

Adopted: June 6, 2017

**ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-838-17**

**RESOLUTION ON  
REVIEW OF COURSES WITH CONDENSED TIME SCHEDULES**

1 WHEREAS, Courses are being re-packaged in new and interesting ways, including  
2 international studies classes, during time periods outside of the  
3 traditional ten-week quarter, or as summer experiences; and  
4

5 WHEREAS, No Academic Senate Curriculum Committee review is currently  
6 required for these types of course offerings except for when the  
7 courses are originally proposed; and  
8

9 WHEREAS, Coded Memorandum AA-2011-14 from the Chancellor's Office defines  
10 a credit hour as "the amount of work represented in intended learning  
11 outcomes and verified by evidence of student achievement that is an  
12 institutionally established equivalency that reasonably approximates  
13 not less than: one hour of classroom or direct faculty instruction and a  
14 minimum of two hours of out-of-class student work each week for  
15 approximately fifteen weeks for one semester or trimester hour of  
16 credit, or ten to twelve weeks for one quarter hour of credit, or the  
17 equivalent amount of work over a different amount of time"; and  
18

19 WHEREAS, A one-unit course during a quarter translates to approximately 30  
20 total hours of student work; and  
21

22 WHEREAS, It may prove difficult to attain the approved Course Learning  
23 Objectives if students are expected to work more than 10 hours in any  
24 given day; therefore be it  
25

26 RESOLVED: That any existing course or group of courses that in its new condensed  
27 format averages less than three days per unit must be approved by  
28 the appropriate College Curriculum Committee(s) and the Academic  
29 Senate Curriculum Committee at least 60 days before they are offered.

Proposed by: Academic Senate Curriculum  
Committee


Date: May 3, 2017

October 4, 2011

**Code: AA-2011-14**

**MEMORANDUM**

TO: Presidents

FROM: Ephraim P. Smith   
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: CSU Definition of Credit Hour

Historically, the California State University has used the equivalent of the Carnegie Unit for measuring and awarding academic credit that represents student work and achievement. In the CSU, the credit hour measure we have used has also been consistent with requirements of our accreditor, the Western Association of Schools and Colleges (WASC).

As of July 1, 2011 federal law (600.2 and 600.4) now requires all accredited institutions to comply with the federal definition of the credit hour, which appears below. The federal definition is consistent with CSU practice, but is defined systemwide for the first time. Effective immediately, for all CSU degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work,

CSU Campuses  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San Jose  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

internships, practica, studio work, and other academic work leading to the award of credit hours.”

As in the past, a credit hour is assumed to be a 50-minute (not 60-minute) period. In courses, such as those offered online, in which “seat time” does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement. WASC shall require its accredited institutions to comply with this definition of the credit hour; and it shall review periodically the application of this credit-hour policy across the institution, to ensure that credit hour assignments are accurate, reliable, appropriate to degree level, and that they conform to commonly accepted practices in higher education.

ES/clm

cc: Charles B. Reed, Chancellor  
CSU Executive Staff  
CSU Provosts/Vice Presidents of Academic Affairs  
CSU Vice Presidents of Finance  
CSU Vice Presidents of Student Affairs  
CSU Associate Provosts/Associate Vice Presidents, Academic Affairs  
CSU Deans of Graduate Study  
CSU Deans of Undergraduate Study  
CSU Directors of Financial Aid  
Mr. Eric Forbes, Assistant Vice Chancellor, Student Academic Support  
Dr. Philip Garcia, Senior Director, Analytic Studies  
Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research and Resources  
Mr. Dean Kulju, Director Financial Aid Services and Programs  
Dr. Christine Mallon, State University Dean, Academic Programs and Policy  
Dr. Margaret Merryfield, Senior Director, Academic Human Resources  
Dr. James Postma, Chair, Academic Senate, CSU  
Mr. Jim Spalding, Director, Summer Arts Program  
Ms. Sheila Thomas, State University Dean, Extended Education  
Mr. Leo Van Cleve, Director, International Programs  
Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs  
Dr. Beverly Young, Assistant Vice Chancellor, Teacher Education and Public School Programs

# MEMORANDUM

Cal Poly | Office of the President



**To:** Dustin Stegner  
Chair, Academic Senate

**Date:** July 17, 2017

**From:** Jeffrey D. Armstrong  
President

A handwritten signature in blue ink, appearing to read "J. Armstrong", written over the printed name.

**Copies:** K. Enz Finken  
M. Pedersen  
B. Tietje  
C. Moore  
C. Sunata  
G. Bohr

**Subject:** Response to Academic Senate Resolution AS-838-17  
Resolution on Review of Courses with Condensed Time Schedules

---

This memo acknowledges receipt of the above-entitled Academic Senate resolution. I understand from the resolve clause that resolution AS-838-17, as approved by the Academic Senate, only applies to existing courses that have not yet been offered in a condensed format, averaging less than three days per unit. I expect that the Academic Senate, Academic Programs and Planning, and the Office of the Registrar will work together to resolve any processual issues related to the proposed curricular review.

**RECEIVED**

AUG - 1 2017

**ACADEMIC SENATE**