

The University of Scranton complies with Federal (US DOE) and Middle States Commission of Higher Education (MSCHE) regulations regarding degree and credit hour requirements, and other commonly accepted practices in higher education. The University of Scranton undergraduate degrees require the satisfactory completion of at least 120 semester credit hours, of which at least 63 credit hours satisfy, but are not exclusive to, fulfillment of general education requirements. Associates degrees require at least 60 semester credit hours, which includes a minimum of 20 credit hours of general education. All master's degrees require at least 30 semester credit hours beyond the baccalaureate level. The number of credit hours for

courses with multiple students that meet to engage in various forms of group instruction under the direct supervision of a University faculty member. One lecture credit hour represents 1 hour of scheduled class time and a minimum of 2 hours of student out of class work per week. Lecture courses offered in-person during regular terms are typically offered in accordance with the University's standard block schedule.



The faculty is responsible for the curriculum. Credit values for courses are determined at the department level based upon faculty expertise, instructional delivery method, course objectives, and learning outcomes. When creating a course, a faculty member should be prepared to demonstrate or show how they created the credit hour assignment that is identified in the syllabus. Upon departmental approval, the course undergoes additional evaluation as it moves through the curricular approval process. This includes review by each college-level curriculum committee to ensure that the course type, delivery method(s), learning outcomes, credit and contact hours are compliant with University policy. Additionally, faculty on the Curriculum Committees and the Faculty Senate review each new course to ensure that its course type, delivery method(s), learning outcomes, credit and contact hours are compliant with University policy before voting for approval of these new courses. The Office of the Provost reviews all curricular proposals to ensure compliance with credit/contact hours and course learning outcomes before awarding final approval of courses. Changes in curriculum are noted in the

University Catalog (updated through August 2004) at <http://www.cornell.edu/curriculum>

Approved courses are sent to the Registrar's Office for inclusion in the Schedule of Classes. The Office of the Registrar regularly audits scheduled course offerings to ensure compliance with credit and contact hour requirements through its process for scheduling each semester. Discrepancies are brought to the attention of the appropriate departments and deans for correction.