

## **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Credit Hours**

**Regulation and Procedure  
Number: URP: 02.225**

**Policy Owner: Academic Affairs**

### **POLICY STATEMENT**

Texas Woman's University ("TWU" or "University") defines a credit hour and awards credit to students in accordance with the United States Code of Federal Regulations ("CFR") and the Texas Administrative Code ("TAC").

### **APPLICABILITY**

This policy is applicable to TWU Faculty, Staff, and Students.

### **DEFINITIONS**

1. "Credit hour" means the amount of work represented in intended learning outcomes. It is verified by evidence of student achievement that is a University established equivalency that reasonably approximates one of the following:
  - a. Not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out of class student work each week for approximately fifteen (15) weeks for one (1) semester or trimester hour of credit, or ten (10) to twelve (12) weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - b. At least an equivalent amount of work as required in paragraph (a) of this definition for other academic activities as established by TWU including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
2. "Faculty" means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and

administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.

3. "Staff" means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching or research positions classified as faculty.
4. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

## **REGULATION AND PROCEDURE**

### **I. Credit Hour Determinations**

Academically qualified faculty and University academic administrators, including, but not limited to, program directors, academic component administrators, directors and associate directors of schools, assistant and associate deans, deans, assistant and vice provosts, and the Executive Vice President for Academic Affairs and Provost are responsible for determining the amount and level of credit awarded for courses regardless of format, mode, or location of delivery.

### **II. Credit Hour Requirements at Texas Woman's University**

- A. Lecture courses that are traditionally-delivered, completely in person, three-semester-credit-hour courses should contain fifteen (15) weeks of instruction for a total of forty-five (45) contact hours plus a week for final examinations so that such a course contains forty-five (45) to forty-eight (48) contact hours depending on whether there is a final exam.
- B. Every University course is assumed to involve a significant amount of non-contact hour time for out-of-class student learning and reflection. To ensure the quality of student learning, TWU does not generally allow students to carry more courses in any term (that is, regular or shortened semester), which would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students are not generally allowed to enroll for more than six semester credit hours.
- C. TWU addresses any exceptions to subsection (B) of this section pursuant to the policy set forth in its undergraduate and graduate catalogs. (See referenced section in the undergraduate and graduate catalogs).

- D. Courses delivered in shortened semesters must have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a normal semester.
- E. TWU may offer a course in a non-traditional format that does not meet the defined contact hour requirements, if the course has been reviewed and approved through TWU's formal, institutional faculty curricular review process that evaluates the course and its learning outcomes and determines that the course does, in fact, have equivalent learning outcomes to an equivalent, traditionally-delivered course. Examples of non-traditional formats include online, hybrid, hyflex, or through a shortened, intensive format.

## REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## REFERENCES

[Texas Administration Code, Title 19, Chapter 4, Subchapter A, Rule 4.6](#)

[Federal Government Regulation 34 CFR 600.2](#)

[Texas Woman's University Undergraduate Catalog – Academic Information and Planning](#)

[Texas Woman's University Graduate Catalog – Master's Degrees](#)

[Texas Woman's University Graduate Catalog – Doctoral Degrees](#)

## FORMS AND TOOLS

None

**Publication Date: 07/02/2021**

**Revised: 10/24/2022**