Credit Hour Assignment Procedure

Malone University follows its Credit Hour Assignment Policy through the following means:

1. Each term the course schedule is generated based on the university's credit hour policy, including beginning and ending dates and the type of course (e.g. lecture, lab, internship, etc). The schedule is developed collaboratively by department chairs and the registrar's office.
    a. For on-ground courses, seat time is based on the number of credit hours assigned to the course.
    b. Faculty must request, through their department chair, to teach a hybrid course. If approved, the course is designated either hybrid level 1 or 2 with appropriate notation in the online course schedule.
    c. To comply with credit hour assignment policy, online courses must follow Online Course Standards, which include:
        i.   Course content must conform to the course description listed in the Malone University catalog
        ii. The scope and depth of the course must be the same as the ground version of the course.

2. All faculty are required to "prepare and publish a syllabus for each course taught, following appropriate certification guidelines as required." (Faculty Handbook). Copies of all syllabi are collected in the Provost's office.

3. New faculty (both full-time and adjunct) are provided with resources, including sample syllabi and syllabus guidelines, to ensure that course design meets discipline and university requirements.

4. During faculty performance reviews (including promotion and tenure reviews and post-tenure review) teaching materials (e.g. syllabi, assignments, etc.) are examined by faculty peers and academic leadership to ensure sufficient teaching effectiveness and adequate rigor. As appropriate, recommendations are made for revision so as to be in compliance with university policy.

5. If problems are noted with syllabi or other aspects of teaching effectiveness (whether on-ground, hybrid, or online), the department chair is notified. If necessary, the Provost's office conducts a review and develops a plan for remediation. Subsequently, department chairs review syllabi and other materials to verify that problems have been addressed.

6. During review of academic proposals (for new programs or program revisions), all faculty examine and approve changes to the curriculum. Proposals are also reviewed by the registrar to ensure compliance with policy.

7. Syllabi for dual credit courses taught at partner high schools are submitted to department chairs each term for review.