

Undergraduate Academic Policies Committee
October 4, 2017 (12:30pm, 076UH)
Meeting Minutes

Attendees

Dan Krane, Geoff Owens, David Benson, Alan Chesen
Susan Carrafiello, Amanda Steele-Middleton, Jack Dustin, Renee Aitken, Carl Brun

I. Approval of Minutes

The minutes were approved with a spelling correction.

II. Senate updates:

- Refund policy was accepted by Executive Committee and will appear as New Business at the October 9 Senate meeting. UAPC may need to review this policy again to check for Title IV compliance.
- Executive Committee approved the concept of removing the list of programs, departments, and colleges from policy 3404. The EC was also ok with routing changes to required approval status through the curriculum committee.
- After the textbook resolution passes Senate, the UAPC will be charged with creating a textbook auto adopt policy. Dan Krane agreed to draft the initial language.

III. Policy combination: 3310, 3510, 3315

The committee discussed numerous options regarding policies 3310, 3510, 3315. A tracked version of the draft changes as of October 4 is attached.

IV. Adjourn – the committee adjourned at 2:00pm

V. Remaining agenda items

- Academic Integrity Policy
- Policies 3350 & 3360 combined (Owens, Brun, Steele-Middleton)
- Policy 4230 (minor policy) (Owens, Brun)
- Policy 3520 & 3530 (duplicate language / combination)
- Policy 3110 – Transfer Admissions / Second Degree
 - i. 3110.9 (email from Owens to UAPC)
- Discuss, rank, assign priorities for semester and year (see priorities list in pilot)
 - i. Charges from Faculty President (included on priority list)
 1. Faculty credentials (HLC)
 2. Courses with WSU names not taught by WSU faculty

[Skip to main content](#)

[Celebrating Wright State University 50th anniversary](#) [Wright State University policy.wright.edu](#)

Search Wright State

4002.1 Definition and Equivalence

Wright State University operates on a semester calendar. The academic year is divided into two semesters (fall and spring) and summer sessions. Each class is assigned a number of credit hours. The minimum full-time undergraduate load is 12 credit hours per semester.

Commented [w1]: Merge with 3310 + 3315

Definition of a semester credit hour

A “credit hour” is an approximate measure of effort/time required for a typical student to achieve the learning outcomes of an educational experience. Typically, a credit hour represents 750 minutes of formalized instruction accompanied by an average of twice that amount of time at out-of-class assignments (1,500 minutes). Effort/time calculations may differ by modality of instruction, but shall require a minimum of 2,250 total minutes of student effort/time per credit hour, and shall remain consistent with Federal Credit Hour Definitions [34CFR 600.2].

Equivalence of course offerings

Student learning outcomes for a course, and the approximate amount of student effort/time for a typical student required to meet those objectives, shall be reasonably equivalent regardless of the instructor or the modality of instruction used. The Faculty is responsible for the communication of course learning outcomes, clearly communicating the goals of unsupervised learning effort/time (homework), and assessing the achievement of individual student mastery of the course learning outcomes. Every course offering is expected to have approximately equivalent student learning outcome goals and to require approximately the same amount of student effort, regardless of the particular instructor of record or the modality of instruction. For example, online courses which have traditional lecture course equivalents are expected to require and to demonstrate equivalent student effort/time and achievement of student learning outcomes. The responsibility for the oversight of equivalence lies both with the instructor of record of each instance of the course specifically and the curricular oversight bodies of the Faculty in general.

4002.2 Assignment of credit hours for various course modalities

Traditional lecture courses. In this modality, each credit hour consists of 750 minutes of supervised/scheduled instruction or assessment activity and a minimum of 1,500 minutes of out-of-class “homework” or other unscheduled learning activity.

For example, consider the typical three (3) credit hour traditional lecture course which includes at least 2,250 minutes of scheduled classroom time and 4,500 minutes of homework over the term of instruction.

<u>Example schedules for typical 3 credit hour traditional lecture</u>	<u># of class periods</u>	<u>Duration (minutes)</u>	<u>Total scheduled instruction (minutes)</u>	<u>Total homework (minutes)</u>
<u>Class meeting three times per week,</u>	<u>~42 + final</u>	<u>55</u>	<u>~2310 + final</u>	<u>4,500</u>
<u>14-week Term</u>				
<u>Class meeting two times per week,</u>	<u>~28 + final</u>	<u>80</u>	<u>~2,240 + final</u>	<u>4,500</u>
<u>14-week Term</u>				
<u>Class meeting two times per week,</u>	<u>~23 + final</u>	<u>100</u>	<u>~2,300 + final</u>	<u>4,500</u>
<u>12-week Term</u>				
<u>Class meeting four times per week,</u>	<u>~23 + final</u>	<u>100</u>	<u>~2,300 + final</u>	<u>4,500</u>
<u>6-week Term</u>				

Lab courses. For the typical laboratory course, at least two-thirds of the course effort/time are scheduled directed laboratory time. Any remaining effort/time is spent on unscheduled learning activity supporting the laboratory. In this modality, each credit hour of a typical laboratory with homework consists of 1,500 minutes of scheduled laboratory activity supported by 750 minutes of homework. Each credit hour of a typical laboratory without homework consists of all 2,250 minutes of effort/time as scheduled laboratory activity.

Fully online. For courses in which 100% of the instruction is delivered in an online mode, each credit hour consists of 750 minutes of instructor-led, computer-assisted modules, multimedia interaction, discussions, and/or assessment activities as documented in the course syllabus, and 1,500 minutes of supporting “homework” consisting of independent preparatory work, such as readings, viewing of instructional materials or writing done online. Online courses which have traditional lecture course equivalents are expected to achieve equivalent student learning outcomes in the equivalent number of credit hours. Any set meeting times will be clearly stated in the course schedule.

Mostly and partially online courses. These modalities use the same requirements as Fully online courses with the exception that each credit hour may include on-campus scheduled direct/in-person faculty-directed instruction or assessment.

Short courses. Short courses are expected to achieve the same student outcomes and thus require the same overall effort/time as long-form course equivalents.

Studio courses. In studio courses representing art, design, and theatre, each credit hour is equivalent to 1400 minutes of direct faculty instruction and a minimum of 850 minutes for studio class preparation.

Music ensembles and applied lessons. In accordance with the National Association of Schools of Music standards, each credit hour of ensemble work (including class piano, pedagogy and methods courses) in the field of music represents 2250 minutes of faculty instruction. Applied lessons for music majors can be either 2 or 4 credits with 750 minutes of direct instruction, and one hour per day per credit hour in practice. NASM standards require that performance majors practice considerably more than non-majors, and that all music students be available for frequent concerts, recitals, juries, repertoire classes and other performances.

Raider Active (physical education). For Raider Active courses, each credit hour generally includes 1250 minutes of activity-based instruction and 1000 minutes of cognitive homework and out of class student work. Some Raider Active programs may vary based upon the standards set by their respective learned societies or certification organizations.

-

Courses involving travel. Transportation time does not count towards student work effort unless time is simultaneously used for a designated learning activity.

Other courses. Student teaching, clinical experience, cooperative education, study abroad, internship, field placement, experiential learning activity, independent study, thesis, dissertation, non-contact courses, or other academic work which fit no other classification may receive credit if the work is performed under the supervision of and with approval from a member of the Faculty, with a formal written agreement noting the nature of the academic work, approved also by the appropriate academic program director, chair, or similar overseeing authority at a program-wide level. In this modality, each credit hour consists of no less than 2,250 minutes spent on approved work during the term of instruction. Specific curriculum/programs may require more hours in order to award one credit hour. Credit for these experiences may be determined in accordance with recommendations of a program's specific accreditor or applicable regulations.

3310.1 Semester System Definitions

Students should carefully plan their academic program with an advisor, especially if they are also working while going to school. However, students are responsible for registering in appropriate classes, scheduling, and fulfilling all university and program requirements for graduation.

3310.2 Withdrawal dates

For all students enrolled in the typical 14-week course, the last day (1) to drop a class without a grade shall be the end of the fourth week of each 14-week term and the end of the second-week of each 6-week term. These courses will not be recorded on transcripts.

The last day to drop a class with a grade of "W" shall be the end of the ninth week of each fourteen-week term and the end of the fourth week of each six-week term. From the fifth through ninth weeks, or their equivalents, students may drop a course or withdraw, but the course and a designation of "W" will appear on their records.

Drop dates applicable to classes offered in other terms shall be determined by the appropriate college, school, or unit in consultation with the Registrar's Office.

After the withdrawal dates above, students need to successfully petition to drop; otherwise, the course will appear on their records with a grade.

3310.3 Supervised extra-mural learning

Any WSU undergraduate student engaged in a cooperative, internship, field placement, or experiential learning activity, under the supervision of and with approval from a WSU faculty member, with a formal written agreement between the student, community placement site/employer, and university, will be considered having full time student status if the student is taking at least 12 credit hours total, or is completing at least 24 hours a week in relevant community experience, or a proportionally equivalent combination.

Deleted: General Policy

Moved (insertion) [1]

Deleted: Wright State is on the semester system. The academic year is divided into two semesters (fall and spring) and a summer sessions. Classes are assigned values in semester credit hours. The credit hour is based on 55 minutes of instruction each week for one semester, although there are exceptions. Laboratory courses usually require considerably more time for each semester hour of credit. The time and effort required for students per credit hour in each mode of instruction is outlined in Policy 4002. The minimum full-time undergraduate load is 12 credit hours per semester, with the average between 14 and 17 credit hours.¶

Moved up [1]: The minimum full-time undergraduate load is 12 credit hours per semester, with the average between 14 and 17 credit hours.¶

Moved down [4]: After the withdrawal date, students need to successfully petition to drop; otherwise, the course will appear on their records with a grade.¶

Deleted: Students enrolled in the typical 14-week course may drop or withdraw from the university without grades through the fourth week of the semester, or its equivalent. These courses will not be recorded on transcripts. From the fifth through ninth weeks, or their equivalents, students may drop a course or withdraw, but the course and a designation of "W" will appear on their records. (Students should see the semester class schedule for the exact drop and withdraw) ... [1]

Moved down [2]: These courses will not be recorded on fifth through ninth weeks, or their equivalents, students may

Moved down [3]: From the fifth through ninth weeks, or their equivalents, students may drop a course or withdraw,

Deleted: 5

Deleted: 1

Deleted: General Policy

Deleted: students

Deleted: fourteen

Deleted: six

Moved (insertion) [2]

Deleted: and (2)

Moved (insertion) [3]

Moved (insertion) [5]

Moved (insertion) [4]

Deleted: ¶

... [2]

Moved up [5]: Drop dates applicable to classes offered in

Deleted: ¶

3315

Deleted: 1

Deleted: Policy

Students enrolled in the typical 14-week course may drop or withdraw from the university without grades through the fourth week of the semester, or its equivalent. These courses will not be recorded on transcripts. From the fifth through ninth weeks, or their equivalents, students may drop a course or withdraw, but the course and a designation of "W" will appear on their records. (Students should see the semester class schedule for the exact drop and withdrawal dates.) After the withdrawal date, students need to successfully petition to drop; otherwise, the course will appear on their records with a grade.

Students enrolled in courses whose duration is less than 14 weeks have earlier drop dates. Drop dates for these flexibly scheduled courses will be determined by the Registrar and published in the instructor's syllabi.