



11.03.01.D0.01 **Awarding Credit Hours**

Approved: June 28, 2013
Revised: Aug 29, 2016
Next Scheduled Review: Aug 29, 2019

Procedure Statement

This Standard Administrative Procedure provides guidelines on awarding credit hours for courses taught in a distributive learning format.

Reason for Procedure

Texas A&M University-Central Texas (A&M-Central Texas) Standard Administrative Procedure on Awarding Credit Hours is designed to ensure that credit hours awarded for courses conform to the Texas Higher Education Coordinating Board rules (Title 19 Texas Administrative Code, §4.6) and are consistent with commonly accepted practices in higher education.

Procedures and Responsibilities

1. GENERAL

The Texas Higher Education Coordinating Board defines a three-semester-credit-hour course as containing 15 weeks of instruction (45 contact hours) plus one week for final examinations so that a course contains 45-48 contact hours (depending on whether there is a final examination or not). Faculty must teach a minimum of 15 lecture hours, a minimum of 30 laboratory hours or a minimum of 45 internship/externship hours to award 1 semester credit.

Courses taught in a non-traditional manner, such as through distributed learning, may be offered for credit hours if the course has been reviewed and approved through the A&M-Central Texas curriculum process. Departmental faculty are responsible for determining if the course is of sufficient scope and rigor to ensure the amount of material delivered is comparable to the same campus-based course.

2. PROCESS

Assignment of credit hours for courses or programs is done by departmental faculty during the course development stage. Each course will be reviewed to ensure that the

assignment of credit hours conforms to Title 19 Texas Administrative Code, §4.6. Courses taught in a distributive learning format will be evaluated to determine if the course has equivalent learning outcomes to course taught in a more traditional format. Courses that do not conform will be returned to the originating department for revisions.

Related Statutes, Policies, or Requirements

Texas Higher Education Coordinating Board rules (Title 19 Texas Administrative Code, §4.6)

[*System Policy 11.03 Shortened Courses*](#)

Contact Office

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