

SECTION 3, COMPREHENSIVE STANDARD 3.4.6

The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

North Georgia College & State University's institutional policies regarding course development enable the institution to have sound and acceptable practices for determining credit awarded for courses. These practices as guided by the Board of Regents (BOR), professional accrediting agencies and local procedures allow appropriate amounts and levels of credit to be awarded.

BOR policy defines parameters for course delivery. Each academic year is divided into two regular semesters. Each of these semesters must have a minimum of 15 weeks (containing a minimum of 75 class days). The length of summer sessions is based on a required minimum of 750 minutes of instruction (or equivalent) for each semester credit hour (see the *BOR Academic Affairs Handbook* [1]).

New courses are reviewed and critiqued at several levels before they are approved and added to the course catalog. Departmental faculty must complete the Course Review Form [2] and submit this proposal to the department head and then the school dean for approval. The department head/dean of the school from which the course comes proposes the course to Academic Activities for undergraduate level courses or Graduate Council for graduate level courses. Final approval must come from the Vice President for Academic Affairs (VPAA) [3].

Any course changes or deletions must follow the same procedures that new course proposals do—moving from the department to the dean to the approving committee to the VPAA.

Document Reference:

Number	DB Num	Document Title	Resource
1		Board of Regents, Academic Affairs Handbook, Section 2.01.01, Semester System	http://www.usg.edu/academics/handbook/section2/2.01/2.01.01.phtml
2		NGCSU Course Review Form	http://www.ngcsu.edu/Resource/forms/CoursRev.PDF
3		NGCSU Academic Affairs, Policy and Procedures Manual, Course Development	http://www.ngcsu.edu/vpaa/policyprocedurehandbookhome_files/Course_Development.pdf