



**2019-2020 Winter Intersession Course Proposal Form**

**Due Date: September 16, 2019 to Provost's Office ([Provost@utoledo.edu](mailto:Provost@utoledo.edu) or UH 3340)**

*Winter Intersession will begin December 16, 2019 and run through January 17, 2020. This is a voluntary term that permits faculty to offer courses during this time. The dates of instruction will be selected by the faculty member however, the course design must meet the Federal Guidelines and University policy for contact hour requirements. Face to face instruction, distance learning based courses, or a combination of both will be available. Face to face instruction cannot meet over Winter Break, (December 24, 2019 through January 1, 2020), with the exception of travel abroad courses.*

Name Department

Course name

Course code Course credit hours (1-3) Maximum Enrollment

Catalog description of course

Proposed beginning date for this intersession course

Proposed ending date for this intersession course

Proposed class meeting schedule for the duration of the course

Date	Activity	Direct Contact (minutes)	Independent Work (minutes)

I confirm that this course is compliant with UT's Academic Credit Hour policy;  
<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-23-Academic-credit-hour.pdf>

Provide a detailed and thoughtful discussion of how the instruction and student requirements currently included in the course will be adjusted, revised or reformatted to fit into the abbreviated intersession term and still maintain the integrity and rigor of the existing course.

Did you run this course in last year's Winter Intersession?

If my proposal is accepted and I teach this course during the intersession, I agree to provide the requested program data in a timely manner.

Are there additional costs to students associated with this course?

If yes, please provide explanation

Additional comments related to your proposal to teach this course during the intersession

Signature of Department Chair

Signature of College Dean

*\*Attach a copy of the syllabus used for the Winter Intersession.\**

*Review of 2019-2020 Winter Intersession Course Proposals will be ongoing. Faculty will be notified of their course approval as soon as their proposal is reviewed by the steering committee. Registration for students will open simultaneously with the [Spring 2020 registration dates](#).*

*If there is sufficient enrollment for the Winter Intersession course, final confirmation will be sent to faculty on December 2, 2019.*

*Enrollment for the Winter Intersession courses will be closely monitored to insure there is sufficient registration to run the course.*

<b>Name of Policy:</b> Academic Credit Hour <b>Policy Number:</b> 3364-71-23 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Provost and Executive Vice President for Academic Affairs <b>Scope:</b> Credit-bearing academic programs Key words: credit hour		 <b>Original effective date:</b> July 26, 2017	
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University awards one semester credit hour for a minimum of seven hundred fifty (750) minutes of formalized instruction that requires the student to work a minimum of one thousand five hundred minutes (1500) of out-of-class assignments. Credit hours may be calculated differently for different modes of formalized instruction as listed in the Ohio Department of Higher Education Chancellor’s Directive 2010-016 (March 2010).

The University recognizes other types of instruction, such as competency-based learning and assessment, self-paced learning or other types of alternatively structured courses, may be awarded a semester credit hour when there exists reasonable documented evidence, ascertained by valid and current assessment methods, that a quantum of knowledge has been mastered equal to that which has been traditionally acquired through formalized instruction.

(B) Purpose of policy

The policy establishes the awarding of a credit hour for formalized instruction or any variations of instruction or any types of alternatively structured courses offered by the University in accord with the Ohio Department of Higher Education Chancellor’s Directive referenced above.

(C) Scope

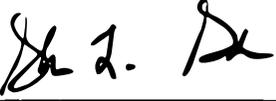
The awarding of credit hours applies to transfer credit, courses and programs of study leading to a degree or certificate.

(D) Criteria for different modes of formalized instruction

The Provost is responsible for ensuring the criterion for awarding credit hours is met (regardless of the instructional modality). The procedures for the awarding of credit are available through the provost office.

(E) References

Federal definition of credit hour, 34 CFR §600.2; Ohio Administrative code credit hour definition, OAC 3333-1-02 (B) (13); OAC 3333-1-02 (B) (15); Definition of formalized instruction, Chancellor's Directive, 2010-016 (March 2010).

<p>Approved by:</p>  <hr/> <p>Sharon L. Gaber President</p> <p><u>July 26, 2017</u> Date</p> <p><i>Review/Revision Completed by: Faculty Senate; Vice Provosts, Deans, Associate Deans, Assistant Deans and Chairs; Legal Affairs Office</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• None</li></ul> <p>Initial effective date: July 26, 2017</p> <p>Next review date: July 26, 2020</p> <p>The University of Toledo Faculty Senate must be included in the process related to the revision or reaffirmation of this policy.</p>
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