

THE
LeMoyne-Owen
COLLEGE
 LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Policies for Awarding Credit	Effective Date:	Policy Number:
	February 18, 2022	01-1-039
	Supersedes:	Page 1 of 2
	Policy: Date:	
Responsible Authority: Provost/Vice President of Academic Affairs		

I. Purpose and statement of operational policy underlying the procedure.

All course work is provided with a specific number of credit hours. There is a procedure for which course credit hours are determined. This policy ensures that all courses are equated with the appropriate number of credit hours and serves as a measure for determining the awarding process.

2. Applicability/Scope

This policy applies to all courses to be developed within the academy, including the process of developing “0” credit courses.

II. Process for Implementing Procedure

Responsibility	Action	Timeline
Division Area Coordinator	Construction of course including course description, course content, justification for course credit hours based on the number of clock hours used to teach the course.	On-going within each Division within the academy
Division Curriculum Committee (DCC)	Review the course for description, content, credit hours and process for determination of hours, and fit within the area program	On-going within each Division. Proposals submitted as determined by the DCC
Division Chair	Provide final overview of proposal, make any suggestions for modification or changes, review the process for awarding credit hours, and signs the proposal when completed and presents the proposal to the College Curriculum Committee	As scheduled by the Chair of each Division within the Academy
College Curriculum Committee	Review the proposal in regard to all proposal components, fit within the College academic structure, ensure that the goals of the course does not conflict with the goals and competencies of the College.	As scheduled by the College Curriculum Committee
Faculty Assembly	Course is presented to the Faculty Assembly for the purpose of presenting knowledge of new course, credit hours awarded,	Faculty assembly meetings in December and in May.
Provost/Vice President of Academic Affairs	Review the proposal in regard to all proposal components, fit within the College academic structure, ensure that the goals of the course does not conflict with the goals and competencies of the College.	End of each semester. Signature is required unless a modification or change is suggested

III. Related policies/References for more information

Authorizing Official: <u>Musa Khan</u>	Authorization Date: <u>2.22.22</u>
Title: <u>Provost & VP for Academic Affairs</u>	