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OFFICE OF THE CHANCELLOR	Revision: 0
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA	Effective: March 1, 2014

SUBJECT: DEFINITION OF A CREDIT HOUR

PURPOSE: To establish a uniform definition of credit hour for LSU at Alexandria.

GENERAL POLICY

I.   At LSUA a credit is based on the number of lectures or recitations each week for one semester; for example, one credit represents one hour of lecture or recitation a week for one semester.

II.   LSU Alexandria defines a "credit hour" as one hour (50 minutes) of direct classroom instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different time period. Generally three-credit hour classes meet three days per week for 50 minutes or two days per week for 75 minutes. Two to four contact hours of laboratory are assigned one credit hour and five to six hours of internship work per week is considered the equivalent of one lecture or recitation hour. At least an equivalent amount of work as outlined above is required for other academic activities as established by LSU Alexandria including studio classes, evening classes, pre-sessions, summer sessions, and independent research leading to the award of credit hours.

III.   The expectation of contact time and time on task is the same regardless of the format of the course, whether it is 100% online, hybrid, or face-to-face, or location of the course delivery.

IV.   It is the responsibility of the faculty and the appropriate academic department to determine the level of credit to be awarded for a new or revised course when it is developed. It is the responsibility of the Courses and Curricula (C&C) Committee, the Faculty Senate, and the Vice Chancellor for Academic Affairs to review and approve the request for new or revised courses. The submitted C&C documentation is examined for contact time as well as for assignments and evaluation mechanisms.

APPROVED: _____G. Daniel Howard_____   _____03/07/14_____
                               G. Daniel Howard   *Date*
                               Chancellor