

**MICHIGAN STATE**  
UNIVERSITY

September 26, 1997

**MEMORANDUM** (#AD/08/97-98)

TO: Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors

FROM: Dr. Gerald D. Ludden, Chairperson, University Committee on Curriculum (UCC)

RE: Guidelines for Courses Where Credits Exceed Contact Hours\*

Background Information

As a follow-up to an enrollment audit in the Summer of 1982, the Provost charged the UCC with reviewing all courses with instructional models where credits exceeded contact hours. The UCC asked the administrators of units with such courses to initiate a review of the instructional models and submit either compelling academic rationales for the retention of instructional models where credits exceeded contact hours or requests for permanent changes in the instructional models to bring contact hours in line with credits.

The members of Subcommittee D - Policy Issues, UCC, recommended to the Provost that procedural rather than substantive guidelines for reviewing academic rationales be established and provided a summary of the procedures that Subcommittee D developed for Subcommittee A, B, and C review of such rationales.

The Provost accepted Subcommittee D's recommendation that procedural rather than substantive guidelines for review of courses with credit hours in excess of contact hours be implemented at that time with the explicit conditions that (1) the remaining courses with credit hours in excess of contact hours would be formally reviewed under the procedural guidelines developed by Subcommittee D and (2) if the number of courses with this type of instructional model increases, the Office of the Provost reserves the right to reopen the issue and to request the participation of the UCC in the development of substantive guidelines.

The procedural guidelines that were developed by Subcommittee D and accepted by the Provost were used on an interim basis for Subcommittee A and B review of academic rationales for the retention of instructional models where credits exceeded contact hours. The members of Subcommittee D recommended that the Full Committee formally adopt those guidelines so that they may serve as a basis for the review of academic rationales that are submitted in the future. On March 3, 1983, the members of the Full Committee approved those guidelines which are presented below.

Procedural Guidelines for the Review of an Academic Rationale for an Instructional Model Where Credits Exceed Contact Hours

A compelling academic rationale for an instructional model where credits exceed contact hours must be submitted with a request for a new course or a request for permanent changes in a course, in accordance with the instructions on the COURSE REQUEST FORM. The rationale will be reviewed in accordance with normal UCC procedures.



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Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors  
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\*IMPORTANT NOTE: This memorandum is being issued as an update of the memorandum to Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors from Dr. Michael G. Schechter, Chairperson, University Committee on Curriculum (UCC), re Guidelines for Courses Where Credits Exceed Contact Hours dated March 8, 1983 (3 pages).

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