

Langston University
Credit Hour Policy
Office of Academic Affairs

POLICY – The policy of Langston University requires adherence to the standards established by the Oklahoma State Regents for Higher Education (OSRHE) with regard to the semester-credit-hour. To ensure that academic standards are maintained for both out-of-class preparation and instructional contact hours, OSRHE adopted the following definition of a semester-credit-hour:

- One semester-credit-hour is normally awarded for completion of a course meeting for 800 instructional minutes (for example, 50 minutes per week for 16 weeks) exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

PROCEDURE – As the standard unit of credit to be used in evaluating a student's educational attainment and progress, the semester-credit-hour will be calculated as follows:

- **Regular Classes:** One semester-hour of credit will normally be awarded for a class meeting one hour (50 minutes) per week for 16 weeks, including organized examination days but exclusive of enrollment, orientation, and scheduled breaks. Additionally, a minimum of two hours (100 minutes) of out-of-class preparation is expected for the typical student for each hour in class. Thus a course for one semester-credit-hour would normally require 16 class hours and at least 32 hours of out-of-class preparation for a total of approximately 48 hours of work by the typical student. Classes offered for more than one semester-hour of credit will normally meet as many hours (50 minutes) per week and will provide for as many hours of out-of-class preparation (at least 100 minutes) per week for 16 weeks as the number of semester-credit-hour to be awarded. For example, two semester-credit hours will be awarded 32 hours of class work plus 64 hours of preparation.
- **Laboratories:** Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1,600 minutes (for example, 100 minutes per week for 16 weeks). Laboratories offered for multiple hours of credit will meet the minimum standards set for one-semester-credit of laboratory work times the number of semester-credit-hours to be awarded.
- **Class/Laboratory Combination:** Instruction offered through a combination of class and laboratory meetings would normally observe the standards set forth above on a prorated basis. For example, a course offered for three semester hours of credit might meet for two class hours plus two or more laboratory hours per week, etc. The proportion of out-of-class preparation to time provided will normally be prorated in accord with the ratio of time spent in class and laboratory.

- Courses offered through an alternative academic format (less than 16 weeks) must meet the standards set for credit. Standards for courses offered as summer session courses, "block" courses, short courses, workshops, modular courses, independent study, correspondence courses, extension courses, etc., should be commensurate with those established for a normal academic semester.
- As a general rule, to ensure that the academic standards are being maintained for both out-of-class preparation and instructional contact hours, not more than one semester-credit-hour per week may be awarded for a workshop, short course, etc. for graduate students and no more than one and one-half credit hours per week for undergraduate students. In special circumstances more than the maximum credit hours per week may be awarded if justified and approved by the department/school head, dean of the college, and Vice President for Academic Affairs in advance of advertising and scheduling, as meeting the academic standards set by the college, the University, and OSRHE. Such additional credit must be justified either by work to be completed before or after the scheduled instructional period. When assignments are required before or after scheduled contact dates, this fact must be noted as specifically as possible in all publicity on the specified course.

MAXIMUM CREDIT HOUR LOAD

According to Oklahoma State Regents' **policy 3.12**, undergraduate students are allowed to enroll in the number of credit hours each semester that do not result in academic overload. "Academic Overload" is the number of semester-credit-hours 25 percent or more than the number of weeks in the applicable academic term. "Academic Term" is the time duration of a course schedule, generally a fall or spring semester consisting of 16 weeks, a summer session consisting of four or eight weeks, or an intersession consisting of the weeks between a semester and/or session.

According to the Oklahoma State Regents Maximum Overload **policy 3.13.3**, a student desiring to carry a maximum overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. The maximum student overload in any given term is limited to a number of semester-credit hours, which is 50 percent greater than the total number of weeks in the applicable academic term. Exceptions to deserving students may be granted by the president or a designee. Based on the individual student's academic program and/or academic performance, institutional officials may limit the student's academic load. A student simultaneously enrolled in two or more institutions should not exceed the standards set forth in this policy. The standards set forth above do not apply to academic credit awarded on the basis of advanced standing examination.

For most academic sessions, the registration system prevents students from enrolling in more than the maximum number of credit hours. However, some sessions (including the winter intersession and summer sessions) are monitored manually by the Registrar's Office. For students who have exceeded the maximum credit-hour load, the student and advisor will receive notification via their Langston University email accounts, and they must either promptly reduce the course load or submit an approved Petition to Enroll in Excessive Hours.

The information below indicates the maximum number of credit hours in which students can enroll in a given session without a petition to enroll in excessive hours.

Fall and Spring Regular 16-Week Semesters

Maximum Credit Hour Load		
Undergraduate Students	Professional Students _DPT	All other Graduate Students
18	21	12

Summer Sessions

Maximum Credit Hour Load			
Session Number	Session Name	Undergraduate Students	Graduate Students
1	May Session	4	3
2	8-Week Session	12	9
3	June Session	6	4
4	July Session	6	4
All four summer sessions combined		12	9

Intersessions

Maximum Credit Hour Load		
Session Name	Undergraduate Students	Graduate Students
August Intersession	3	3
Winter Intersession	3	3