

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Standards for Semester Credit Hours	2-003 ACADEMIC AFFAIRS September 2020
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POLICY

- 1.01 The policy of OSU Institute of Technology (OSUIT) requires adherence to the standards established by the Oklahoma State Regents for Higher Education with regard to the semester credit hour. To ensure that academic standards are maintained for instructional time, OSUIT has adopted the following definitions of a semester-credit hour. Instructional time excludes enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days. These standards apply to all for-credit traditional and/or synchronous coursework.
- A. Theory Class: One semester credit hour requires a minimum of 800 minutes of instructional meeting time.
 - B. Laboratory Class: Laboratory credit is awarded at a rate not to exceed one-half the theory rate. One semester credit hour requires a minimum of 1600 minutes of laboratory meeting time.
 - C. Theory/Laboratory Class: Theory/Laboratory credit is awarded on a prorated basis according to the rates set for Theory and Laboratory Classes.
 - D. Internship: One semester credit hour requires a minimum of 2475 minutes of employer-supervised work time.
 - E. Clinical Class: One semester credit hour requires a minimum of 2400 minutes of supervised time in a clinical setting.
 - F. Theory/Laboratory-Simulation/Clinical Class: Theory/Laboratory-Simulation/Clinical credit is awarded on a prorated basis according to the rates set for Theory, Laboratory and Clinical Classes
- 1.02 Course type and corresponding percentages of Theory, Laboratory, and Clinical instruction activities (as applicable) must be identified during the new course development process and approved by the OSUIT Curriculum Committee.
- 1.03 Modifications to a course's type, to include the percentages of a course directed to Theory, Laboratory and Clinical instructional activities, may not be changed without prior approval of the OSUIT Curriculum Committee.

- 1.04 Any exceptions to the calculated seat time for a course must be approved by the appropriate academic Dean, Provost/Vice President of Academic Affairs and the Registrar.

PROCEDURES

- 2.01 The above calculations represent a minimum number of minutes required for each type of course offering. Excessive amounts of instructional contact time should be avoided, and in no case may a course's meeting time exceed its minimum meeting time by the equivalent one-half of one credit hour.
- 2.02 The above calculations indicate only the instructional contact time requirements for semester credit hours. Out-of-class preparation by the student is not only expected, but required.
- 2.03 Alternative Formats: Standards set for credit offered in fully asynchronous courses, courses with asynchronous components, and other non-traditional formats must have commensurate content, rigor, and assessment of student learning as those established for a normal academic semester or delivery mode.

Effective: August 1996
Revised: July 2004
Revised: July 2009
Revised: April 2014
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