**CSU-Pueblo Credit Hour Statement for Syllabi**

**Background**

The university has established the following procedures to ensure that the amount of contact time and independent work expected of students as defined in campus policy is being met and communicated:

1. Faculty must include a statement about the expected hours of work on their syllabi.
2. Department chairs and deans are responsible for reviewing syllabi to make sure that the requisite number of hours is being met.
3. Curriculum committees and Curriculum and Academic Programs Board (CAP Board) will also review the stated hours on the syllabus when approving new courses.

All syllabi should demonstrate that the course work and associated out-of-class work represented in intended learning outcomes and verified by evidence of student achievement meets the federally mandated course credit hour requirement as defined in our campus policy:

<http://csu-pueblo-policies.colostate.edu/policy.aspx?id=123>

Credit Hour Definition: The total clock time is defined as 2,250 minutes minimum per credit hour. For a 3-credit hour class, that is a total of 3 X 2,250, or 6,750 minutes (112.5 hr minimum). **For courses offered in alternative or compressed time frames, such as online or summer session, in-class instructional time and outside-of-class student preparation time will be equivalent to that required in a full-term course.**

**Sample syllabus statements**

Here are a few suggested language formats for clarifying credit hour requirements for students. Faculty members may devise alternate statements that better explain the circumstances of their classes and their expectations of students in meeting the CSU-Pueblo credit hour definition.

***Fall/Spring full semester courses (face-to-face):***

* For this 3-credit course, over 16 weeks, students will spend 150 minutes per week in lecture (38+ hours for the semester). Homework and other out-of-class work is estimated at around 300 minutes per week (75 hours for the semester) and includes a 2.5-hour final exam and associated review time.
* This course is a 4-credit course, which means that in addition to the scheduled lectures/discussions, students are expected to do at least 7 hours of course-related work each week during the semester. This includes things such as: completing assigned readings, participating in lab sessions, studying for tests and examinations, preparing written assignments, and other tasks that must be completed to earn credit in the course.
* For this 3-credit course, over 16 weeks students will spend 150 minutes per week in class. Required reading for the class meetings and written response papers or projects are expected to take, on average, 300 minutes per week. Over the course of the semester, students will spend at least 38 hours in instructional time and 76 hours preparing for class.
* Over 16 weeks, this 3-credit studio course will meet for 4.5 hours (250 minutes) for studio instruction per week, and students will be expected to spend an additional 4.5 hours (250 minutes) per week working on their artwork and preparing for class.
* For this 1-credit course, over 16 weeks, students will spend 50 minutes per week in lecture (13+ hours for the semester). Homework and other out-of-class work is estimated at around 100 minutes per week (25 hours for the semester) and includes the final exam and associated review time.
* For this 5-credit course, over 16 weeks, students will spend 250 minutes per week in lecture (67 hours for the semester). Homework and other out-of-class work is estimated at around 500 minutes per week (125 hours for the semester) and includes the final exam and associated review time.
* This 2-credit laboratory course will meet for 4 hours (220 minutes) for lab instruction and exercises per week, and students will be expected to spend an additional 2+ hours (120 minutes) per week writing lab reports and preparing for class, over the 16-week semester.

***Fall/Spring full semester courses in various formats (hybrid, online, independent study, etc.):***

* This course is a 3-credit course, which means that students are expected to do at least 8 hours of course-related work or activity each week during the semester. This includes scheduled class lecture/discussion/online meeting times as well as time spent completing assigned readings, preparing written assignments, studying for tests and examinations, and other course-related tasks.
* 3-credit independent study or independent research course: Over 16 weeks, the student will “meet” with the instructor for 6 hours (350 minutes) and will be expected to spend an average of 6.5 hours (330 minutes) per week or 105 hours per semester researching and producing a substantial paper or project, or engaging in an internship and writing a paper about their experience.

***Summer session face-to-face courses in short sessions:***

* This course is a 3-credit course, which means that in addition to the scheduled meeting times, students are expected to do at least 19 hours of course-related work each week of the 4-week Summer session. This includes work done completing assigned readings, preparing written assignments, studying for tests and examinations, and other course related tasks.
* Summer 4-week courses are over three times as intensive as those held during the academic year. Over 4 weeks, students will spend 10 hours per week in class (40 hours total), and approximately 20 hours per week of out-of-class work (80 hours).
* Summer 1-credit lab course: Over 8 weeks, students will spend 25 hours (1500 minutes) in class (lab) and at least 12.5 hours (750 minutes) outside of class studying and completing coursework. This amounts to a little over 3 hours of instructional time and 1.5+ hours out-of-class work per week.

***Completely online courses:***

* This course is a 3-credit course, which means that students are expected to do at least 14.5 hours of course-related work each week of the 8-week session. This includes work done completing assigned readings, accessing course materials, preparing online or written assignments, studying for tests and examinations, and other course-related tasks.
* This course is a 3-credit course, which means that students are expected to do at least 29 hours of course-related work each week during the 4-week session. This includes work done completing assigned readings, accessing course materials, preparing online and written assignments, studying for tests and examinations, and other course-related tasks.
* This 4-credit course consists of 10 modules. Each module (whether residential or online) consists of approximately 4.5 faculty contact hours and 13.5 student coursework hours for a total of 18 total hours of student engagement per module. The total student coursework hours for the class include approximately 3 hours for a final assessment that reasonably equates to a final exam.

**Other examples:**

***Sample student understanding of effort statement***

* I understand that this course will require about 8 hours a week for the 16 weeks of the semester. These numbers are based on the national standard followed by the college (see catalog), 3 credit hours require a minimum of 115 hours of student work total.  Students who begin after the first week of the semester will require more than 9 hours a week to catch up.

***Time Commitment suggestion***

For most students striving for B grades or higher, **I recommend that you schedule about <X> hours per week for engaging with this course**. Your background knowledge/experience and other variables may require you to spend additional time. Please plan accordingly by scheduling time on your calendar now. Several factors influence student academic performance and long-term learning. Active engagement in all course activities (e.g., class participation, readings, homework, assignments, projects, studying, etc.) will contribute to your learning and to success in this course. CSU-Pueblo offers a wide range of free academic resources to support student success, including services offered through our student learning centers, writing room, military and veteran success center and library. I am available at **[list preferred method of contact]** if you are seeking more information on how to be successful in this course. Your academic advisor is another helpful resource to assist you in creating strategies for meeting the requirements of this course.