SECTION 4 - CREDIT HOURS/SUBSTANTIVE COURSE PROPOSALS

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4.1 CREDIT HOUR POLICY

Departments are urged strongly to prefer courses of three credits, and especially to prefer three-credit hours for courses, which are taken by significant numbers of students from other fields. It is understood that some courses, such as laboratory courses and lower division mathematics courses, will be offered for more than three credits.

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 one hour of classroom or direct faculty instruction (including 10 minutes for movement between classes) 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 the equivalent amount of work over a different amount of time, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

Monitoring the allocation of credit hours for a regular course and laboratory work will be the responsibility of the Curriculum Committee; for the allocation of hours for internships, practica, studio work, and each academic department shall monitor other academic work leading to the award of credit.

The Curriculum Committee will report on the allocation of credit hours for a regular course and laboratory work as part of its annual report.

Academic Departments will report on the allocation of hours for internships, practica, studio work and other academic work leading to the award of credit, as part of their annual assessment reports.

The annual reports on the awarding of credit hours will be reviewed and maintained in the Provost's Office to ensure institutional compliance with federal and NWCCU requirements.
4.2 CREDIT HOURS - The unit by which an institution may measure its coursework. The number of credit hours assigned to a course is usually defined by the number of hours per week in class and the number of weeks in the session. One credit hour is usually assigned to a class that meets fifty minutes a week over a full semester; in laboratory, fieldwork, drawing, music, practical arts, physical education, or similar type of instruction, one credit hour is assigned for a session that meets two or three hours a week during a full semester.

4.3 CREDIT RATIOS - Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components: (1) instructional time - which may be face to face, online, or a combination of the two; (2) time spent in laboratory, studio, fieldwork, or other scheduled activity; (3) time devoted for reading, studying, problem solving, writing, or preparation. One full-semester credit hour is assigned in the following ratio of component hours per week devoted to the course of study: (1) lecture courses (which include face-to-face, online and hybrid) – one contact hour or equivalent instructional time for each credit hour, (two hours of outside work implied, meaning that for a three-credit hour class, a student should plan to spend a total of nine hours per week in some combination of instructional time and outside study); (2) laboratory or studio course – at least two contact hours for each credit hour; (3) independent study - at least three hours of work per week for each credit hour.

4.4 SUBSTANTIVE COURSE PROPOSALS

SUBSTANTIVE COURSE PROPOSALS: Substantive proposals include new courses, deletion of courses, changes in credit hours, changes in course title or description, which significantly alter the nature of the course, and prerequisite changes that affect other departments or significantly change the course. Course number changes from a lower division number to an upper division number are considered substantive. If splitting a course with a specific designation, i.e. DV, you will need to resubmit both courses for approval.

A new course with a new unused course number. If the new course will be listed in any requirements or electives that affect the total credit hours, a Program Proposal is required.

Proposals for cross-listed courses are required from all departments that intend to offer the course. The course name and number must be identical. The prefix will reflect each department.

4.5 DEADLINE FOR SUBSTANTIVE COURSE PROPOSALS

All substantive course proposals are to be submitted through Curriculog on one of two forms. For NEW course proposals, you will use the New Course Proposal form, for courses that already exist in the catalog but are being submitted as a substantive change, please
**use the Course Revision form, import from the catalog, and select substantive on the form. All proposals are to be to the University Curriculum step in Curriculog at least one week in advance of the University Curriculum Committee meeting date (see section 1). Deadline dates are located at the Faculty Senate home page, Committees, Curriculum Committee.**

For effective dates for the proposals see **PPM 4-2a**. Approved course changes, which do not alter a program, will become effective the following semester. This includes elective courses or those with non-substantive changes.

### 4.6 SUBSTANTIVE COURSE PROPOSAL FORM

Substantive proposals should include (1) a Course Proposal Form and (2) a course syllabus. **A Program Change Form must also be included if the course revision results in a change in the program requirements as listed in the catalog.**

To get to Curriculog you may select the link from the University Curriculum Canvas Course, type weber.curriculog.com into any browser, or through the eWeber portal and type in Curriculum Proposals.

**Course Proposal Form (Please follow instructions on the form)**

Fill in the appropriate blank spaces providing all information requested.

Refer to the "Description" section of the form. If the proposal presents a new course, describe the course exactly as it will appear in the University Catalog. Be sure to include any prerequisites and co-requisites in the description. If the proposal changes the description of an existing course, make sure you have imported the course from the catalog (directly through Curriculog) and type the "new description" as it would now appear in the catalog. The system will use track changes if you import from the catalog and all individuals throughout the approval process will be able to review the changes being submitted.

Refer to the "Justification" section of the form. Write a brief statement justifying the changes.

The General Education Improvement and Assessment Committee (GEIAC) will review all new General Education Course proposals prior to the course coming to University Curriculum committee for review.

**Information Page**

The University Curriculum Committee assumes that additional costs and expenditures in terms of faculty, equipment, space, etc. have been considered by appropriate entities.
Answer the questions as fully as possible. Provide material to substantiate your answer.

*Developmental Mathematics will need to have the Mathematics Department sign off on curriculum proposals before they go to the College of Science curriculum committee.*

*The University Council on Teacher Education must approve courses required in programs leading to secondary undergraduate teacher certification before being submitted to the Curriculum Committee. Be sure you are allowing time in the approval process to make it through UCTE and to University Curriculum a week before the UCC meeting. The item regarding Library resources must be signed by the Library bibliographer, however this step has been moved to after Faculty Senate approval.*

**Course Syllabus**

The course outline must contain information about the number of contact hours per week, assignments, and the format of the course. Please see the University Curriculum Canvas Course for syllabus examples.

**4.7 APPROVAL PROCESS FOR SUBSTANTIVE COURSE PROPOSALS**

- Department Chair
- College Curriculum Committee
- Program Director (if applicable)
- Dean of College
- Graduate Council (Master’s only)
- University Council on Teacher Education (if applicable)
- General Education Improvement and Assessment Committee (General Education proposals only)
- University Curriculum Committee
- Faculty Senate
- Library Approval
- Academic Affairs Office
- Banner and CatTracks Review