of required seat time, final exams must be given during the week of finals and not prior.

Online

Online instruction is an internet-based process in which students learn through an online platform. Instruction is conducted in an online platform between the instructor and students where courses are either synchronous or asynchronous. Courses in which one-third or more of class instruction or the equivalent is placed in an online environment must follow the Online Policy.

An accelerated course, (e.g. 8 weeks), meets the same academic rigor as a traditional semester-long course; in accordance with the Carnegie Unit equivalency, accelerated courses must carry the same work load and assessment metrics as their traditionally offered counterparts.

Hybrid

Combination of face-to-face and virtual instruction with a scheduled weekly meeting time.

Flex

Blended combination of face to face and online both synchronously and/or asynchronously. This modality of instruction is utilized during circumstances in which traditional instruction may not be possible.