

# MARSHALL UNIVERSITY ACADEMIC AFFAIRS

## Administrative Procedure ACAD-2

### Credit Hour Assignment and Program Length

#### 1. General Information

- 1.1 This administrative procedure shall govern the assignment of credit hours to courses and course sections.
- 1.2 It also sets minimum credit hours necessary for degree completion.

#### 2. Procedure

- 2.1 Credit hours:
  - 2.1.1 For all courses creditable towards a degree or certificate, the credit hour assigned for the course or specific section (for variable credit-hour courses) shall conform to the Federal Credit Hour Definition below.
  - 2.1.2 Generally, a three credit-hour class shall meet for three 50-minute sessions, two 75 minute sessions, or one 150 minute session per week and require an average of six hours of outside work per week.
- 2.2 Credit hour requirements for successful completion of a degree shall be no less than:
  - 2.2.1 60 credit hours for an associate's degree;
  - 2.2.2 120 credit hours for a baccalaureate degree; and
  - 2.2.3 30 credit hours for a master's degree.
  - 2.2.4 Doctoral programs, including professional practice programs, shall have credit hour requirements consistent with requirements set forth by accrediting bodies and commonly-accepted practices for the level and discipline of the degree.

#### ***Federal Credit Hour Definition (34CFR 600.2)***

*Credit hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—*

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*