

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Standards for Semester Credit Hours	2-003 ACADEMIC AFFAIRS July 2009
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POLICY

- 1.01 The policy of OSU Institute of Technology requires adherence to the standards established by the Oklahoma State Regents for Higher Education with regard to the semester-credit-hour. To ensure that academic standards are maintained for instructional contact hours, OSU Institute of Technology has adopted the following guidelines for calculation of a semester-credit hour.
- A. Theory Class: One semester credit hour requires a minimum of 800 minutes of meeting time.
 - B. Laboratory Class: One semester credit hour requires a minimum of 1600 minutes of meeting time.
 - C. Theory/Laboratory Class: One semester credit hour requires a minimum of 1375 minutes of meeting time.
 - D. Internship: One semester credit hour requires a minimum of 2475 minutes of employer supervised work time.

PROCEDURES

- 2.01 The above calculations are essentially a minimum number of required instructional contact hours. Excessive amounts of instructional contact time should be avoided, and in no case may the calculation be greater than one-half of the increment.
- 2.02 The above calculations indicate only the instructional contact time. Out-of-class preparation by the student is not only expected, but required.
- 2.03 Alternative Formats: Standards set for credit offered in summer session courses, short courses, workshops, modular courses, on-line courses, telecourses, independent study, etc., should be commensurate with those established for a normal academic semester.

Effective: August 1996
Revised: July 2004
Revised: July 2009