## UNIVERSITY OF SOUTH ALABAMA



## **CREDIT HOUR ESTIMATES FORM**

Refer to the University's Credit Hour Policy or Credit Hour Review Process documents on the Academic Affairs web site for additional information.

Rev. 2/2024

At the University of South Alabama, the number of credits assigned to a particular course is dependent upon the expected learning outcomes of the course and the number of hours needed to successfully master the expected outcomes. For traditional courses, federal guidelines suggest that a credit hour is (or is the equivalent of) one class hour of classroom or direct faculty instruction per week and a minimum of two class hours of out-of-class student work each week for a 15 week semester. A credit hour in an online, blended, lab, practicum, studio, or other course format must involve an equivalent amount of instruction and student work necessary to achieve the intended course learning outcomes and verify evidence of student achievement. For variable hours courses, complete the estimate based on a single credit hour (one credit hour requires a minimum of 45 course hours total).

Any new course, any existing course being offered in a different format (e.g., online) for the first time, or any existing course in a non-traditional format should use the table below to determine credit hour estimates and include a Curriculum Action Form with a new or revised syllabus that reflects the course format and instructional learning activities.

Instructional or Learning Activity			Estimated
			Hours/Semester
1. On-campus meetings (direct instruction, in-class lectures, demonstrations, recitations)			
2. Practical experiences (lab experiences, studio activities, clinical assignments, field experience)			
3. Group or team-based activities (group projects or presentations, debates, group assessments)			
4. Reviewing online course content (audio/video lectures, podcasts, written lectures)			
5. Readings (assigned readings, additional readings, websites, articles)			
6. Projects/Presentations (oral presentations, portfolios, multimedia presentations)			
7. Practice problems or exercises (drills, practice problems, exam reviews)			_
8. Online discussions (discussion forums, wikis)			
9. Synchronous activities (videoconferences, aud	dio chat, text chats)	•	_
10. Writing activities (papers, essays, journal entries, blogs)			
11. Research activities (literature review, individua	alized study, research study)		
12. Quizzes or exams (written, computer-based,	online)		
13. Inquiry-based activities (webquest, problem-b	ased or self-directed learning)	•	
14. Other (list)		•	
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		Total Hours	
			_
Course Title:			
Subj Abbrev:			
Course #:			

Instructional or Learning Activity	List the amount of time the students will spend	
1. On-campus meeting	Attending class on-campus (includes lectures, class discussions, recitations, etc.)	
2. Practical experiences	Participating in practical experiences such as weekly laboratory experiences	
3. Group or team-based activities	Collaborating with other students to complete group assignments or activities	
4. Reviewing online course content	Viewing or reading course content such as videos, PowerPoints, written or audio lectures	
5. Readings	Reading assigned and/or additional course materials outside of class such as articles or websites	
6. Projects/Presentations	Preparing and/or presenting assigned projects or presentations	
7. Practice problems or exercises	Completing practice problems or exercises such as homework assignments or exam reviews	
8. Online discussions	Contributing to online discussions such as discussion forums	
9. Synchronous activities	Participating in synchronous, or real-time, communication such as text chats or videoconferencing	
10. Writing activities	Writing and reviewing papers and other writing assignments outside of class such as blogs or essays	
11. Research activities	Searching for relevant information on the Internet, visiting libraries and/or conducting literature reviews or research studies	
12. Quizzes or exams	Completing quizzes or examinations either in-class or online	
13. Inquiry-based activities	Participating in activities that require the students to carry out an investigation and communicate results	