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## Undergraduate Course and Credit Regulations



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### Credit Hour Definition

A credit is a measurement of course work completed satisfactorily. Ordinarily, one semester-hour credit is given for one hour of class attendance a week for a period of one semester. However, in some courses, such as laboratory courses, two or three "clock hours" of attendance a week are required to earn one semester hour. A specified number of credits must be earned for a degree. Other colleges and universities may operate on a "quarter basis," that is, dividing the year into four quarters and giving quarter credits. Quarter credits multiplied by two-thirds equal semester credits. Semester credits multiplied by one and one-half equal quarter credits.

### Curriculum Definition

The term curriculum is generally used to refer to the total academic program of the University or the academic program of a single college or the academic program of an individual department. The curriculum thus includes both course offerings and degree programs

### Classification of Courses

Undergraduate courses are numbered 100-400 and are offered only to undergraduate students. Courses numbered 400-499 may be designated with a G, which means that graduate students must take them for graduate credit. Instructors are required to distinguish different assignments and grading practices for graduate and undergraduate students in 400G courses. The level of the course is represented by the first digit of the course number and are defined as:

- Freshman 100-199
- Sophomore 200-299
- Junior 300-399
- SeniorG 400-499

### Credit Hour Policy

The University of Louisiana at Lafayette adheres to the Louisiana State Board of Regents' Seat-time Policy for Academic Credit, which states, in part, that

*All classes [awarding three credits] must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for a "traditional" three semester-hour lecture class.*

The student learning outcomes for a course must be the same, regardless of whether the credit hour(s) is/are delivered in the traditional format or through equivalent academic activities. For online, hybrid, or other courses offered in non-traditional format where no traditional course section is available for comparison, courses must include contact and content sufficient to maintain high academic quality and standards commensurate with credit hours awarded and parallel to equivalent face-to-face courses. This includes but is not limited to internships, independent studies, experiential learning activities, and online courses. For all modes of delivery, instructors' expectations for learner participation in required course interactions (frequency, length, time minimums) must be clearly stated, and must constitute equivalent instruction to other modes of deliver of the same or similar course material.

### Transfer of Credit Policy

The Office of Admissions evaluates transfer credentials to determine which credits are acceptable by the University; however, the student's academic dean is responsible for determining which of these credits may be applied in a particular baccalaureate degree program. Although all credits may be accepted by the University (Office of Admissions) and recorded on the student's University of Louisiana at Lafayette permanent record, these credits are not necessarily applicable to a degree at the University of Louisiana

at Lafayette. A prospective transfer student should refer to the introduction section of the appropriate college in this Catalog for the transfer of credit policy of that college. A student who feels that an error has been made in the evaluation of transfer credit should initiate a review of his/her record in the office of the student's academic dean.

Credit for work successfully completed at a regionally accredited college or university or, in some cases, at a non-accredited institution will be accepted by the University of Louisiana at Lafayette in accordance with the following provisions:

Credits from non-accredited institutions will be evaluated on the basis of the recommendations contained in the current issue of Transfer Credit Practices of Selected Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers and in accordance with current Office of Admissions policy. Copies of these documents are available for inspection in the Office of Admissions.

Credit in courses from foreign colleges and universities may be accepted based on an interpretation of the credits by the Office of Admissions and the student's academic dean.

All regulations governing transfer credit will apply regardless of when these credits were earned; however, students are cautioned that credits which are over 10 years old may be applied toward degree requirements only with the approval of the student's academic dean.

University of Louisiana at Lafayette students who attend another college or university during a summer or other term and wish to transfer earned credits to the University of Louisiana at Lafayette are governed by these regulations; however, students are cautioned that their academic dean determines which of these transfer credits, if any, are applicable toward a degree. University of Louisiana at Lafayette students who plan to pursue work at another university are urged to consult with their academic dean concerning the applicability of such work prior to leaving the University of Louisiana at Lafayette.

Although the number of credits acceptable from a junior college or community college by the University is unlimited, transfer students are cautioned that the student's academic dean determines which of these credits are applicable toward a degree. The maximum number from a junior college or community college applicable toward a degree is 60 semester hours or fifty percent of the total required for a baccalaureate degree.

Credit earned through correspondence study and other non-traditional credit, earned in any way other than through residence study, is awarded according to university policy as stated in Section VIII (Credit By Other Means) regardless of the policy of the sending institution. Credit earned by departmental or institutional examinations at other regionally accredited colleges and universities and listed on an official transcript is accepted in the same way that residence credit earned in those institutions is accepted.

The University of Louisiana at Lafayette will recognize course credits from regionally accredited institutions at the level at which they were taught at the credit-granting institution. When transfer credits are received at the lower level but the course is taught at the advanced level at University of Louisiana at Lafayette, the Dean may substitute up to six semester hours of transfer credits for six semester hours of advanced level credits in fulfilling the 45 hour requirement.

## Committee on Undergraduate Curriculum Guidelines

The purpose of the Undergraduate Curriculum Committee is to evaluate undergraduate course additions, deletions, or changes and to make recommendations to the office of Academic Affairs.

The committee shall follow University style and guidelines as set by offices of Academic Affairs and the Registrar for course additions, deletions, and changes. Prior to reaching the committee, the completed forms signed by the individual initiating the course change, the department head/school director, and the dean of the college are sent to an administrative staff member in the Academic Affairs to check for compliance with the University style guide and completion of information. If style is incorrect or information is missing, a member of the Academic Affairs staff shall work with the College or Departmental staff to gather the necessary information and/or shall return forms to the individual who initiated the form.

Upon review and acceptance by Academic Affairs, completed forms signed by the individual initiating the course change, the department head/school director, and the dean of the college, are digitized by Academic Affairs and provided to the committee chairperson to facilitate committee review.

In evaluating the courses the major concerns of the committee are the following:

- The clarity of the course title, description, and any prerequisite and/or co-requisite requirements.
- The appropriate credit hours assigned.
- The justification for the course addition, deletion, or change to the course.
- Duplication and/or infringement on another department's domain.
- Quality of the course, qualifications of the faculty, and resources available for the course.

Course proposals may be tentatively approved by the committee pending satisfactory explanation of minor questions. Final approval is left to the discretion of the committee chairperson. Courses not approved by the committee are sent back to the department from which they originated with an explanation of why the course was not approved. The committee considers course proposals, makes recommendations for approval/denial, and submits recommendations, along with a report, to Academic Affairs for consideration and approval.



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