



Academic Course Credit Declaration Form

Current DEPT Prefix and
Course Number

Course Title

This course meets the requirements for one unit of academic credit (or the appropriate partial unit equivalency) in the following manner (select one option):

Option 1: The course has four or more hours* (or the appropriate partial unit equivalency) of instruction officially scheduled each week of the semester.

Option 2: The course has a fourth (or more) hour* (or appropriate partial unit equivalency) officially scheduled in a required laboratory, film screening, or other activity each week of the semester. Students must register for this component in addition to registering for the course.

Option 3: The course, although officially scheduled for less than four hours* (or the appropriate partial unit equivalency) each week, has additional academic activities that meet special criteria. Such activities must satisfy each of the following:

- be required of all students and set forth clearly in the course syllabus.
- be structured so as to serve the declared learning goals of the course and to result in a product that is to be evaluated.
- be designed so that the total amount of academic work required for the course (including both classroom, or direct faculty instruction, and out-of-class student work) is equivalent to 180 academic hours (150 clock hours).

* "1 hour" = 50 minutes (an academic hour), per Federal Standards and the Carnegie semester hour definition.

Examples of acceptable activities include, but are not limited to research; paper, performance or presentation development; and attendance at events or participation in experiences that result in a product to be assessed.

If Option 3 was selected, in the box below, provide a short description of how your class fulfills the requirement for 11 hours of student engagement per week. (max. 800 characters)

Submitted by:

Printed Name

Signature

Date

Approved by Department Chair/Program Director:

Printed Name

Signature

Date