



**THE UNIVERSITY of
NEW ORLEANS**

ADMINISTERED BY: Office of the Provost and Senior Vice President for Academic Affairs

Policy No: AP-AA-40.3
TITLE: Course Level and Units of Credit
EFFECTIVE DATE: February 10, 2022*
 (*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2025

PURPOSE

To set forth guidelines and responsibilities for determining course level and the credit hours awarded for all courses and programs, regardless of academic level or delivery.

AUTHORITY

Part Two, Chapter I, Section VII of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

Course Level

Undergraduate courses are numbered 1000-4000 and are offered only to undergraduate students. Courses numbered 5000-7000 are graduate level courses. The table below provides a description of each course level offered at the University of New Orleans.

1000	Primarily introductory and beginning courses. Prepare students by developing foundational knowledge and skills. Emphasize recall of basic concepts and facts. Primarily freshmen/sophomores.
2000	Intermediate-level courses, usually with no more than one 1000-level prerequisite, or survey courses devoted to the discipline. Emphasize explanation of ideas or concepts. Primarily freshmen/sophomores.
3000	Advanced-intermediate-level courses in the major; expose students to specialized concepts and techniques to the discipline. Emphasize applying information in new situations. Primarily juniors/seniors.
4000	Advanced-level courses in the major. Emphasize synthesizing knowledge and mastering skills in the discipline. Primarily juniors/seniors.
5000	Entry-level graduate courses. Emphasize mastery and independent application or production of scholarly knowledge and skills in the discipline. May be offered jointly with 4000-level courses but differentiated requirements for students enrolled in 5000 section required. Not open to undergraduate students except seniors admitted to an Accelerated Masters Program.
6000	Advanced graduate courses. Require students to master and synthesize disciplinary knowledge and theoretical concepts. May not be offered jointly with 4000-level courses. Not open to undergraduate students except seniors admitted to an Accelerated Masters Program.
7000	Independent graduate study. Emphasize the synthesis of advanced knowledge and techniques and the creation of new knowledge in scholarly and/or professional settings. Restricted to graduate students.

Units of Credit

In accordance with **federal regulations (34 CFR 600.2)**, a credit hour is an amount of work that is an institutionally established equivalency that reasonably approximates

- (i) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, of the equivalent amount of work over a different amount of time, and
- (ii) At least an equivalent amount of work as required in (i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In accordance with federal regulations 34 CFR 668.8, an undergraduate educational program in credit hours requires that a semester or trimester credit hour must include at least 30 clock hours of instruction and a quarter hour must include at least 20 clock hours of instruction, for the purposes of Title IV, HEA programs.

The **Louisiana Board of Regents** (Appendix B, Proposed Seat-Time policy for Academic Credit, January 25, 2001):

All classes must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for a “traditional” three-semester hour lecture class. The basis for such certification of learning is a valid, credible assessment system which reliably determines whether a student possesses clearly identified, standards-based knowledge, skills, and abilities.

The **University of Louisiana Board of Supervisors’** definition of a credit hour (Bylaws, Part Two, Chapter 1, Section VII, Academic Programs):

For each semester of credit, a traditional lecture or laboratory course shall strive to meet a minimum of 750 minutes.

GENERAL POLICY

As per the [University Catalog](#), University of New Orleans courses should meet the University of New Orleans guidelines for Course Level and both Federal and University of Louisiana System requirements for credit hours. This applies to all academic credit bearing courses that are transcribed (certificate, baccalaureate, graduate) regardless of delivery mode, including in-person, online and hybrid. This applies to all kinds of courses including lecture, seminar, laboratory, lecture/lab, internships, practica, studio work, independent studies, practica, research, service-learning, and clinical experiences.

Academic units are responsible for ensuring that the course level assigned to a course and the credit hours awarded meet Federal, University of Louisiana System, and University policy requirements. All courses should identify and publish student learning outcomes and expected workload that meet the standards set forth in Federal and State definitions of a credit hour.

PROCEDURE

The determination of course level and credit hours is the responsibility of faculty and departments when proposing a new course or revision to an existing course, including a new mode of delivery. Both the College Courses and Curriculum Committee and the University Courses and Curriculum Committee are responsible for following the Course Level and Credit Hour Policy in its review and approval of courses, and for ensuring that the student learning outcomes and syllabus meet the course level and credit hour standard.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*

Revisions: 06/28/2022