

Academic Credit Hour

Category: *Academic Affairs*

Policy Number: 2800

Policy Manager: *Office of the Registrar*

Current Revision Approval Date: 3/11/2025



PURPOSE

This policy sets forth Virginia State University's requirements for establishing a credit hour and awarding credits based on completed credit hours for any of its academic programs.

TARGET AUDIENCE

This policy applies to all faculty, staff, and students.

AUTHORITY

- A. The University's Board of Visitors, pursuant to Virginia Code § 23.1-1301, may delegate administrative authority to the University President who may delegate that authority to other university employees.
- B. The University's Provost, through presidential delegated authority, shall oversee the creation and implementation of policies and other necessary actions related to the administration of the University's academic affairs.

DEFINITIONS

Clock Hour¹: A period of time consisting of:

- A. A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- B. A 50- to 60-minute faculty-supervised laboratory, practicum, studio session, or internship in a 60-minute period; or
- C. In distance education, 50 to 60 minutes in a 60-minute period of attendance in:
 - i. a synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or
 - ii. an asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

Credit Hour: An equivalent amount of work as outlined in A for activities like laboratory work, internships, practical work, studio work, clinical experiences, research, directed study, and other academic endeavors leading to credit, regardless of delivery mode.

Virginia State University (VSU): University

Zero Credit Courses: Courses offering learning opportunities without awarding academic credit

¹ 34 CFR § 600.2

POLICY STATEMENT

This policy establishes guidelines for determining credit hours and awarding credits for coursework in all VSU degree programs, in compliance with U.S. Department of Education (USDOE), State Council of Higher Education for Virginia (SCHEV), and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards. It also outlines responsibilities for ensuring compliance with relevant laws and regulations.

Credit Hours for Approved Courses

Credit hours for new or revised courses must be determined during the course approval process. All credit hours must align with the guidelines outlined in this policy, regardless of delivery method (e.g., traditional, online, hybrid, independent study, or off-campus).

While courses may require more time than the minimum credit hour requirements, the University will adjust expectations for out-of-class work based on course nature, student needs, and learning styles. Zero-credit courses are excluded from the credit hour definition.

Responsibilities for Application and Approval of Credit Hours

The development and application of credit hours in the academic course schedule involve various roles, including faculty committees, department chairs, deans, the University Registrar, and the Provost. The Provost has final approval authority.

Faculty Committees:

Ensure that proposed courses meet credit hour requirements before recommending approval. Non-compliance may result in delays or further course revisions.

Department Chairs and College Deans:

Responsible for correctly applying credit hours when building the academic schedule. Failure to do so may result in the need for schedule corrections, administrative delays, or restrictions on future scheduling authority until compliance is demonstrated. The Provost will review any discrepancies.

University Registrar:

Works with department chairs and deans to ensure proper credit hour assignment. The Registrar is responsible for auditing courses and addressing discrepancies. Failure to comply may lead to errors, accreditation risks, and corrective action, including potential audits.

RELATED PROCEDURES

N/A

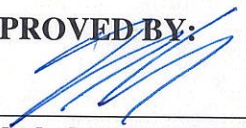
RELATED MATERIALS/REFERENCES

SACSCOC Credit Hour Policy Statement

34 CFR § 600.2

Virginia Administrative Code 8VAC40-31-10

APPROVED BY:



Makola M. Abdullah, Ph.D.
President

Date

3/11/25

REVISION HISTORY

This policy supersedes the following archived policies:

Month, Date, and Year

Previous policy title

N/A

N/A