Northeastern State University

Credit Hour Policies and Procedures

Assignment of Credits, Program Length and Tuition

Northeastern State University has a policy to guide decisions for assigning credit hours, based on the Oklahoma State Regents for Higher Education Academic Calendar Standards, (Policy 3.19.3) of 800 instructional minutes equating generally to 50 minutes per week for 16 weeks. Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. Courses that are a combination of class and laboratory meetings are pro-rated according to these guidelines.

NSU shares this policy through its catalogs in the section labeled Academic Information – Course and Delivery Credit Guidelines and the workload / credit hour statement in the syllabus template.

Assignment of credit hours and course level rigor is first reviewed in the curriculum process. Proposal forms ask originators to explain how the proposed course meets of exceed course-level expectations detailed on the Course Level Characteristics document, (Appendix A). Faculty are also asked to complete information related to Credit / Contact Hours / Schedule Types and Grading Modes (see Curriculog – New Course Proposal). Course modifications require a rationale for any changes to credit hours, contact hours, and course levels. (See Curriculog – Course Modification) All curriculum proposals are considered and approved at the department, college, and university levels. Proposals that impact general education, teacher education and/or graduate programs must also be reviewed by the General Education Committee, Teacher Education Council, and the Graduate Council (Appendix B).

Verifying Length of Academic Period and Compliance with Credit Hour Requirements

During scheduling building each semester, the Office of the Registrar provides detailed information about term length, parts of term, credit hour requirements, and time blocks. (Appendix C). As departments enter schedules, the Associate Registrar monitors the schedule report to ensure that course length and credit hours are appropriately calculated. Errors are returned to the department for correction before publication.

Academic calendars are formulated each year in November and approved by NSU's Cabinet before submission to the Oklahoma State Regents for Higher Education.

APPENDIX A
COURSE LEVEL CHARACTERISTICS

1000 LEVEL COURSES

1. These courses constitute the foundation of the college experience and are introductory to the discipline.
2. Course content and design are built on an assumption that students have only minimal knowledge of the discipline.
3. Instruction is clearly at the college level (above that of secondary schools) with commensurate student performance expected.

2000 LEVEL COURSES

1. These courses are built on the assumption that students have some previous college experience.
2. These courses require a level of sophistication beyond 1000 level courses, both in terms of instruction and of expectations of the students.
3. These courses incorporate some form of academic inquiry (such as library search, or problem solving).

3000 LEVEL COURSES

1. Students in 3000 level courses have completed sufficient course work to reach junior standing.
2. These courses are offered at a level of instruction that assumes a foundation of study in the discipline, which most often would have been gained through success in one or more introductory courses.
3. These courses require students to undertake a scholarly activity in addition to classroom instruction, such as a written research project, library assignment, juried performance, and/or creative work to demonstrate application of information presented.
4. These courses are more specialized in content than lower division courses.

4000 LEVEL COURSES

1. Students in these courses have successfully completed sufficient course work to have attained senior standing.
2. Students in these courses have a <u>substantial</u> background in the area of inquiry equivalent to 15 hours of study. Area of inquiry is defined broadly, including courses in the offering department, as well as courses in other departments that relate to the subject of study.
3. These courses are characterized by a level of sophistication of instruction and of expected student performance beyond that of other undergraduate courses. In short, 4000 level courses should offer more in-depth study than courses offered at the 3000 level and below, and should include application, analysis, synthesis, and evaluation of information presented.
4. These courses require students to undertake a substantial scholarly activity in addition to classroom instruction, such as a written research project, research presentation, library assignment, juried performance, or creative work.

5. 4000 level courses include capstone courses that review and integrate previous learning, practicums and student teaching or internships and courses in which a major instructional responsibility is placed on the student (as in individual studies, directed readings, and seminars).

5000 LEVEL COURSES

1. Students in these courses use verbal and written communication effectively, engage in analytical thought and creative processes, and use information and bibliographic sources with skill.
2. Students in these courses have achieved a significant level of maturity in the discipline, evidenced by a considerable background of knowledge.
3. These courses are more than a mere extension of undergraduate courses. Rather, they are qualitatively different. At a minimum:
   a. Students are required to undertake original scholarly/creative activity, or research
   b. Students assume greater responsibility for independently mastering more of the subject matter.
   c. Close working relationships exist between instructors and students to analyze and synthesize course material.
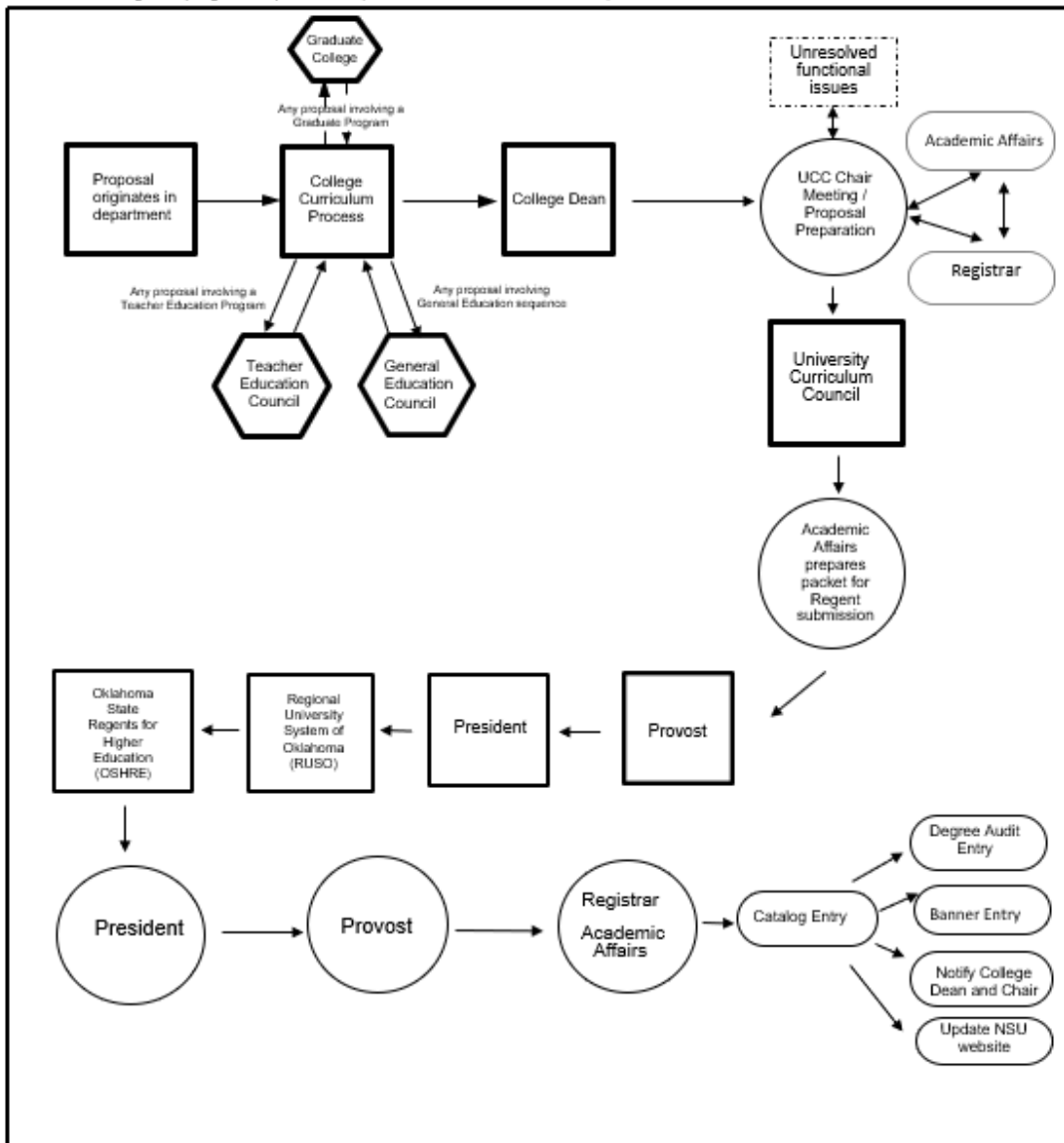
Appendix B
Curriculum Flowchart

Program Change Flowchart
Step-by-step Process
For Proposals Requiring Regents' Approval

The diagram below illustrates the step-by-step process a program change proposal must follow to be approved at Northeastern State University. This process applies to graduate and undergraduate changes requiring Regents' approval. These types of changes include:

❖ Requests for a new program
❖ Requests to add an existing program to the Broken Arrow inventory (Tulsa metro request)
❖ Requests for online delivery of programs
    *Both items above begin with a Letter of Intent (LOI) submitted at least 45 days prior to proposal submission
❖ Substantive curriculum changes (change in required courses, increase in total credit hours, etc.)
    *changes in the number of credit hours   *changes in required courses;
    *course prerequisite changes that impact what the students take   *option addition / deletions
    *changes in program requirements (GPA, admission standards, etc.)

Appendix C
Building a New Class Schedule

Go to SSASECT

1.   Enter Term for class
    202110 = Summer 2020
    202120 = Fall 2020
    202130 = Spring 2021

2.   Click on Create CRN icon
3.   Enter the information below in the first section:

<u>Subject</u>: Enter course prefix i.e. ACCT, MATH, P ED, M S

<u>Course Number</u>: Enter course number

<u>Course Title</u>: Course title will automatically populate. **DO NOT CHANGE**
    Special Topics and Seminar descriptive titles **must** be entered in Section Syllabus
    Form (SSASYLB) after Course Section Information is completed.

<u>Section</u>: Enter a **2-digit** section number. Courses that have more than one section are
    numbered consecutively, 01, 02, 03, etc.

<u>Cross List</u>: All cross listings are entered by the registrar's office. Once you have entered
    courses to be cross listed, email Tammy Perry and Sharon Fair with the CRNs.
    See the **General Process for Classroom Scheduling** document for additional
    cross list instructions and examples.

<u>Campus</u>: Enter the campus location (01 = Tahlequah, 02 = Muskogee, 03 = Broken Arrow)

<u>Status</u>: Always enter A = Active when building schedule

<u>Schedule
Type</u>: You will only be able to enter the schedule types that have been identified for
    the course in the drop-down menu. Contact the registrar's office if the code you
    need is missing.
    Evaluate classes taught utilizing electronic media to determine the appropriate
    schedule type.
    See pages 6-7 for important information concerning schedule types.

<u>Instructional Method</u>:   Auto populated based on schedule type. **DO NOT CHANGE or DELETE!**
This field must not be blank. *When changing schedule type (before students enroll – delete*

instructor and meeting dates/times, save. Delete the Instructional Method. Enter the correct schedule type and tab – IM should auto-populate with the correct value.

Integration Partner: Leave this field blank.

Grade Mode : Enter grade mode for course.
      S = Standard Letter grade – A, B, C etc.
      P = Pass/Fail – P or F
      D = Grading mode for developmental/remedial courses - AZ, BZ, CZ, FZ
      L = Laboratory - No Grade (***uncheck*** *Gradable box in the lower right of the page!*)
      If the appropriate Grade Mode is not available for the course, contact the Registrar.

Session: Used to search for different types of classes. Select the appropriate code:
      0 = No sessions on campus
      1 = At least one session on campus
      5 = All sessions on campus
      9 = At high school for concurrent
At the close of the fall 2019 semester, the old codes will be modified to add DNU at the beginning as a reminder not to use those codes.

Special Approval: If this class REQUIRES special approval for EVERY student, enter the code:

AA = Academic Affairs	DP = Department Chair
AD = Academic Advisor	IN = Instructor
AT = Athletics	RE = Registrar
DE = Dean	

Duration: Leave blank.
Part of Term:

1 = Full Term (SP, SU, FA)	13 = Weekend 1	23 = Weekend 11
10 = First 8 Weeks (SP, FA)	14 = Weekend 2	24 = Weekend 12
100 = Standard Summer Term	15 = Weekend 3	25 = Weekend 13
101 = Four Week Summer A	16 = Weekend 4	26 = Weekend 14
102 = Four Week Summer B	17 = Weekend 5	27 = Weekend 15
103 = Four Week Summer C	18 = Weekend 6	28 = Weekend 16
104 = Three Week Summer A*	19 = Weekend 7	29 = First 7 Weeks
10B = First Half Summer	20 = Weekend 8	30 = Second 7 Weeks
11 = Second 8 Weeks (SP, FA)	21 = Weekend 9	
11B = Second Half Summer	22 = Weekend 10	

*Three Week Summer A is restricted to study abroad and courses less than 3 credit hours unless prior approval is received from Academic Affairs.

Weekend Classes must be scheduled as Face to Face (Traditional) ONLY.

For non-standard Parts of Term, contact the Registrar for the appropriate code.

The dates automatically populate when you enter the "Part of Term" code.

Registration Dates: Leave blank.
Start Dates: Leave blank.
Maximum Extensions: Leave blank.
Credit Hours: Will auto populate. Do not change.
Billing Hours: Will auto populate. Do not change
Contact Hours: Will auto populate. Do not change
Lecture: Leave blank.
Lab: Leave blank.
Other: Leave blank.
Prerequisite Check Method: **DO NOT CHANGE**.
CEU Indicator: Leave blank
Link Identifier: Leave blank.

Corequisites: If the course has a corequisite that is specific to that semester, click RELATED in top right-hand corner and select Course Section Detail [SSADETL], page down, enter the CRN of the co-req class in the Corequisites section under CRN. Save.

Attendance Method: Leave blank.
Weekly Contact Hours: Leave blank.
Daily Contact Hours: Leave blank.

Gradable: This box should remain checked unless the section is an ungraded lab section. **If this class is an ungraded lab section, uncheck this box.**

Tuition and Fee Waiver: Check this box **ONLY** if entering an **ORGL** or **Zero Level Class.**

Voice Response and Self-Service Available: Do not uncheck unless this is an arranged course developed for only one or a specific group of students.

Long Title, Comments and Syllabus: Leave blank.

SAVE. If you have missed a required field, you cannot save the record until you enter a response in the field.

Special Topics, Seminars
Click RELATED and select Section Syllabus Form [SSASYLB]. Next block and type descriptive title in ALL CAPS – MAX 30 characters and SAVE. You may need to abbreviate your description to keep it within the 30-character limit. ONLY available for classes approved to be taught with variable topics – check the catalog course description to verify.

Click the X in the upper left corner to return to main page.

Section Enrollment Information:
If there are no restrictions on the seats in the section, enter the class limit in the "maximum" field under Enrollment details and the number allowed on the waitlist under "waitlist maximum." Leave the remainder of the form blank. SAVE.

Reserved Seats: - WARNING - Do NOT ENTER info in this section unless absolutely necessary.
Seats in a section may be reserved by level, campus, college, degree, program, field of study, department, curricula, class, attribute, cohort, admission term, matriculation term, and/or graduation term. You can use a combination of these elements but the more you use, the more restrictive the rule becomes (avoid redundancies - no need for both UG level and senior class). Do not use reserved seating if ALL seats are restricted to one group; use SSARRES to restrict ALL seats.

If all seats are to be restricted to specific groups, enter a 0 in the first Reserved Maximum box.
Click **Insert** and select the desired criteria for the reserved seats.
Enter the max for the selected criteria in the corresponding row below.
You can continue inserting criteria to further divide the reserved seats.

Save (you will get a warning alert asking if you still want to save. Verify that the number of reserved seats equals the original max enrollment for the course and click Yes)

If a student meets more than one set of rules, the student will be placed in the set with the most restrictions.

X	@ ellucian	Schedule SSASECT 9.3.10 (PROD)			ADD	RETRIEVE	RELATED	TOOLS

Term: 201930 CRN: 31772 Subject: XDEM Course: 1000 Title: DEMO CLASS - TESTING ONLY!!!! Start Over

Course Section Information	**Section Enrollment Information**	Meeting Times and Instructor	Section Preferences

Enrollment Details	**Reserved Seats**

▼ RESERVED SEATS DETAILS   Insert Delete Copy Filter

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Adm
					MAJOR	1000						
					MAJOR	1050						

◄   ►

◄ ◄ 1 of 1 ► ►	3 ▼ Per Page						Record 3 of 3

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
☐	0	0	0	0	0	0
☐	2	0	2	0	0	0
☐	1	0	1	0	0	0

◄ ◄ 1 of 1 ► ►	3 ▼ Per Page			Record 3 of 3

▼ RESERVED SEAT TOTALS   Insert Delete Copy Filter

  Delete Reserved Data

	Maximum	Actual	Remaining
Total Reserved	3	0	3
Total Waitlist	0	0	0

The overflow box can be checked to allow a student who meets a restriction rule to enroll in unrestricted seats if all restricted seats are filled. For example, if a class has 10 seats reserved for

juniors and all are taken, the 11th junior to attempt enrollment would be allowed to take one of the 10 unrestricted seats if the overflow box is checked and unrestricted seats are available.

Reserved seat rules cannot be edited once the rule has been entered and saved. You must click the **Delete Reserved Data** button to delete existing information and re-enter rules correctly.

Meeting Times and Instructor:
Click Meeting Dates tab. **Do not use the drop-down list for Meeting Time except for weekend classes** (enter 81 in the Meeting Time field for the Friday session, then **Insert** and enter 82 for Saturday).
CLAS should be displayed in the Meeting Type field. Tab to auto populate start and end dates. Check the appropriate box(es) for the meeting days and enter the Start Time and End Time.
You must use standard meeting times for courses. Entering unapproved meeting times causes scheduling issues for students and final exams. If inadequate seat time is scheduled, this could negatively impact our accreditation! **Requests for non-standard days/times must be submitted by the Dean/Associate Dean to Academic Affairs for approval BEFORE schedule entry.**

NOTES:
- Enter the start time and end time for the class in military time.
- If a class meets at 10:00 MWF and 2:00 T, please enter the times on two lines.
- Leave the meeting time blank for all classes that do not have a specific meeting time (Arranged, Online, etc).

Schedule Type: Automatically populated. **DO NOT CHANGE.**

Hours per Week: Automatically populated for face-to-face. However, if the course is online, arranged, etc., without a day/time combination, enter the number of credit hours for the course.

Override Indicator: Leave blank unless you are overriding the room (ex: cross listed courses in the same room at the same time). Enter a capital letter O if an override is necessary.

Session Credit Hours: Automatically populated.
Partition Details: Leave blank.
Room Attribute Details: Leave blank.
SAVE.

Instructor: Block – Enter ID or click the drop-down box to search. Select the correct faculty member. **SAVE.**
Note: for certain circumstances, such as cross listed courses, you may need to check the override box as the instructor will be listed as teaching two classes at the same time.

If the instructor is not known at the time of course section entry, leave this field blank and it will indicate "STAFF" on self-service. If you know the instructor but the individual is not yet in the system as a faculty/advisor, contact the Registrar.

Building and Room will be automatically assigned by the room scheduling software. **DO NOT ENTER.**

Section Preferences Tab: Leave blank.

High School Concurrent Classes – Taught on Location at the High School
Campus: Tahlequah
Schedule Type: 00A Regular UG Credit
Special Approval: Advisor
Course Section Comments: This section is RESERVED for concurrent students at _____ HIGH SCHOOL.
If class is to be taught at the high school, add: and will be taught at _____ High School
Max Enrollment = 0 **(Note: Exception for HSCC Classes ONLY)**

Schedule Type Information
- All courses must be coded correctly before students enroll.
- One-hour weekend workshops and seminars require the traditional, face to face schedule type. Do not schedule these as Partial, Blended, or Online!
- Schedule type, meeting dates, and/or meeting times cannot be changed **after students enroll**.
  - o Create a new section
  - o Email the students that they can enroll in the new section
  - o Email Tammy Perry and Janet Kelley to drop the students and cancel the original class.
- Partial/Blended/Online courses – Every class entered with a Partial, Blended or Online (less than 100%) schedule type MUST have meeting dates entered in *Course Section Comments*. Go to RELATED, select Couse Section Comments [SSATEXT], and click in the Section Long Text box (NOT the Section Text box!). Information entered in this box is not visible until you click in the box.
  Enter dates the partial, blended or online (less than 100%) sections will meet face-to-face using the following format without using the enter/return key to move to next line:
  Face to Face Meeting Dates: Jan 7, 14, Feb 15, Mar 3, 10…
- Virtual Class Meeting (Schedule type 34 for UG and 35 for GR)**:** If all or part of a class is to be taught as a virtual class meeting via **Zoom** (synchronous learning), seat time must be accounted for in the schedule to avoid conflicts. Meeting dates and times must be entered on the Meeting Times and Instructors tab. If a VCM class will have face to face meetings, these dates must be entered in the Course Section Comments with the assumption that all of the other meetings take place virtually. (**Face to Face Meeting Dates: Jan 7, Feb, 7, Mar 7…**). If a class will be taught online with Zoom meeting dates, enter comments as **Virtual Class Meeting Dates: Jan 7, Mar 7…Remainder of class is Online.**

- **If there are ANY virtual class meetings, use schedule type 34 if UG and 35 if GR.**
- **If there are ANY ITV meetings, use schedule type 14 if UG and 15 if GR.**

00A	Traditional UG (0% online)
01A	Traditional GR (0% online)
02	Extension Undergraduate
03	Lab with No Credit)
04	Arranged Undergraduate (Independent/Individual Study, Directed Readings, some Seminars in Education, History and Geography and Special Problems/Projects/Topics in Bus)
05	Correspondence
06	Arranged Music - Undergraduate
07	Extension Graduate
08	Arranged Graduate (Independent/Individual Study, Directed Readings, Thesis and some Seminars in Education, History and Geography and Special Problems/Projects/Topics in Business)
09	Zero level
10	Arranged Music - Graduate
11	Arranged Music - No Credit
12	Lab with Credit – Undergraduate (PE activity courses, some Field Experience in HFS, Band, Chorus, Ensemble, Science & Psychology labs).
13	Lab with Credit - Graduate
14	Interactive Video - Undergraduate
15	Interactive Video - Graduate

16	Internship – Undergraduate (Practicums, Field Exp, Education Internships)
17	Internship – Graduate (Practicums, Field Experience, Education Internships)
18	Clinical - Undergraduate (some Field Exp and Practicums in SPED)
19	Clinical - Graduate (Occupational Therapy and Optometry Clinicals)
20A	Online UG (75% or more online)
21A	Online GR (75% or more online)
22A	Blended UG (50% to < 75% online)
23A	Blended GR (50% to < 75% online)
24A	CEL UG (75% or more online)
25A	CEL GR (75% or more online)
26A	CEL Blended UG (50% to < 75% online)
27A	CEL Blended GR (50% to < 75% online)
28	CEL - Arranged – Undergraduate
29	CEL - Internship – Undergrad
30A	Partial UG (>0%, < 50% online)
31A	Partial GR (>0%, < 50% online)
32A	CEL Partial UG (>0%, < 50% online)
33A	CEL Partial GR (>0%, < 50% online)
34	**Virtual Class Meeting UG**
35	**Virtual Class Meeting GR**

There are 800 minutes per Carnegie credit hour.

1 Credit hour class	
Face-to-face Minutes	**Schedule Type**
800	Traditional (0% online) - 00A or 01A
401 - 799	Partial (>0%, < 50% online) - 30A, 31A, 32A or 33A
201 - 400	Blended (50% to < 75% online) - 22A, 23A, 26A or 27A
0 - 200	Online (75% or more online) - 20A, 21A, 24A or 25A

2 Credit hour class	
Face-to-face Minutes	**Schedule Type**
1,600	Traditional (0% online) - 00A or 01A
802 – 1,598	Partial (>0%, < 50% online) - 30A, 31A, 32A or 33A
402 - 800	Blended (50% to < 75% online) - 22A, 23A, 26A or 27A
0 - 400	Online (75% or more online) - 20A, 21A, 24A or 25A

3 Credit hour class	
Face-to-face Minutes	**Schedule Type**
2,400	Traditional (0% online) - 00A or 01A
1,203 – 2,397	Partial (>0%, < 50% online) - 30A, 31A, 32A or 33A
603 – 1,200	Blended (50% to < 75% online) - 22A, 23A, 26A or 27A
0 - 600	Online (75% or more online) - 20A, 21A, 24A or 25A

4 Credit hour class	
Face-to-face Minutes	Schedule Type
3,200	Traditional (0% online) - 00A or 01A
1604 – 3,196	Partial (>0%, < 50% online) - 30A, 31A, 32A or 33A
804 – 1,600	Blended (50% to < 75% online) - 22A, 23A, 26A or 27A
0 - 800	Online (75% or more online) - 20A, 21A, 24A or 25A

5 Credit hour class	
Face-to-face Minutes	Schedule Type
4,000	Traditional (0% online) - 00A or 01A
2,005 – 3,995	Partial (>0%, < 50% online) - 30A, 31A, 32A or 33A
1,005 – 2,000	Blended (50% to < 75% online) - 22A, 23A, 26A or 27A
0 – 1,000	Online (75% or more online) - 20A, 21A, 24A or 25A

Helpful Navigation in Banner

Next Section
> Alt + Page Down
>
> Or
>
> Click the down arrow at the bottom left of the page

Previous Section
> Alt + Page Up
>
> Or
>
> Click the up arrow at the bottom left of the page

Record Clear – to clear a field to correct a mistake
> TOOLS > Clear Record
>
> Or
>
> Shift + F4

Record Insert – to insert another record
> Click Insert
>
> Or
>
> F6

Record Remove – to remove data from a field/record
> Click Delete
>
> Or
>
> Shift + F6

Query
> To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER
>
> You can also use % as a wildcard if you do not know the full name

Wildcard Character - in Banner the "%" is used as a wildcard character. The placement of the "%" character determines what is retrieved through the query.
> A% - returns anything that begins with "A"
>
> %A – returns anything that ends with "A"
>
> %A% - returns anything that has an "A" in name

Help – Click ? on the Main Menu panel and select the topic of interest

LOV - List of Values. Banner provides a drop-down list of values based on validation tables

Rollback – to navigate to beginning of entry screen, click the Start Over button at the top right of the page.

SAVE – to save information in the record
> Click Save
>
> Or
>
> F10