

# **Ross School of Business**

## **Assignment of Credit Hours Policy**

### **Updated October 20, 2020**

Credit hours for courses are based, in general, on contact hours. The ratio of credit to contact is shown below for each of the major course types offered for full term courses, for half semester courses or courses of shorter duration. It is assumed that each hour of class time spent in a lecture or seminar will be accompanied by 2 to 3 hours of time spent in independent preparation (readings, papers, etc.). A contact hour is defined as a regular and substantive interaction between the students and the instructor and can include but is not limited to the following activities: instructor-led discussions and lectures, individual team or individual structured activities and can be either synchronous or asynchronous. It is expected that all contact hours require independent work by students.

Courses that do not appropriately fall within any of the categories described will be treated individually. The course description must explain the conditions for credit. The Academic Policy Committee must approve the credit hour to contact hour ratio for such courses.

Courses may be offered for variable credit hours (either for a range of credits in a single term, or for a different number of credits from one term to another). The course proposal should clearly indicate one of the following course credit types:

## **Lecture**

### *Definition*

The instructor is principally responsible for the preparation of the subject matter and the conduct of the class, including one-way lecture and/or back-and-forth exchange of ideas.

### *Number of contact hours per week*

One weekly class contact hour per credit.

## **Seminar**

### *Definition*

Students are principally responsible for preparing materials and leading class discussions. Emphasis is on individual research and peer exchange of knowledge. This individual research and peer exchange of knowledge can include, but is not limited to, experiential learning.

### *Number of contact hours per week*

For each seminar, the number of weekly class contact hours may range from 2/3 of an hour to 2 hours per credit.

- There may be fewer class contact hours per week for seminars based on students' original research. (Example: A 3-credit seminar course that meets 2 hours per week.)

- There may be more class contact hours per week for seminars based on students' experiences and/or case studies. (Example: A 3-credit seminar course that meets 4 hours per week.)

## **Recitation**

### *Definition*

The instructor is principally responsible for the preparation of the subject matter and the conduct of the class, including principally leading students in a two-way analysis of presented material. A Recitation is a stand-alone course, distinct from a Discussion (see below), which usually supplements a lecture course.

### *Number of contact hours per week*

One weekly class contact hour per credit.

## **Discussion**

### *Definition*

Students and instructor engage in two-way communication usually based upon the contents of a lecture.

### *Number of contact hours per week*

One weekly class contact hour per credit.

## **Independent Study**

### *Definition*

Students receive substantial individual consultation and guidance from the instructor. Total student effort should be comparable to that involved in lecture or seminar courses to justify the credit allocated to the Independent Study.

### *Number of contact hours per week*

Substantial contact between instructor and student is required, but not necessarily on a weekly basis.