

Date April, 16, 2014	University of West Florida	Related Policy: Credit Hour Policy
	Credit Hour Procedures	Responsible Administrator: Dr. George Ellenberg, Vice Provost Responsible Office: Office of the Provost

- (1) For purposes of the UWF Credit Hours Policy, the University of West Florida adheres to the Carnegie unit for contact time (750 minutes of direct instruction for each credit hour awarded).
- (2) The University Registrar shall annually certify that the UWF Academic Calendar adheres to UWF standards as defined in the UWF Credit Hour Policy:
 - (a) A minimum of 750 minutes (12.5 hours) of direct faculty instruction for each unit of credit, for a minimum of 2,250 minutes (37.5 hours) per 3-credit hour course. The policy allows a mandatory examination period to be counted as minutes of instruction. The University has a required three-hour final examination period that adds an additional 180 minutes of instruction, resulting in a minimum of 2,430 minutes (40.5 hours) of instruction for every planned term in the Academic Calendar.
 - (b) For fall and spring semesters, this is a minimum of 15 weeks, with standard meeting times of 50 minutes three times a week, 75 minutes twice a week, and 150 minutes one day a week. The standard meeting times for UWF courses in summer sessions are of longer duration due to the compressed time frame of those sessions.
 - (c) Standard meeting times for sessions of a different duration adhere to the same standard of at least 750 contact minutes for each unit of credit.
- (3) UWF instructional personnel shall document course requirements in syllabi that adhere to the University's standards for awarding academic credit as defined in the UWF Credit Hour Policy and as cited in (2) (a-c).
- (4) Department chairs shall ensure that course requirements documented in departmental course syllabi adhere to the University's standards as defined in the UWF Credit Hour Policy and as cited in (2) (a-c).