

Faculty of Arts and Sciences Newark Policies on and Oversight of Credit Hours

In accord with University Policy 10.1, undergraduate instruction in the Newark College of Arts and Science and University College-Newark is overseen by the more than 20 academic departments and programs housed within FASN, the FASN Dean's Office, and by the standing Courses of Study (see [FASN bylaws](#)) and [General Education](#) Committees.

For newly proposed courses, conformity to the standards set forth by the U.S. Dept of Education, the Middle States Commission on Higher Education, New Jersey Administrative Code Title 9A, and University Policy 10.2.4 on the assignment of credit hours is overseen primarily by the Courses of Study Committee. This faculty-elected body is charged with the review and approval of all new courses, instructional programs, and minors and majors, as well as changes to existing courses in the name, number, number of credit hours, and changes in the format of instruction (e.g., online, hybrid, condensed winter session formats). Committee members carefully review the representative syllabi submitted with every course proposal to ensure that every new course meets appropriate standards of academic rigor, workload, and assessment of student learning outcomes. The committee is particularly attentive to the maintenance of a consistent and appropriate degree of academic rigor of courses being offered in non-traditional formats. Indeed, in Fall 2012, the Committee adopted new [submission requirements](#) to ensure adequate documentation of quality of instruction and workload for the growing number of online and hybrid courses offered within NCAS and UC-N. Following committee approval, all new courses and modifications of existing courses are recommended to and voted upon by the entire Faculty of Arts and Sciences.

Oversight of academic rigor and student workload for courses meeting the requirements for the FASN Core Curriculum adopted in Fall 2012 lies within the offering academic department or program and with the General Education Committee. The General Education Committee is charged with oversight of recommendations for approval and ongoing assessment activities for Core Curriculum courses. The committee has developed clear [standards](#) for courses to be approved as Core courses, including documentation of the methods exercised by the offering department to ensure that comparable standards of rigor are met every time the course is offered as well as clear methods for assessing student achievement of the learning outcomes that define the Core Curriculum. All departments and programs are required to submit annual reports on student attainment of learning outcomes in core curriculum courses to the FASN Associate Dean for Undergraduate Education. The committee is also empowered with the ability to revoke Core Curriculum status for any course that fails to meet appropriate standards of assessment and academic rigor. All General Education Committee policies and course recommendations are submitted to and voted upon by the entire Faculty of Arts and Sciences.

Ongoing oversight for appropriate credit hour assignment and academic rigor for existing courses that do not fall under the core curriculum as well as the evaluation of transfer credit equivalency resides primarily with FASN's academic departments and programs, as they are best equipped to evaluate the quality and quantity of discipline-specific workloads. Two unit-wide processes nonetheless provide vehicles for ensuring consistency in credit hour assignment across FASN. First, contact hour requirements set forth for traditional courses by University Policy 10.2.4, New Jersey Administrative Code Title 9A, and MSCHE are ensured by departmental adherence to [standard class period combinations](#) for the Newark Campus in scheduling classes. Summer and winter session class periods and contact hours are calculated according to the duration of the course, and FASN courses whose contact hours do not conform to standard credit hour assignments are not scheduled. Second, each department and program, as part of its annual assessment report to the Associate Dean for Undergraduate Education, evaluates student achievement of learning outcomes specific to its major programs through embedded assignments in individual courses, enabling departments and the Dean's Office to identify and address inconsistencies and weaknesses in academic rigor and workload within courses that contribute to each academic program in FASN.