Determination of Credit Hours and Credit Hour Equivalents (CHEs)

Current Revision: 9/27/2012 (Policy Committee)
Approval Date: 
Effective Date: 
Source of Authority: Department Chair
Governing Document(s): CAS Policies Manual, III-1

1.0 Purpose

This policy establishes guidelines for calculation and recording of credit hour equivalents in accordance with section III-1-A of the CAS Policies Manual.

2.0 Definitions

2.1 Credit Hour Equivalent (CHE): A measurement of the extra load incurred for courses not taught in the standard lecture format or for courses in which content and/or pedagogy requires a different load measurement than the published credit hours.

2.2 Banked CHEs: The collection of CHEs above a faculty member’s standard teaching load over the previous three years.

3.0 Persons Affected

3.1 All full-time faculty

4.0 Policy

It is the policy of the Department of Mathematics and Statistics to ensure consistent standards for the computation of CHEs for use in workload computations and for other recognition and rewards.

Therefore, the department:

4.1 Establishes standard course sizes and total hours for each
   4.1.1 MAT 101, 105, 111, 112, 115, 141, 142, 151, 152; STT 210, 215: 32 students, 3 credit hours
   4.1.2 MAT 161, 162, 261: 32 students, 4 credit hours plus 1 CHE
   4.1.3 MAT 495: 12 students, 3 credit hours
   4.1.4 All other undergraduate MAT and STT: 24 students, 3 credit hours
   4.1.5 Graduate MAT and STT: 12 students, 3 credit hours
   4.1.6 For cross listed courses, the enrollment is calculated as the total enrollment and is judged against the graduate course standard.

4.2 Establishes CHEs for enrollment above standard
   4.2.1 For those listed in 4.1.1: 1 CHE per 11 students over-enrollment.
   4.2.2 For those listed in 4.1.2: Over-enrollment not possible currently.
   4.2.3 For 4.1.3 (MAT 495): 1 CHE per 4 students over-enrollment.
   4.2.4 For courses corresponding to 4.1.4: 1 CHE per 5 students over-enrollment.
   4.2.5 For courses corresponding to 4.1.5: 1 CHE per 4 students over-enrollment.
   4.2.6 Half CHEs may be awarded for over-enrollment below the thresholds noted above.
4.3 Establishes additional CHEs
   4.3.1 Supervision of student teaching: 3 CHEs per 5 students supervised.
   4.3.2 Supervision of MS thesis: 1 CHE per student, granted at completion of thesis.
   4.3.3 Supervision of MS project: 0.5 CHE per student, granted at completion of project.
   4.3.4 Supervision of Honors thesis: 0.2 CHE per student credit hour.
   4.3.5 DIS (MAT 491, STT 491): 0.2 CHE per student credit hour.
   4.3.6 Supervision of internships: 0.5 CHE per student, granted at completion of internship course requirements.
   4.3.7 Supervision of STT 490 or MAT 495 students: 0.5 CHE per student.
   4.3.8 Other CHEs may be made available to support time consuming or otherwise significant involvement in teaching, service or research.

5.0 Rights and Responsibilities
   5.1 The department chair is responsible for conduct of all procedures listed under 6.0.

6.0 Procedures
   6.1 Upon assignment (or update) of teaching assignments, the department chair calculates the CHE value for each faculty member.
   6.2 The chair informs each faculty member of their CHE value.
   6.3 CHEs above a faculty member’s standard teaching load are maintained in a standing record kept by the chair.

7.0 Supplemental Information
   7.1 CHE Record Sheet

8.0 Revision History
   8.1 Initial Approval: Pending