

**Roosevelt University
Credit-Hour Policy
Updated August, 2015**

Credit for academic work completed at Roosevelt University is earned in semester hours. A semester hour is the amount of credit given for a 50-minute lecture per week over a 15-week term. Courses listed in the catalogs are 3 semester-hour courses unless otherwise noted. The 3 semester-hour class meets 2.5 clock hours per week for 15 weeks (2.5 hours x 15 weeks = 37.5 contact hours per term). Longer periods are required for one semester hour of credit in laboratory courses and certain applied courses in art, drawing, and music. Please note that, although the academic year for the College of Pharmacy consists of four terms, credit is awarded based on semester hours.

Each curriculum committee within a college reviews any proposed course work to ensure that the course structure meets Roosevelt University’s credit-hour policy. Courses are approved only after it is evident that the course requirements meet the established credit-hour guidelines outlined in the Credit-Hour Policy by Schedule Type Table listed below.

Please note that for the purpose of employee benefits eligibility, one credit hour taught is equivalent to three work hours per week. For information about employee benefit eligible requirements, please contact Human Resources.

Credit-Hour Policy by Schedule Type Table				
Schedule Type	Name	Description	Examples	Credit Hour Policy
A	Lecture	A course in which the instructor’s primary emphasis is on transmitting a body of knowledge or information, explaining ideas or principles, and/or modeling skills. In some courses, students may be expected to participate in classroom activities by means appropriate to the subject matter, such as a seminar discussion, presentations, computer skill development, etc.	ACCT 210: Principles of Accounting; ENG 101: Intro to Composition; PLS 201: Critical Reasoning and Skills.	A lecture course credit hour is earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each credit hour. Typically, a 3-credit-hour course meets two 75-minute sessions per week for 15 weeks, for the equivalent of 45 sessions.

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Schedule Type	Name	Description	Examples	Credit Hour Policy
B	Lab	A course taught in a controlled environment requiring specialized equipment and/or facilities. The primary emphasis is on learning by doing and observing, with the burden of course activity placed on the student, under the direction and supervision of the instructor. Labs give students first-hand experience in developing and practicing skills, translating theory into practice, and developing, testing, and applying principles.	BIOL 111: Human Biology Lab; Piano Labs.	A laboratory course credit hour is awarded for the equivalent of 15 periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity or thirty 75-minute sessions would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.
C	Lecture/Lab/Field Observation	A course that combines aspects of lecture, lab, or field experience as described in the Schedule Type Glossary. Students register for only one section, which includes all the lecture, lab, and/or field component.	ELED 261: Field Experience/Seminar in Elementary Education; BIOL 323: Tropical Biology.	Course credit should correspond to the respective policy for each of its components. For Lectures, see Schedule Type A; for Labs, see Schedule Type B; for Field Observation, see Schedule Type K.
CE	Cross-educational	A course that Roosevelt students take for academic credit but that is actually taught at another facility with non-Roosevelt faculty.	This will be for students registering for class through School of the Art Institute (ARTS), Newberry Library (HON 300), Conte Dance Studio (DANC), etc.	Course credit should correspond to the schedule type applicable to the format of instruction.

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Schedule Type	Name	Description	Examples	Credit Hour Policy
D	Online	A course that meets only online whether asynchronously or at set-time throughout the semester.	BLAW 201-98; OLED 320-98.	For asynchronous or set-time online courses, one credit hour should approximate 50 minutes of class time and 100 minutes of preparation each week for a 15-week course or an equivalent amount of time for a course of a different duration (e.g., 62.5 minutes of class time and 125 minutes of preparation per credit hour for a 12-week course).
E	External	An external (GUIDE) course is a self-paced home study course offered through RU Online to students where contact is generally not face-to-face. Instructional materials, including examinations, are provided to students; and, when completed, they are returned for grading. Faculty members interact with students through mail, email, telephone, and/or FAX.	CST 100-G98: Essential Computer Skills.	External course credit hours are calculated similarly to online courses (see Schedule Type D).
EN	Ensemble	Musical ensembles and groups that meet for varied hours intermittently throughout the semester.	This will be for ensembles and chamber groups.	The Ensemble credit hour is calculated according to the federal definition of a "practice credit hour." A practice credit hour encompasses three hours per week of supervised and/or independent practice, which represents 45 hours of work per semester. Blocks of 3 credit hours represent 135 clock hours of academic work per semester.
F	Course by Arrangement	A course from the catalog that is offered outside of the schedule for that term. These sections are created with the approval of the department and the Provost's Office. Instructing faculty make arrangements with the students for instruction and course work.		Course credit should correspond to the schedule type(s) applicable to the format of instruction.

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Schedule Type	Name	Description	Examples	Credit Hour Policy
G	Graduate or Doctoral Project	A course for a graduate student's master's or doctoral project, but not thesis or dissertation.	HOSM 499: Master's Project; PSYC 789: Doctoral Project Seminar.	The graduate/doctoral project credit hour is calculated according to the federal definition of a "practice credit hour." A practice credit hour encompasses three-to-four hours per week of supervised and/or independent practice, which represents between 45 and 60 hours of work per semester. Blocks of 3 credit hours represent between 135 and 180 total hours of academic work per semester.
H	Practicum	Supervised practical experience in a student's field of study that provides him/her the opportunity to apply knowledge gained in an academic setting.	PSYC 698A: MA Clinical Practicum	Practicum credit hours are calculated similarly to those of laboratory courses (see Schedule Type B).
HY	Hybrid	Hybrid courses blend face-to-face and online instruction. These courses spend a portion of course time (generally 50%) in online activities to achieve an equal proportion of the course's overall learning objectives.	SUST 330.	For hybrid courses, one credit hour should approximate 50 minutes of class time and 100 minutes of preparation each week for a 15-week course or an equivalent amount of time for a course of a different duration (e.g., 62.5 minutes of class time and 125 minutes of preparation per credit hour for a 12-week course; or 94 minutes of class time and 188 minutes of preparation per credit hour for an 8-week course).

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I	Independent Study	A directed study in an area of special interest not readily available through conventional course offerings. The student works with a chosen faculty member who approves the student's individualized plan of study and supervises his/her progress. An independent study may be project-oriented, research-oriented, and/or focus on directed readings and writing in the area of interest. There are specific course numbers assigned to independent studies.	<p>BIOL 395: Independent Study in Biology;</p> <p>MATH 495: Independent Study.</p>	Credit hours for independent study, thesis and dissertation research courses will be calculated according to the practice credit hour definition (see Schedule Type G).
J	Student Teaching	Supervised practical experience in a classroom environment that provides students the opportunity to apply knowledge gained in an academic setting.	<p>ECHD 374: Student Teaching Seminar;</p> <p>SEED 360: Seminar Student Teaching Secondary Education;</p> <p>Music Education.</p>	A student teaching course credit hour is awarded for the equivalent of 12 periods of classroom instruction, where each activity period is 16.67 minutes in duration, with a normal expectation of 2.5 to 4 hours per week of supervised teaching, for a duration of 15 weeks. Blocks of 6 credit hours represent between 225 and 360 total hours of academic work per semester.
K	Field Experience	A course where students observe or experience an environment that relates to the program's subject matter.	<p>SEED 350: Field Experience Secondary Education;</p> <p>PERF 099: Performance Attendance.</p>	A field experience course credit hour is awarded for the equivalent of 15 periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

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Schedule Type	Name	Description	Examples	Credit Hour Policy
L	Internship	Supervised professional experience in a student's field of study that provides him/her the opportunity to apply knowledge gained in an academic setting. A required number of hours must be met. There are specific course numbers assigned to internships.	BIOL 391: Biology Internship; CHS 498: Internship in School Counseling.	Internship or apprenticeship credit hours will be determined by agreement between the supervising faculty and the internship supervisor, both of whom must judge and certify different aspects of the student's work. An internship or apprenticeship credit hour encompasses three-to-four hours per week of supervised and/or independent practice, reflection and analysis, which represents between 45 and 60 hours of work per semester. Blocks of 3 credit hours represent between 135 and 180 total hours of academic work per semester, unless additional hours are required by licensing bodies.
O	Thesis/Dissertation	Highly individualized investigative study that results in the development and writing of a senior honors thesis, master's thesis, or dissertation.	ELOC 690: Dissertation; ENG 490: Thesis.	Credit hours for thesis and dissertation research courses are calculated according to the practice credit hour definition (see Schedule Type G)
P	Performance	Performance course for CCPA	CLAR 420: Solo Recital.	Credit hours for performance courses are calculated according to the practice credit hour definition (see Schedule Type EN).
S	Studio	A course with primary emphasis on student activity leading to skill development and the enhancement and encouragement of the student's design or performance ability and/or artistic growth. Needed materials, instruments, equipment, and/or tools are provided, or recommendations are made for their acquisition. Evaluation of individual learning may include public display of proficiency and/or evaluation by faculty other than the student's instructor.	Applied music courses.	Credit hours for clinical work, visual/performing arts and fieldwork are calculated according to the practice credit hour definition (see Schedule Type EN).

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TR	Travel Course	A course that includes travel beyond the Chicago region to engage in learning activities. Learning in the classroom or online may take place in advance and after the travel experience.	MGMT 454: International Experience: Madrid.	A travel course shall conform to the same basic policies as a lecture course. Instruction during the travel portion of the course may be counted towards total instruction time. However, time spent in transit and unstructured time will not count as instruction time. For example, a structured visit to a museum would count as instruction time; a meal at a restaurant would not.
V	Videoconferenced	A course that meets between Chicago and Schaumburg with students at each location. The instruction is face-to-face via the use of special spaces and equipment on campus		Videoconferenced course credit hours are calculated similarly to online courses (see Schedule Type D).
Z	Dummy Course	A course that serves as a placeholder for students studying abroad, international students on campus, or students who need to use the Roosevelt Library.	ABRD 00A: Study Abroad Exchange.	Dummy courses serve as placeholders. No additional credit-hour policy is defined.