

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 03.A.30

From: William Flores, President

Issue No. 3

Effective date: 05/28/2013

Page 1 of 2

Subject: Semester Credit Hours Policy

1. PURPOSE

This Policy Statement establishes the University of Houston-Downtown's definition of a "semester credit hour" for its courses and other academic activities, including laboratory work, internships, practicum, studio work, experiential learning, distance, correspondence and any other academic work leading to the award of semester credit hours. This definition is derived from definitions of "Carnegie unit" and "semester credit hour" used extensively throughout higher education institutions and the federal government, and it is guided by the [Credit Hour policy](#) of the Southern Association of Colleges and Schools Commission on Colleges.

2. DEFINITIONS

- 2.1 Semester credit hour: 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 one hour of classroom or faculty instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks, or the equivalent amount of work over a different period of time.

3. POLICY

- 3.1 This institution, as quoted by SACS Comprehensive Standard 3.4.6, "employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery." All shortened-format and alternatively-delivered courses must meet similar rigor, quality, learning outcomes, and academic standards as those for students in standard-format courses.

4. PROCEDURES

- 4.1 Students seeking to receive credit awarded by standardized equivalency exams should submit the grades for evaluation to the university, and the appropriate credit hours will be awarded depending upon the exam score, as detailed in [PS 03.A.11, Credit By Examination](#).
- 4.2 Administrative issues such as course drop and university withdrawal dates, and final exam schedules must be approved and published in the academic calendar by appropriate university offices.
- 4.3 The Senior Vice President for Academic Affairs and Provost must approve any exception to the provisions of this policy.
- 4.4 If another measure or standard for semester credit hour is deemed appropriate for academic or other institutional needs, the university may adopt that measure or

standard for those purposes.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party: Senior VP for Academic & Student Affairs & Provost

Review: Every three years on or before September 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 12/15/2004

Issue #2: 02/29/2012

8. REFERENCES

There are no references associated with this policy.