

## **Definition and Assignment of Credit Hours (policy 2.18)**

### **Suggested Language for Course Syllabi (To satisfy policy 2.18; 3f)**

#### **Face-to-Face Instruction Examples (lecture and lab-type modes)**

- 3 credit hour class: Success in this 3 credit hour course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction and preparation/studying or course related activities for a total of 135 hours.
- 2 credit hour class: The expectation of work in order to be successful for this 2-credit course is 100-minutes of direct faculty instruction and 4 hours of out-of-class student work each week, which includes practice work, writing lab reports, and assigned readings.
- 3 credit hour class with practical experience: In order for students to be successful in this 15 week semester course, each credit hour represents one hour of classroom or direct faculty instruction and a minimum of two hours of outside class-work per week. Outside class-work activities include, but are not limited to reading, writing, studying, research, and completing worksheets (note: you can list specifics and the amount of time for each). In addition, at least an equivalent amount of out of class work is required for laboratory work, internships, rotations, practica, studio work, etc.

#### **Hybrid Courses (Face-to-Face and Online)**

- See examples above. In addition, the syllabus must communicate an expectation to students that they will spend time (define hours) attending class, working online, participating in synchronous and asynchronous activities, and other out-of-class work.

#### **Online Instruction**

- See examples above. In addition, the syllabus must describe the activities that the student will be required to complete as part of the course and indicate the expected minimum time that students will need to devote to each of these (working online, participating in synchronous and asynchronous activities, and other out-of-class work). The total expected time should be a minimum of 45 hours per semester for each unit of credit (for a 3 hour course or other amount according to the number of credit hours).

#### **Notes:**

1. For terms that are less than 15 weeks, students should also spend a minimum of two hours outside of class for every hour in class.
2. A requirement will be added to the Program Review reporting template for each department/program to provide the process the department/program uses to assure assignment of credit hours (per WSU policy 2.18) to all courses.