How do I account for the ‘fourth credit hour’ on a Curricular Change Form?

The fourth credit hour for a class that meets for three hours of in-class time needs to be demonstrated via a specific explanation of the material, activities and expectations of out-of-class student work time that extend beyond the normal amount of homework connected class time (i.e., the expectation of 2 hours of work outside of class for each hour in class.) For classes with labs and tutorials, like those in the sciences and foreign languages, the fourth credit hour results from the lab or tutoring requirement for the course. For courses without labs or tutoring sessions, the fourth credit hour results from the instructor assigning work to be done outside of class. This student time might be used for Moodle or Google activities, including watching lecture material or other digital media; taking quizzes or exams; participating in online discussions of material. Other required activities like group meetings outside of class, field trips, research or service-work related to the course may also account for the fourth credit hour. If you are assigning additional reading and writing beyond what you would include in a three-credit course, indicate some detail about how this extends what the student would do in a 3-credit course.

How do I indicate to students the amount of work they’ll be doing during the semester for a 4-credit course?

Outline your expectations straightforwardly in your syllabus, and then reiterate that emphasis on assignments. For example, your syllabus might include the following statement:

**Credit and workload:** ECON 262 is a 4-credit course. In addition to in-class time, you will be spending a minimum of 3 hours per week in preparation for our class sessions, including viewing one hour of lecture material posted on Moodle weekly, completing reading assignments and answering discussion questions in writing before coming to class. You should also plan to spend an additional 7 hours per week writing papers, working on problem sets and group projects, and studying for exams for this course.