

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

S12-3, Policy Recommendation, Bringing San José State University policies into compliance with Federal Regulations regarding the definition of the credit hour

Legislative History: Amends F06-2

At its meeting of April 16, 2012, the Academic Senate approved the following policy recommendation presented by Senator Bros-Seemann for the Curriculum and Research Committee.

Action by University President:

**Approved by
President Mohammad Qayoumi
on May 30, 2012**

**Policy Recommendation
Bringing San José State University policies into compliance
with Federal Regulations regarding the definition of the
credit hour**

Whereas: the United States Department of Education issued GEN-11-06 entitled “Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010” that stated “The definition of a credit hour for Federal purposes is necessary, in part, because more than \$150 billion of Federal financial aid is awarded annually based on an individual student’s enrollment, as represented in number of credits. The credit hour is a basic unit of student eligibility, and the new regulations address vulnerabilities in the student aid programs that leave them open to fraud and abuse.” ; and

Whereas: in response to the issue, Federal regulations were developed in 2011 by the Department of Education for defining eligibility for college aid specifying that “the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter hour.”; and

Whereas: a CSU coded memorandum (AA-2011-14) directs California State Universities to recognize that existing practice of expecting a minimum of 2 hours of student effort outside of class per credit hour (defined as 50 minutes) per week is now a requirement; and

Whereas: the Western Association of Schools and Colleges (WASC) has stated that, as part of the accreditation process, they will review, “The processes that the institution employs to review periodically the application of its policy on credit hour across the institution to assure that credit hour assignments are accurate and reliable.”; and

Whereas: as our existing processes of course assessment based on student learning outcomes both assume and account for substantial and rigorous work by student beyond hours spent in the classroom that meet or exceed the Department of Education guidelines; and

Whereas: SJSU courses provide high quality learning opportunities by including appropriate in-class and out-of-class activities, clearer course expectations outlined in the greensheets would be beneficial in contributing to student success; and

Whereas: the existing greensheet policy F06-2 stipulates that “College Deans shall remind all faculty periodically of these greensheet requirements”; and

Whereas: the existing greensheet policy F06-2 does not explicitly account for or specify hours spent outside of the classroom but does stipulate a periodic review of the greensheets; therefore be it

Resolved: that Sec B.1.e. of the GREENSHEETS (SYLLABI) in F06-2 and the Accessible Greensheet template be amended as follows (amendments in bold):

e) Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation, etc.

- **The following language must be included in the syllabus:**

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

- Tentative course calendar including assignment due dates, exam dates, date of final exam; you might want to include “subject to change with fair notice” as well.

And be it

Resolved: that the forms for new course proposals be modified so that the signatories affirm that student workload for the course is consistent with the expectation that students will spend, for each unit of credit, a minimum of three hours under instruction or on preparation, studying or other course related activity; and therefore be it

Resolved: this policy is effective as of Fall 2012 for all syllabi, new course proposals and all program planning self studies initiated in 2012.

Approved: 2/27/2012

Vote: 10 for, 0 against, 1 abstention

Present: Shannon Bros-Seemann (Chair), Peter Buzanski, Peggy Cabrera, Jean-Luc Desalvo, Winncy Du, Dennis Jaehne, Annette Nellen, Lori Salazar, Wynn Schultz-Krohn, Pamela Stacks, Patricia Swanson, David Terry.

Absent: Sutee Sujitparapitaya

Financial Impact: negligible

Workload Impact: negligible