

3.4.6

Educational Programs: All:Practices for awarding credit

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

Judgment

Compliance Partial Compliance Non-Compliance Not Applicable

Narrative

All courses at Tennessee Technological University (TTU), regardless of format or mode of delivery, must follow the same process for approval, including the amount of credit to be offered.

Approval Process

Quality control of curriculum development and changes occurs at three levels within the University for both undergraduate and graduate curricula. Undergraduate proposals originate within departments and pass through their respective college curriculum committees, which are comprised of individuals representing each department in that college. A college committee may approve or reject a proposal based on its merits. If rejected, a proposal is returned to its department for further consideration. When approved at the college level, a proposal is subjected to final scrutiny by the University Curriculum Committee, which is comprised of chairs from each department in the University.

Graduate proposals follow a similar pathway in that they originate from individual departments and pass through a college's curriculum committee. However, instead of moving to the University Curriculum Committee, graduate proposals go to the Graduate Studies Executive Committee, which is comprised of 23 members from the faculty, various administrators, and four graduate students from departments and colleges that offer graduate degrees. These persons are invited by the President to serve on the Committee usually for a two-year term.

Once approved by the respective committees, proposals must be submitted to the Academic Council and then to the Provost and Vice President for Academic Affairs. The provost's office then sends proposals to the TBR for staff approval and notification [1].

Definition of a Credit Hour [2]

TTU is organized on a semester basis. When the term "hour" or "credit" is used, it refers to a semester hour credit. One semester hour of credit requires one hour (55 minutes) of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks. Two or more hours of laboratory or studio work are required per hour of credit. An equivalent amount of work is required for practica and other academic activities that award credit. Summer, intersession or other alternate course formats require the equivalent amount of work per credit hour. Laboratory hours per credit are determined by the department or college. Semester credit hours earned in courses such as internships, research, theses, dissertations, study abroad, etc. are based on outcome expectations established by the academic program.

The level of credit is based on the year in which the student is expected to enroll in the course. For example, courses numbered 1000 to 1999 are geared toward first-year students. Courses numbered 2000 to 2999 are intended for second-year students. Classification and course numbering is detailed in the Undergraduate Catalog [3].

Conclusion

TTU employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery as evidenced by the approval process for courses, the definition of a credit hour, and level of credit per course numbering. TTU is, therefore, in compliance with Comprehensive Standard 3.4.6.

Sources

 [1] Approval of Academic Programs Units and Modifications Policy 224

 [2] Credit Hours Policy 222

 [3] 2013-2014 Undergraduate Catalog_Course Numbering