

TITLE: Zero Credit Hour Policy

AUTHOR: CAO

APPROVAL DATE:

EFFECTIVE DATE:

PURPOSE: Define the conditions when a zero credit hour course is appropriate and describe the procedure for reviewing and approving such a course

REVIEWER AND REVIEW DATE: Academic Council
Fall 2024 and every five years thereafter

OPERATING DETAILS:

1. Zero credit hour courses are instructional offerings that do not apply credit hours toward the completion of a degree program. The settings most appropriate for zero credit hour courses may include, but are not limited to final program examinations and assessments, capstone projects, supplemental instruction, experiential learning opportunities, or professional development.
2. Because courses should be offered for academic credit to reflect the student's time and effort in completing course, other uses of zero credit hour courses should be uncommon and only in narrow instances in which credit bearing work is not necessary to meet the objectives of the degree program.
- ~~3. In instances in which a zero credit hour laboratory or other applied learning section is linked to a traditional credit bearing section, the need for the zero credit hour section shall be met through the credit bearing section.~~
4. The creation and modification of zero credit hour courses shall follow the same curriculum review and approval processes as credit bearing sections. Similarly, these courses are expected to have a legitimate academic purpose, clearly defined learning outcomes, clearly defined criteria on which to assess student performance, and an instructor of record who meets the same faculty credentialing standards.