Proposed policy:

Non-Contact Course Credit is defined as credit hours earned for activities such as laboratory work, studio work, internships, practica, experiential learning, independent study, independent reading, and other academic work. Any WSU undergraduate student engaged in non-contact academic work will receive credit for same only if the work is performed under the supervision of and with approval from a WSU faculty member, with a formal written agreement noting the nature of the academic work, approved also by the appropriate program director, chair, or similar overseeing authority at a program-wide level. Students engaged in such work should typically spend no less than 45 hours on approved work for each credit hour during the academic term for which credit is offered.
GUIDELINES
FOR NON-CONTACT COURSE CREDIT

The guidelines below establish general criteria to be followed when non-contact course credit is granted to students. Non-contact credit is understood to mean credit given without requiring the conventional number of contact hours in classroom or laboratory between student and instructor, e.g., granting three units of credit for independent study or for a course requiring classroom attendance for fewer than 150 minutes a week for ten weeks. The guidelines apply to courses with an unmet third or fourth hour, to independent study, to internships, etc.

1) Out-of-class activities and experiences that take the place of classroom contact hours must clearly contribute to course, project, and/or program objectives.

2) For each unit of credit granted, these activities should be equivalent to the amount of conventional classroom related work required for the same unit of credit. For independent study, the student work load required for each unit of credit should be comparable to the work load required of students enrolled in a conventional course and being granted the same unit of credit.

3) These activities must be verifiable and must be evaluated and graded as part of the course or project by the instructor or under the instructor's guidance and supervision.

Whenever non-contact credit is being given, the out-of-class activities required of a student should be on file in the appropriate departmental office, and a statement to this effect should appear in the schedule of courses. In addition, courses involving non-contact credit should be clearly so designated in the schedule of courses.

Procedure

These guidelines do not prescribe a review or approval process, but they do assume that there will be supervision of non-contact credit at the department and/or college level. Thus the on-file record of out-of-class activities will typically take the form of a syllabus, proposal, or suitable form that clearly describes the requirements for non-contact credit and that will be reviewed by a department chairer, department or college curriculum committee, and/or dean.

(Approved by Academic Council)
March 7, 1983
SUBJECT: NON-CONTACT COURSE CREDIT GUIDELINES

DATE OF APPROVAL: March 7, 1983

NUMBER: 83-A-7

CROSS REFERENCE: CREDIT-HOUR, CONTACT-HOUR CURRICULUM COMMITTEE

I certify that the attachment is a true copy of document approved by Academic Council.

James Jacob 3/7/83
Vice President-elect of Faculty Date

Document has been delivered to
John R. Beljan Provost
Louis Falkner Registrar

Name Title Date

for the purpose of inclusion in Faculty Handbook and University Catalogs.