

Part II. Impact of the change on selected requirements of the *Principles of Accreditation*

C. Educational Programs

The institution has policies and procedures for determining the credit hours awarded for **courses** and programs that conform to commonly accepted practice in higher education and Commission policy. (*See Commission policy "Credit Hours."*) (**Definition of credit hours**)

Compliance Statement

Kennesaw State University (KSU) is in compliance with this federal requirement and there is no impact on the faculty, students, or staff of KSU as a result of consolidation.

Impact of Consolidation

Both Kennesaw State University (KSU) and Southern Polytechnic State University (SPSU) were in compliance with this federal requirement prior to consolidation. The consolidated KSU remains in compliance because the majority of the curriculum that was offered before consolidation remained unchanged in content and scheduling format. The impact of consolidation on compliance was negligible.

Narrative

Credit Hour Policy

Kennesaw State University (KSU or the University) policies and procedures that determine the award of a credit hour for coursework and program completion are in place. Specifically, KSU:

- conforms to policies and guidance provided by the [U.S. Department of Education](#) [1], Southern Association of Colleges and Schools Commission on Colleges ([SACSCOC](#)) [2], and [Board of Regents](#) (BOR) [3] of the University System of Georgia (USG) policies;

- follows generally accepted practices in higher education;
- has a policy that defines a credit hour for determining the credit hours to be awarded for courses as well as for use in ensuring completion of requirements for the awarding of a degree;
- has established faculty and institutional governance processes to review and approve course and degree program proposals to ensure conformity with governing regulations and policies; and
- has an established policy or procedure to evaluate and award academic credit for transfer of credit.

Beginning on page 7 are samples of courses, short descriptions of how credit hours are calculated, and tables with the calculations that demonstrate compliance with this federal requirement. Representative samples include courses that are offered in each of KSU's academic terms and across its disciplines.

Credit Hour Definition

[KSU's policy defines a credit hour](#) as one hour (50 minutes) of classroom or direct faculty instruction and two hours (100 minutes) of out-of-class student work each week for 15 weeks in a semester [4]. This equates to a minimum of 750 minutes of class and 1,500 minutes of out-of-class academic engagement per semester credit hour. An equivalent amount of work is required in educational activities that are out of the classroom or do not include direct faculty instruction and equates to a minimum of three hours of student engagement per week, per semester credit hour or a minimum of 2,250 minutes. These equivalencies are provided for use in online and hybrid courses and are shown in [Table 4 \(page 44\)](#) at the end of this narrative. KSU's policy is published in the academic policies section of the undergraduate and graduate catalogs and covers all courses regardless of type of course, term length, or delivery mode.

KSU also adheres to governing requirements as noted below.

1. BOR policy, which states that there must be a minimum of 750 minutes of instruction or its equivalent for each semester credit hour assigned to a course.
2. The United States Department of Education guidance to institutions and accrediting agencies as reflected in its October 29, 2010, “Dear Colleague” letter¹.

In 34 CFR 600.2 of the final regulations, we defined a credit hour for Federal programs, including the Federal student financial assistance programs, as--

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work 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, or the equivalent amount of work over a different amount of time; or*
- 2. At least an equivalent amount of work as required in paragraph (1) 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 the case of a program subject to the clock-to-credit-hour conversion requirements, institutions must determine the credit hours to be awarded for coursework under those requirements.

¹ Page 5, Enclosure A, Regulatory Language.

Determination of Credit and Academic Calendar

In determining the amount of credit awarded for courses, KSU faculty and academic leadership rely on the professional opinion of faculty who develop and teach courses as to what is appropriate content and time required to master the outcomes of a course based on its stated amount of credit and the review by faculty curriculum governance bodies to assure academic quality and rigor of the institution’s educational offerings. The judgments of KSU faculty and curriculum committees are further evaluated and sustained through periodic external peer review of KSU’s academic programs.

The remainder of this narrative describes KSU courses and the amount of academic credit awarded as offered during academic terms shown below.

Academic Terms	Course Type/Format
Full-term (15-week semester)	Face-to-face Lecture
Part-term (1/2/4/6/8-week sessions)	Laboratory
	Lecture with Laboratory
	Practicums
	Clinical
	Studio
	Hybrid
	Online

KSU uses the academic calendar as the framework to ensure that the required number of engaged minutes for each course as calculated by instructional faculty is met during each academic term. [BOR policy](#) [5] states that USG institutions will have two semesters of 15 weeks and that each institution “will determine all other necessary dates for the semester, including ...flexible scheduling with and between semesters.” Each term must be separated by one day and institutions should factor in religious holidays for students based on the characteristics of the student body.

Based on these guidelines, the consolidate KSU academic calendar and class schedule were created by the [Operational Working Group \(OWG\) 29](#) [6], approved by the Consolidation

Implementation Committee, and [implementation completed by November 2014](#) [7].

Throughout the collaborative process of developing the academic calendar and class schedule, the OWG-29 co-chairs updated the Faculty Senate and academic leadership at their regularly scheduled meetings.

Face-to-face Lecture Courses

KSU relies on the commonly accepted practice that for lecture (face-to-face) format courses students will spend two hours outside of class for every one hour spent in class. Learning outcomes for lecture courses are based on the assumption of 750 minutes of instructional time and 1,500 minutes spent in out-of-class preparation, for a total of 2,250 engaged minutes for one credit hour for a course. KSU adheres to this standard for all face-to-face lecture courses, and all courses meet this standard.

The majority of courses are lecture courses that range from one credit hour to four credit hours, with most being three hours. As shown in Table 1, instructional minutes for each of these credit-hour courses meets the minimum requirement of 750 minutes of instruction, 1,500 minutes of out-of-class preparation, and the total of 2,250 engaged minutes per credit hour. Table 1 shows three-hour lecture courses meeting the required minimum of 2,250 minutes of instruction. Table 2 shows scheduling models for three-hour lecture courses and meet the minimum 2,250 minutes of instruction.

Examples of out-of-class engagement include 1) readings of a textbook and supporting materials, 2) reviews of notes and materials for quizzes and tests, 3) project planning and construction activities, and 4) group/team activities. One or more of these required engagement activities can exceed the expected out-of-class involvement.

Table 1. Minutes of Instruction for a Lecture Course for Full-term (15-week Semester)

Number of Credit Hours	Instructional Minutes per Week	Out-of-class Minutes per Week	Instructional Minutes per Semester	Out-of-Class Minutes per Semester	Total Engaged Minutes per Semester
1	50	100	750	1500	2250
2	100	200	1500	3000	4500
3	150	300	2250	4500	6750
4	200	400	3000	6000	9000

Table 2. Minutes of Instruction for a Three-Hour Lecture Course, Full-term (15-week Semester)

Class Days	Number of Class Days	Minutes of Instruction Per Class Day	Instructional Minutes Per Semester
Monday and Wednesday (MW)	30	75	2250
Tuesday and Thursday (TR)	30	75	2250
Monday, Wednesday, and Friday (MWF)	45	50	2250
Monday (M)	15	150	2250*
Tuesday (T)	15	165	2475*
Wednesday (W)	15	165	2475*
Thursday (R)	15	165	2475*
Friday (F)	15	165	2475*
Saturday (S)	15	165	2475*
Sunday (U)	15	165	2475*

* Includes 15-minute break per class session, 2250 instructional minutes with breaks excluded.

Examples of 3-Credit Lecture Courses Offered in a 15-week Semester

81418 CE 3201/01 Structural Analysis Fall Semester 2015

CE 3201—Structural Analysis. Class meets for 150 minutes or 75 minutes of instruction for 30 class sessions or 2,250 minutes plus 4,500 minutes of out-of-class engagement. (6,750 total for 3 credits)

CE 3201/01 - Structural Analysis								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
81418	3.000	Full Term	35			35	7	28

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Engineering Technology Center Room 207	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td></td><td>X</td><td></td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X		X					3:30 pm - 4:45 pm Lecture	Aug 17, 2015	Dec 14, 2015	Wasim S. Barham
U	M	T	W	R	F	S															
X		X																			

85318 ARCH 6510/01 Green Design Fall Semester 2015

ARCH 6510—Green Design. Class meets for 50 minutes of instruction for three class sessions or 150 minutes plus 300 minutes of out of class engagement or more per week (450 minutes a week for 15 weeks or 6,750 minutes total per semester for 3 credits).

ARCH 6510/01 - Green Design								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
85318	3.000	Full Term	10	0	10	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors

Marietta Campus	Classroom - 100%	Architecture Room 173	U	M	T	W	R	F	S	11:00 am - 11:50 am	Aug 17, 2015	Dec 14, 2015	TBA
										Lecture			
			X		X				X				

Examples of 2-Credit and 4-Credit Lecture Courses Offered in a 15-week Semester

84831 ARCH 1000/C48 Orientation to Architecture Fall Semester 2015

ARCH 1000—Orientation to Architecture. Class meets for 50 minutes of instruction for two class sessions or 100 minutes plus 200 minutes of out of class engagement or more per week (300 minutes a week for 15 weeks or 4,500 minutes total per semester for 2 credits).

ARCH 1000/C48 - Orientation to Architecture													
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability					
84831	2.000	Learning Communities	0			0	0	0					
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors						
Marietta Campus	Classroom - 100%	Architecture Room 173	U	M	T	W	R	F	S	9:00 am - 10:00 am	Aug 17, 2015	Dec 14, 2015	Arief Budi Setiawan
			X		X					Lecture			

Examples of 3-Credit Lecture Courses Offered During Part-term Sessions (2, 4, 6, and 8 weeks)

50769 NURS 4429/01 Disaster/Emerg Preparedness May Session 2015 (2 weeks)

NURS 4429—Disaster/Emerg Preparedness. Class meets for 240 minutes with a 15-minute break or 225 minutes of instruction for 10 class sessions or 2,250 minutes plus 5,400 minutes of out-of-class engagement or more.

<u>NURS 4429/01 - Disaster/Emerg Preparedness</u>								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
50769	3.000	May Session	30	29	1	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Prillaman Health Sciences Room 2010	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X	X	X	X	X			8:00 am - 12:15 pm Lecture	May 11, 2015	May 22, 2015	Mary A White
U	M	T	W	R	F	S															
X	X	X	X	X																	

50722 STAT 3120/01 Statistical Methods I Summer 2015 Session I (4 weeks)

STAT 3120—Statistical Methods I. Class meets for 165 minutes with a 25-minute break or 140 minutes of instruction for 16 class sessions or 2,240 minutes plus 4,510 minutes of out-of-class engagement or more.

STAT 3120/01 - Statistical Methods I									
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability	
50722	3.000	Summer I Four-Week Session	30	14	16	0	0	0	

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Clendenin Building Room 1005	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X	X	X	X				8:00 am - 10:45 am Lecture	May 27, 2015	Jun 25, 2015	Kimberly D Gardner
U	M	T	W	R	F	S															
X	X	X	X																		

50818 ECE 7514/01 Inquiry: Ess of Tech Strategies Summer 2015 Session II (6 weeks)

ECE 7514—Inquiry: Ess of Tech Strategies. Class meets for 225 minutes with two 15-minute breaks or 190 minutes of instruction for 10 class sessions or 2,250 minutes plus 4,500 minutes of out-of-class engagement or more.

ECE 7514/01 - Inquiry:Ess of Tech Strategies								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
50818	3.000	Summer II Six-Week Session	25	0	25	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Kennesaw Hall Room 2101	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			1:00 pm - 4:45 pm Lecture	Jun 08, 2015	Jul 21, 2015	Douglas D Bell
U	M	T	W	R	F	S															
		X		X																	

51252 ACCT 3200/01 Concepts in Federal Taxation Summer 2015 Session II (4 weeks)

ACCT 3200—Concepts in Federal Taxation. Class meets for 165 minutes with a 25-minute break or 140 minutes of instruction for 16 sessions or 2,240 minutes plus 4510 minutes of out-of-class engagement or more (6,750 total for 3 credits).

ACCT 3200/01 - Concepts in Federal Taxation								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
51252	3.000	Summer II Four-Week Session	48	25	23	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors													
Kennesaw Campus	Classroom - 100%	Burruss Building Room 293	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S	X	X	X	X				8:00 pm - 10:45 pm Lecture	Jun 29, 2015 - Jul 28, 2015	Tobias Matthew Mendelson
U	M	T	W	R	F	S														
X	X	X	X																	

51188 MUED 3340/05 Music for Early & Middle Grade Summer 2015 Session II (4 weeks)

MUED 3340—Music for Early & Middle Grade. Class meets for 120 minutes with a 20-minute break or 100 minutes of instruction for 16 class sessions or 1600 minutes plus 2,900 minutes of out-of-class engagement or more (4,500 total for 2 credits).

MUED 3340/05 - Music for Early & Middle Grade									
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability	
51188	2.000	Eight-Week Session	10	2	8	0	0	0	

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Off Campus	Classroom - 100%	TBA	<table border="1"> <tr> <th>U</th> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>S</th> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			11:00 am - 1:00 pm Lecture	May 27, 2015	Jul 25, 2015	Judith Ann Beale
U	M	T	W	R	F	S															
		X		X																	

50822 MATH 0098/01 Intermediate Algebra Summer Session 2015 (8 weeks)

MATH 0098—Intermediate Algebra. Class meets for 165 minutes with a 25-minute break or 140 minutes of instruction for 16 class sessions over eight weeks or 2,240 minutes plus 4,510 minutes of out-of-class engagement or more.

MATH 0098/01 - Intermediate Algebra									
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability	
50822	3.000	Eight-Week Session	25	24	1	0	0	0	
Campus	Instructional Method	Where	Days			Time	Start Date	End Date	Instructors
Kennesaw Campus	Classroom - 100%	Library Room 461	U	M	T	W	R	F	S
			X	X					
						8:00 pm - 10:45 pm	May 27, 2015	Jul 25, 2015	Tonya Craton Jones
						Lecture			

51084 MATH 1190/03 Calculus I Summer Session 2015 (8 weeks)

MATH 1190—Calculus I. Class meets for 230 minutes with two 15-minute breaks or 200 minutes of instruction for 16 class sessions over eight weeks or 3,200 minutes plus 5,800 minutes of out-of-class engagement or more (9,000 total for 4 credits).

MATH 1190/03 - Calculus I								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
51084	4.000	Eight-Week Session	40	39	1	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Science Room 215	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S		X		X				11:00 am - 2:50 pm Lecture	May 27, 2015	Jul 25, 2015	Josip Derado
U	M	T	W	R	F	S															
	X		X																		

Laboratory and Practicum Examples

KSU, BOR, and federal definitions of a credit hour offer flexibility to accommodate various teaching formats. In the case of traditional lecture courses as described above, the expectation is that students will spend two hours in out-of class preparation for every one hour spent in class.

Laboratories and practicums require less out-of-class preparation time, but longer hours spent in the laboratories or clinical experiences, which compensates for the lesser amount of out-of-class assignments. Calculations of engaged minutes and examples of laboratory, practicum, and clinically-based courses for 2015 academic terms are shown below. KSU does not offer laboratories, practicums, and clinical courses during one-week or two-week terms.

83463 BIOL 2221/01 Human Anatomy & Physiology I Lab Fall Semester 2015
BIOL 2221—Human Anatomy & Physiology I Lab. The lab associated with BIOL 2221 meets for 110 minutes per week for 15 weeks for total of 1,650 minutes plus 600 minutes out-of-lab engagement.

BIOL 2221L/01 - Human Anatomy&Physiology I Lab																					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability													
83463	1.000	Full Term	24			5	5	0													
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Prillaman Health Sciences Room 3407	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S	X							9:00 am - 10:50 am Lab	Aug 17, 2015	Dec 14, 2015	Kristine Funkhouser Nowak
U	M	T	W	R	F	S															
X																					

50473 CHEM 1152L/01 Organic & Bio Chemistry Lab Summer Session 2015 (8 weeks)

CHEM 1152L—Organic & Bio Chemistry Lab. This lab accompanies CHEM 1152 and meets for 165 minutes with a 20-minute break (145 minutes) twice a week for eight weeks for a total of 2,320 minutes for one credit hour.

CHEM 1152L/01 - Organic & Bio Chemistry Lab								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
50473	1.000	Eight-Week Session	24			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Prillaman Health Sciences Room 1201	<table border="1"> <tr> <th>U</th> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>S</th> </tr> <tr> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S		X	X					8:00 am - 10:45 am Lab	May 27, 2015	Jul 25, 2015	Stephen A White
U	M	T	W	R	F	S															
	X	X																			

80569 TPS 4243/01 Audition Practicum Fall Semester 2015

TPS 4243—Audition Practicum. The lecture portion of the class meets for 75 minutes twice a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes.

TPS 4243/01 - Audition Practicum								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
85069	3.000	Full Term	16	7	9	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	J.M.Wilson Bldg. Room 227	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td>X</td><td></td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			11:00 am - 12:15 pm Lecture	Aug 17, 2015	Dec 14, 2015	Susan G Reid
U	M	T	W	R	F	S															
		X		X																	

Courses Combined with Laboratory, Activity, Clinical, Studio, and Performance

Calculating engaged minutes is more complicated for courses that combine lecture with laboratory (integrated science courses), activities (physical education), clinical rotations (nursing), studio work (arts), and performance (music and theatre). Students are expected to complete out-of-class preparation, but because of the laboratory/activity/studio/performance elements included in the instructional time, the expectation for out-of-class preparation is reduced compared to lecture-based courses with equivalent credit hours. Some disciplines specify the amount of lecture time versus other types of non-instructional activities. Other disciplines do not specify the amount of lecture time versus other types of non-instructional activities, but reasonable estimates are made. Students in courses combining lecture with laboratory/activity/studio/performance spend up to 1.5 hours in out-of-class preparation for every instructional hour.

Science Courses with Lecture and Laboratory Combined

KSU offers four-credit biology and science courses as part of general education requirements and also for undergraduate and graduate degree program requirements. Although these courses are four credit hours, they consist of 315 instructional minutes per week allocated as 150 lecture and 165 as laboratory. Based on faculty expectations, students spend 150 minutes in out-of-class preparations for every 75 minutes of lecture. The total engaged hours are shown below with each example.

83840 BIOL 4412K/01 Cell and Tissue Culture Fall 2015

BIOL 4412K—Cell and Tissue Culture. The lecture portion of the class meets for 50 minutes three times a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes. The lab adds 330 minutes per week for 15 weeks or 4,950 minutes for a grand total of 11,700 minutes of engagement.

BIOL 4412K/1 - Cell and Tissue Culture								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83840	4.000	Full Term	0			1	0	1

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Crawford Lab Room 171	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td></td><td>X</td><td></td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X		X		X			1:00 pm - 1:50 pm Lecture	Aug 17, 2015	Dec 14, 2015	Jennifer R. Louten
U	M	T	W	R	F	S															
X		X		X																	
Marietta Campus	Classroom - 100%	Crawford Lab Room 204	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td></td><td></td><td></td><td></td><td>X</td><td></td> </tr> </table>	U	M	T	W	R	F	S	X					X		2:00 pm - 4:45 pm Lab	Aug 17, 2015	Dec 14, 2015	Jennifer R. Louten
U	M	T	W	R	F	S															
X					X																

83670 BIOL 3301K/01 Introduction to Biotechnology Fall Semester 2015

BIOL 3301K—Introduction to Biotechnology. The lecture portion of the class meets for 50 minutes three times a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes. The lab adds another 170 minutes per week for 15 weeks or 2,550 minutes for a grand total of 9,300 minutes of engagement.

BIOL 3301K/01 - Introduction to Biotechnology								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83670	4.000	Full Term	24	23	1	5	0	5

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors
Kennesaw Campus	Classroom - 100%	Science Room 214	U M T W R F S	8:00 am - 8:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Premila Narayana Achar
			X X X				
Kennesaw Campus	Classroom - 100%	Science Laboratory Building Room 2050	U M T W R F S	9:00 am - 11:50 am Lab	Aug 17, 2015	Dec 14, 2015	Premila Narayana Achar
			X				

Integrated Science Courses for Early Childhood Education Majors

Two three-credit integrated science courses are required of early childhood education majors. Because students in these courses spend two hours in out-of-class preparations for every lecture hour spent in an ISCI class, the 8,550 engaged minutes per semester exceed the target of 6,750 engaged minutes for a three-credit hour class. Calculations and an example for two integrated science courses are described below.

83963 ISCI 2001/01 Life & Earth Science Concepts Fall Semester 2015

ISCI 2001—Life & Earth Science Concepts. The lecture portion of the class meets for 75 minutes twice a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes. The lab adds another 110 minutes per week for 15 weeks or 1,650 minutes for a grand total of 8,400 minutes of engagement.

ISCI 2001/01 - Life & Earth Science Concepts								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83963	3.000	Full Term	24	7	17	5	0	5

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors
Kennesaw Campus	Classroom - 100%	Science Room 214	U M T W R F S	10:00 am - 10:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Ben R Golden
			X X X				
Kennesaw Campus	Classroom - 100%	Science Room 250	U M T W R F S	11:00 am - 12:50 pm Lab	Aug 17, 2015	Dec 14, 2015	Ben R Golden
			X				

12886 ISCI 2002/01 Physical Sciences

Spring Semester 2015

ISCI 2002—Physical Sciences. The lecture portion of the class meets for 75 minutes twice a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes. The lab adds another 120 minutes per week for 15 weeks or 1,800 minutes for a grand total of 8,550 minutes of engagement.

ISCI 2002/02 - Physical Sciences								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
12886	3.000	Full Term	24	22	2	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Clendenin Building Room 1008	<table border="1"> <tr><td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td></td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> </table>	U	M	T	W	R	F	S		X		X				9:30 am - 10:45 am Lecture	Jan 07, 2015	May 06, 2015	Brendan E Callahan
U	M	T	W	R	F	S															
	X		X																		
Kennesaw Campus	Classroom - 100%	Science Room 250	<table border="1"> <tr><td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	U	M	T	W	R	F	S		X						12:30 pm - 2:20 pm Lab	Jan 07, 2015	May 06, 2015	Brendan E Callahan
U	M	T	W	R	F	S															
	X																				

Physical Education Courses

Physical education activity courses are one-credit courses that meet for 150 minutes per week in a 15-week semester. The expectation is that students devote one hour outside of class for every two instructional hours to learning about the sport and its rules in addition to practice.

Both examples provided require PE activity for 75 minutes twice a week for 15 weeks or 2,250 minutes of engagement for a one-credit course. The expected 75 minutes per week for 15

weeks (1,125 minutes) in out-of-class preparation is extra for a total of 3,375 minutes of engagement.

13063 HPE 1390/01 Beginning Tennis Spring Semester 2015

HPE 1390/01 - Beginning Tennis																					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability													
13063	1.000	Full Term	18	14	4	0	0	0													
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Convocation Center Room 2008	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X	X						9:30 am - 10:45 am Lecture	Jan 07, 2015	May 06, 2015	Darrio H Williams
U	M	T	W	R	F	S															
X	X																				

81923 HPE 103/02 Aerobic Condition/Wt. Train Fall Semester 2015

HPE 1030/02 - Aerobic Condition/Wt. Train																					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability													
81923	1.000	Full Term	20	17	3	5	0	5													
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Convocation Center Room 1054	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X	X						8:00 am - 9:15 am Lecture	Aug 17, 2015	Dec 14, 2015	Nathaniel Stephen Padilla
U	M	T	W	R	F	S															
X	X																				

Nursing Program Courses

Nursing program courses consist of lecture and clinical hours that are calculated separately, and the out-of-class preparation expectation is weighted separately. Because extensive preparation is required for a nursing clinical, nursing students have out-of-class assignments to prepare, skills to practice, and papers that must be submitted to clinical instructors. Credit-hour calculation is based on the expectation that nursing students spend two hours in out-of-class preparation for every one hour spent in lecture-based instruction, and one hour in out-of-class preparation for every hour of clinical lab work.

80681 NURS 3313/01 Adult Health Nursing Fall Semester 2015

NURS 3313—Adult Health Nursing. The lecture portion of the course meets for 180 minutes per week minus a 15-minute break for 15 weeks for 2,025 minutes in class. Out-of-class preparation consists of 4,050 minutes, making the total time 6,750 minutes per semester for the lecture portion of the course. For lab/high fidelity simulation/clinical (hospital) hours, a ratio of 1:3 credit hours to clock hours per week is used to calculate engagement hours per week. Lab/clinical activities fall under the overall number of lab hours for a semester. The lab section is scheduled for 12 hours a week for 15 weeks (180 X 60), which totals 10,800, minus a 15-minute/hour break (2,700) for 8,100 minutes. Add the out-of-class preparation time (180 x 60) of 10,800 minutes for a total of 25,665 engaged minutes (6,750 plus 8100 plus 10,800).

NURS 3313/01 - Adult Health Nursing								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
80681	6.000	Full Term	10			0	0	0
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors	
Kennesaw	Classroom -	Prillaman Health	U M T W R F S	1:00 pm - 3:45 pm	Aug 17,	Dec 14,	Cheryl Ann Yarde, Jennifer L	

Campus	100%	Sciences Room 1101	X						Lecture	2015	2015	Bartlett
Kennesaw Campus	Classroom - 100%	Prillaman Health Sciences Room 2203	U	M	T	W	R	F	S	8:00 am - Aug 12:00 pm 17, Lab 2015	Dec 14, 2015	Cheryl Ann Yarde, Jennifer L Bartlett

80959 NURS 4417/01 Advanced Clinical Practicum Fall Semester 2015

NURS 4417—Advanced Clinical Practicum. This is a four-credit nursing clinical capstone course without a lecture component. Students meet periodically throughout the semester to complete calculation exams and or other exams (ATI); exam hours are counted as part of the clinical (hospital) hours. The clinical component is equal to 12 clock hours (ratio of 1:3 credit hours to clock hours) per week for 15 weeks for a total of 10,800 engaged minutes. The course includes a 15-minute break for 15 weeks (2,700 minutes). Students complete 8,100 minutes of clinical engagement (at hospitals) and 10,800 minutes out-of-class engagement (clinical prep). The final total is 16,200 minutes of engagement. Nursing clinical hours typically exceed the minimums for engagement per credit hour.

NURS 4417/01 - Advanced Clinical Practicum								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
80959	4.000	Full Term	90			0	0	0
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors	
Kennesaw Campus	Classroom - 100%	Prillaman Health Sciences Room 1101	U M T W R F S	11:00 am - 1:45 pm Lecture	Aug 17, 2015	Dec 14, 2015	Jane D Brannan	

Studio Architecture Course

84818 ARCG 1001/C48 Architecture Studio I Fall Semester 2015

ARCG 1001—Architecture Studio I. Class meets for 600 minutes of instruction with two 20-minute breaks for three class sessions or 1,800 minutes plus 960 minutes of out-of-class engagement or more per week (1,560 minutes a week for 15 weeks or 23,400 minutes total per semester for 4 credits).

Table 3. Studio Courses

Number of Credits	Instructional Minutes Per Week	Out-of Class minutes per week	Instructional minutes per semester	Out -of-class minutes per semester	Total Engaged Minutes per semester
1	150	240	2,250	3,600	5,850
2	300	480	4,500	7,200	11,700
3	450	720	6,750	10,800	17,550
4	600	960	9,000	14,400	23,400
5	750	1,200	11,250	18,000	29,250

ARCH 1001/C48 - Architecture Studio I								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84818	4.000	Learning Communities	0			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Design 1 Room 200	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td>X</td><td></td><td>X</td><td></td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S	X		X		X			2:00 pm - 6:00 pm Lecture	Aug 17, 2015	Dec 14, 2015	Bronne Dytoc
U	M	T	W	R	F	S															
X		X		X																	

Studio arts courses, such as **ARTS 1150—Drawing I** and **ART 2150—Drawing II**, ART 1200 (Three-Dimensional Design), and ART 2550 (Computer Applications in Art) are three-credit hour full-term courses that meet for two hours and 45 minutes (165 minutes) twice a week for the full-term semester, or 330 instructional minutes per week. Based on this calculation, KSU students will spend one hour out-of-class for every two hours of instruction; thus, the 6,930 engaged minutes per semester exceed the target of 6,750 engaged minutes for a three-credit hour class.

Both of these art studio classes (**ARTS 1150—Drawing I** and **ART 2150—Drawing II**) meet for 165 minutes minus a 15-minute break or 150 minutes twice a week for 15 weeks for 4,500 minutes of class time plus an additional 2,250 out-of-class time for 6,750 minutes of engagement.

85337 ART 1150/04 DRAWING Fall Semester 2015

ART 1150/04 - Drawing I																					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability													
85337	3.000	Full Term	20	13	7	0	0	0													
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Visual Arts Room 102	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td>X</td><td></td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			9:30 am - 12:15 pm Lecture	Aug 17, 2015	Dec 14, 2015	Kelly M Thames
U	M	T	W	R	F	S															
		X		X																	

85335 ART 2150/01 DRAWING II Fall Semester 2015

ART 2150/01 - Drawing II								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
85335	3.000	Full Term	20			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Visual Arts Room 112	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td></td><td>X</td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S		X		X				6:30 pm - 9:15 pm Lecture	Aug 17, 2015	Dec 14, 2015	Benjamin Mark Goldman
U	M	T	W	R	F	S															
	X		X																		

84500 MUSI 1143/01 Jazz Ensemble Fall Semester 2015

MUSI 1143—Jazz Ensemble is a one-credit course that meets for 220 minutes per week. Students are expected to spend at least 60 minutes a week practicing outside of class, making this course a total of 4,200 engaged minutes, which exceeds the target of 2,250 engaged minutes for a one-credit hour course.

MUSI 1143/01 - Jazz Ensemble								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84500	1.000	Full Term	20	12	8	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Bailey Performance Center	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S								11:00 am - 12:50 pm	Aug 17, 2015	Dec 14, 2015	Samuel B Skelton, Wesley D. Funderburk
U	M	T	W	R	F	S															

		Room 115		X		X		Lecture				
Kennesaw Campus	Classroom - 100%	Bailey Performance Center Room 100	U	M	T	W	R	F	S	11:00 am Aug 17, 2015	Dec 14, 2015	Samuel B Skelton, Wesley D. Funderburk
				X		X				pm	Lecture	

MUSI 1145—Concert Band and MUSI 1149—Choral are one-credit hour courses that meet for 150 minutes per week. Students spend a minimum of 60 minutes per week in out-of-class preparation to meet the target of 2,250 engaged instructional minutes for this course.

84508 MUSI 1145/01 Concert Band

Fall Semester 2015

MUSI 1145/01 - Concert Band								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84508	0.000 TO 1.000	Full Term	35	31	4	0	0	0
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors	
Kennesaw Campus	Classroom - 100%	Bailey Performance Center Room 100	U M T W R F S	2:00 pm - 3:15 pm	Aug 17, 2015	Dec 14, 2015	Debra Traficante	
				X		X		Lecture

84538 MUSI 1149/01 Choral

Fall Semester 2015

MUSI 1149/01 - Chorale								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84538	1.000	Full Term	50	16	34	0	0	0
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors	
Kennesaw Campus	Classroom - 100%	Bailey Performance Center Room 115	UMTWRFS X X	2:00 pm - 3:15 pm Lecture	Aug 17, 2015	Dec 14, 2015	Alison Mann	

Ear-training courses (**MUSI 1111 and 2111**) are one-credit courses that meet for 100 minutes per week. Students are expected spend at least 50 minutes per week in out-of-class preparation; these courses have 2,250 engaged minutes, which is the target for a one-credit course.

84484 MUSI 1111/02 Aural Skills I

Fall Semester 2015

MUSI 1111/02 - Aural Skills I								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84484	1.000	Full Term	15	4	11	0	0	0
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors	
Kennesaw Campus	Classroom - 100%	J.M.Wilson Bldg. Room 108	UMTWRFS X X	8:00 am - 8:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Jeffrey S Yunek	

84654 MUSI 2111/01 Aural Skills III

Fall Semester 2015

MUSI 2111/03 - Aural Skills III								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84654	1.000	Full Term	15			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	J.M.Wilson Bldg. Room 221	<table border="1"> <tr> <th>U</th> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>S</th> </tr> <tr> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S		X		X				9:00 am - 9:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Benjamin K Wadsworth
U	M	T	W	R	F	S															
	X		X																		

Other one-credit courses such as **MUSI 1165—Class Piano I** and **MUSI 3165—Class Piano III** meet for 100 minutes per week, with the expectation that students will practice out of class for at least 100 minutes each week. Below are samples for piano courses.

MUSI 1165/01 - Class Piano I								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84576	1.000	Full Term	0			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Music Building Room 102	<table border="1"> <tr> <th>U</th> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>S</th> </tr> <tr> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S		X		X				2:00 pm - 2:50 pm Lecture	Aug 17, 2015	Dec 14, 2015	Julie Coucheron
U	M	T	W	R	F	S															
	X		X																		

MUSI 3165/01 - Class Piano III								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84685	1.000	Full Term	14	11	3	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	Music Building Room 102	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			10:00 am - 10:50 am Lecture	Aug 17, 2015	Dec 14, 2015	
U	M	T	W	R	F	S															
		X		X																	

Applied music encompasses the areas of instrumental and vocal performance requiring individual studio instruction (**MUSI 3320**). Other courses in music requiring highly specialized individual application such as composition and pedagogy are also taught through corresponding individual studio instruction.

MUSI 3320/01 - Form and Analysis								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
84765	2.000	Full Term	25	22	3	0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	J.M.Wilson Bldg. Room 119	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			10:00 am - 10:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Benjamin K Wadsworth
U	M	T	W	R	F	S															
		X		X																	

Studio instruction is offered in applied music performance courses for one to two credit hours. Studio instruction is offered in composition for two credit hours and in pedagogy for three credit

hours (MUSI 3371, **MUSI 3372**, MUSI 4471, and MUSI 4472). Students are expected to devote an hour to four hours a day in outside practice time in addition to the required weekly meeting time. Advancement to the succeeding level requires a faculty jury recommendation. All junior and senior recitals must be preceded by a faculty jury recommendation.

MUSI 3372/01 - Composition								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
85053	2.000	Full Term	0			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors
Kennesaw Campus	Classroom - 100%	TBA	TBA	TBA	Aug 17, 2015	Dec 14, 2015	Laurence E Sherr

TPS 2713—Theatre Production is a two-credit-hour course that meets for 165 minutes per week. Students are involved in six plays (production crew hours, about 48 hours in the course over a two-week period) and out-of-class preparation time (reading scripts, etc., about 12 hours) totaling 60 hours (3,600 minutes).

85114 TPS 2713/01 Production Fall Semester 2015

TPS 2713/01 - Production								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
85114	2.000	Full Term	25			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Kennesaw Campus	Classroom - 100%	J.M.Wilson Bldg. Room 225	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </table>	U	M	T	W	R	F	S						X		2:00 pm - 4:45 pm Lecture	Aug 17, 2015	Dec 14, 2015	Elizabeth M Rasmusson
U	M	T	W	R	F	S															
					X																

TPS 3050 (Applied Performance and Production) is a one-credit-hour course that meets for 105 minutes per week, with the expectation that students will practice out of class for at least 210 minutes each week.

85160 TPS 3050 Applied Performance and Production Fall Semester 2015

TPS 3050/02 - Applied Performance Production								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
85160	1.000	Full Term	0			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors
Kennesaw Campus	Classroom - 100%	TBA	TBA	TBA	Aug 17, 2015	Dec 14, 2015	John S Gentile

Architecture Studios

Architecture students take 10 sequential architectural design studios, one per semester at four credit hours each, from first year to fifth year.

ARCH 4013—Architecture Studio VII meets for 600 instructional minutes per week. Out-of-class time varies for each project, but equals at least a 50 percent ratio (300 minutes per week). For every one hour of studio a student should expect to spend 30 minutes outside of class, making this four-hour course a total of 13,500 engaged minutes.

ARCH 4013/02 - Arch Studio VII Comp Studio								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
82582	4.000	Full Term	16	12	4	4	0	4

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Architecture Room 232	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td>X</td> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S	X		X		X			2:00 pm - 5:50 pm Lecture	Aug 17, 2015	Dec 14, 2015	TBA
U	M	T	W	R	F	S															
X		X		X																	

Construction Management Capstone

Students enrolled in Construction Management courses may take **CM 4900** in the fall, spring, or summer semester. The lecture portion of the class meets for 75 minutes twice a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes. The lab adds another 110 minutes per week for 15 weeks or 1,650 minutes for a total of 8,400 minutes of engagement.

80618 CM 4900/01 Capstone Project

Fall Semester 2015

CM 4900/01 - Capstone Project								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
80618	3.000	Full Term	23	8	15	10	0	10

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Academic Building Room 361	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td>X</td><td></td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			2:00 pm - 2:50 pm Lecture	Aug 17, 2015	Dec 14, 2015	Maureen Weidner
U	M	T	W	R	F	S															
		X		X																	
Marietta Campus	Classroom - 100%	Academic Building Room 361	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td>X</td><td></td><td>X</td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			3:00 pm - 3:50 pm Lab	Aug 17, 2015	Dec 14, 2015	Maureen Weidner
U	M	T	W	R	F	S															
		X		X																	

Computer Game Design and Development

Students enrolled in Computer Game Design and Development (CGDD) take a variety of courses, and some of the upper-division courses involve lab/studio work such as:

- CGDD4003, Digital Media and Interaction;
- CGDD4313, Designing Online Learning Content and Environments;
- CGDD4603, Production Pipeline and Asset Management;
- CGDD4803, Studio; and
- CGDD4814, Capstone.

For the CGDD 4003, 4313, and 4603 courses, a portion of the time in the course is spent in class and a portion of the time is spent in the game studio. For these courses, the lecture portion of the class meets for 75 minutes twice a week for 15 weeks or 2,250 minutes plus 4,500 out-of-class minutes for a total of 6,750 minutes. The lab adds another 120 minutes per week for 15 weeks or 1,800 minutes for a grand total of 8,550 minutes of engagement. **CGDD**

4003 is representative of these five courses.

80398 CGDD 4003/01 Digital Media & Interaction

Fall Semester 2015

<u>CGDD 4003/01 - Digital Media & Interaction</u>								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83098	3.000	Full Term	40			15	5	10

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Atrium Building Room 202	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S			X		X			3:30 pm - 4:45 pm Lecture	Aug 17, 2015	Dec 14, 2015	Jeffrey W. Chastine
U	M	T	W	R	F	S															
		X		X																	

Studio and capstone courses involve a studio/lab-centric experience wherein students spend the majority of their time developing studio projects. As an example, **CGDD 4803—Studio** class meets once per week for one hour (50 minute hour) for students to demonstrate and critique their studio progress. Students work in a lab environment for 18 hours per week in 4803 and 24 hours per week in CGDD 4814. A half-hour of engagement is expected for each in-studio hour, resulting in 13 hours per week of total engagement.

CGDD 4803/01 - Studio								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83144	3.000	Full Term	40	28	12	15	0	15

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Atrium Building Room 202	<table border="1"> <tr> <td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	U	M	T	W	R	F	S		X						5:00 pm - 6:15 pm Lecture	Aug 17, 2015	Dec 14, 2015	Jon A. Preston
U	M	T	W	R	F	S															
	X																				
Marietta Campus	Classroom - 100%	Online Course Information	TBA	TBA	Aug 17, 2015	Dec 14, 2015	Jon A. Preston														

Engineering and Engineering Technology Courses with Lecture and Laboratory Combined

Classes meet for 300 instructional minutes per week. These instructional minutes are allocated as 150 lecture and 150 as laboratory. (Labs are scheduled for 170 minutes to allow a 10-minute break each 50 minutes.) Based on faculty expectations, students in these courses spend 150 minutes in out-of-class preparations for every 75 minutes of lecture. The total engaged hours are shown below.

80793 ECET 1101/02 Circuits I Fall Semester 2015

ECET 1101/01 - Circuits I								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
80793	4.000	Full Term	19	15	4	0	0	0

Campus	Instructional Method	Where	Days	Time	Start	End	Instructors

	Method				Date	Date															
Marietta Campus	Classroom - 100%	Engineering Technology Center Room 311	<table border="1"> <tr><td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td>X</td><td></td><td>X</td><td></td><td>X</td><td></td><td></td></tr> </table>	U	M	T	W	R	F	S	X		X		X			11:00 am - 11:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Austin B Asgill
U	M	T	W	R	F	S															
X		X		X																	
Marietta Campus	Classroom - 100%	Engineering Technology Center Room 313	<table border="1"> <tr><td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	U	M	T	W	R	F	S	X							12:00 pm - 2:50 pm Lab	Aug 17, 2015	Dec 14, 2015	Austin B Asgill
U	M	T	W	R	F	S															
X																					

82142 ECET 2300/02 Electronics I Fall Semester 2015

ECET 2300/02 - Electronics I																					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability													
82142	4.000	Full Term	19	13	6	0	0	0													
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Classroom - 100%	Engineering Technology Center Room 311	<table border="1"> <tr><td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>X</td><td></td><td>X</td><td></td><td></td></tr> </table>	U	M	T	W	R	F	S			X		X			6:30 pm - 7:45 pm Lecture	Aug 17, 2015	Dec 14, 2015	Brent Jenkins
U	M	T	W	R	F	S															
		X		X																	
Marietta Campus	Classroom - 100%	Engineering Technology Center Room 336	<table border="1"> <tr><td>U</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td></tr> </table>	U	M	T	W	R	F	S					X			8:00 pm - 10:50 pm Lab	Aug 17, 2015	Dec 14, 2015	Brent Jenkins
U	M	T	W	R	F	S															
				X																	

Online and Hybrid Courses

For courses that are offered in hybrid (part online and part face-to-face instruction) and full online formats, the learning outcomes for each course as articulated in new course proposal forms and in course syllabi are identical to those defined for courses offered in the on-campus format, thus assuring equivalence even when instructional minutes cannot be used as a measure. In developing or modifying courses, faculty consider learning outcomes and student performance that are appropriate for the amount of credit allocated for the course, ensuring comparability with other USG institutions and other institutions nationally. Additionally, equivalencies for engaged minutes are provided during online and hybrid course design, so that the appropriateness of instructional minutes may be determined when educational activities do involve direct faculty instruction. As with all courses, the judgments of KSU faculty and curriculum committees are further evaluated and sustained through periodic external peer review of KSU's academic programs.

Proposals for new courses or modifications to existing courses are developed by faculty within the discipline, assuring the professional judgment of those faculty as to credit awarded for the course and the learning outcomes for the course. New course proposals must then be reviewed and approved through faculty governance committees and academic leadership: department curriculum committee, department chair, college committee, college dean, graduate dean (graduate courses), education curriculum committee (education courses), General Education Council (general education courses), Undergraduate Curriculum Committee or Graduate Curriculum Committee, and the provost. Learning outcomes for hybrid and online courses are the same as for face-to-face courses, with a minimum of 2,250 total engaged minutes for each credit hour. To ensure that learning outcomes and educational experiences in face-to-face and distance learning/online courses are comparable, KSU's Distance Learning Center in collaboration with faculty developed a guide of instructional equivalencies to assist faculty in equating comparable work for courses delivered in a variety of formats. This guide was reviewed by KSU's academic leadership and faculty groups: Deans Council, Chairs and Directors Assembly Council, Faculty Senate, and the Undergraduate and

Graduate Curriculum Committees. While the purpose of this guide is not to be prescriptive, it is intended to assist faculty in curricula and syllabus development to ensure that students taking KSU courses meet requirements based on USG, BOR, and federal definitions of a credit hour.

Online and hybrid instructional equivalencies are evaluated as part of the Distance Learning Center’s internal course review. As shown below, class time engagement and out-of-class engagement are equivalent for courses with the same credit hours regardless of the instructional methodology employed.

ART 1107—Art in Society is a 15-week three-credit hour course that meets fully online. KSU adheres to the USG Board of Regents Credit Hour Definition. A minimum of 750 minutes (12.5 hours) of instruction or equivalent is required for each semester credit hour. The faculty developer with support from an instructional designer designed the course to equate virtual interactions and activities to 2,250 engaged minutes. A time-activity exchange rate was consulted and includes instructional activities such as blogs, journals and logs, case studies for problem solving scenarios, guided discussion boards, instruction and presentation. Active learning strategies, posts, analysis, reviews and reading hours are converted to instructional hours to ensure an adequate but not exceeding number of engaged minutes.

ART 1107/W01 - Art in Society								
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83361	3.000	Full Term	30			0	0	0

Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors
Online Course	Online - 100% Online	Online Course Information	TBA	TBA	Aug 17, 2015	Dec 14, 2015	Laura A Bell

CS 1301—Programming Principles I is a 15-week four-credit hour course that meets 50 percent fully online and 50 percent in a virtual learning environment. The faculty developer with support from an instructional designer designed the course to equate virtual interactions and activities to 1,500 engaged minutes using the same time-activity exchange rate provided in online course design. The 1,500 minutes represent two of the four credit hours of instruction. The course meeting time and locations are provided at the time of registration to indicate on-campus meeting requirements. The Online Course Information link provides students with access to virtual resources and support for the virtual components of the course.

CS 1301/05 - Programming Principles I (Hybrid)																					
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability													
82953	4.000	Full Term	36	2	34	15	0	15													
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors														
Marietta Campus	Hybrid	Atrium Building Room 110	<table border="1"> <tr> <td>U</td> <td>M</td> <td>T</td> <td>W</td> <td>R</td> <td>F</td> <td>S</td> </tr> <tr> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>	U	M	T	W	R	F	S		X		X				9:30 am - 10:45 am Lecture	Aug 17, 2015	Dec 14, 2015	TBA
U	M	T	W	R	F	S															
	X		X																		

Alternative Instructional Equivalencies

Alternative Instructional Equivalencies are assessed in distance learning courses to ensure that they are in compliance with Federal Requirement 4.9 (definition of a credit hour).

Kennesaw State University adheres to the University System of Georgia Board of Regents Credit Hour Definition. A minimum of 750 minutes (12.5 hours) of instruction or equivalent is required for each semester credit hour

This guide is provided to assist faculty with time-activity exchange rates. Please note that homework assignments defined are distinct and separated from AIEs. AIE Rates of Equivalency pertain to posting, interacting, guiding, instructing, sharing, and providing student-to-student and/or instructor-to-student feedback. In order to count as an AIE, the activity must be required of all students. Table 4 offers many instructional alternatives. Many may not apply to all courses. This information is provided to offer a broad range of options in distance learning activities. The AIE table is a guide. The instructional equivalency measurements for any course are determined and assessed by the faculty member. (Note: UG = undergraduate and G = graduate.)

Table 4. Alternative Instructional Equivalencies

Instructional Activity	Description of Instructional Activity	Rate of Equivalency	UG	G
Active learning strategies	With instructor facilitation, students (in small groups/pairs) engage in cohort-based, professionally-focused learning, examining concepts via professional experience. Facilitators lead students in evaluating course concepts/objectives in light of experience, enhancing the depth and breadth of content by intensely- focused group activities in class.	1 active learning strategy = 1hour instruction	X	X

FR 4.9 – Definition of Credit Hours

Blogs, journals, logs	Instructor guides students in applying learned concepts or reflect on learning experiences; learned concepts to be shared with instructor and/or classmates for thoughtful analysis, feedback and assessment.	1 private post = ½ hour instruction 1 shared post (incl. reading all classmates' posts) = 1 hour instruction	X	X
Case studies & problem solving scenarios	Instructor leads students in performing In-depth analysis utilizing higher order analytical skills, which relate to course objectives. Analysis is shared with instructor and/or classmates for feedback and assessment.	1 case study analysis & post = 1-2 hours instruction	X	
		1 case study analysis & post = 2 -3 hours instruction		X
Chat rooms for class or group projects	Instructor directs students in collaborative, synchronous discussion with specific expectations for participation and feedback. (Chats are retained within course for further review.)	1 hour chat = 1 hour instruction	X	X
Conferences (group)	Under instructor's guidance, students participate in collaborative, synchronous learning with specific expectations for participation & feedback (including required exam reviews). When possible, calls or online meetings will be recorded for review.	½ hour conference = ½ hour instruction 1 hour conference = 1 hour instruction	X	X
Conferences (In-depth individual)	Instructor engages students in collaborative, one-to-one synchronous learning experience; student will need to submit materials for prior review and meet specific participation & feedback expectations. (When possible, calls/online meetings will be recorded for review).	20 minute conference = 1 hour instruction (based on practice for independent studies)	X	X
Discussion board	Instructor guides/ mediates threaded discussion, engaging learners with content that directly relates to course objectives and which has specified timeframes, expectations for participation, and thoughtful analysis.	Initial post – min. 250 words (requires reading all posts) = ½ hour instruction 1 post/reply (requires reading all posts and responding to minimum of 3) = 1 hour instruction; must meet specified criteria Equivalencies may vary further based on specific course expectations/content	X	
		2 posts (requires reading all posts and responding to a minimum of 2) = 2 hours		X

FR 4.9 – Definition of Credit Hours

		instruction Posts may require citation, which would impact rate of equivalency.		
Field trips or tours (includes virtual tours)	Instructor provides leadership as students (individuals or in groups) analyze an activity and prepare a paper or presentation, to be shared in whole or in part with instructor and/or classmates.	Instructor-led 1 hour tour = 1 hour instruction Student(s) without instructor: 1 hour tour + reflection paper = 1 hour instruction	X	X
Guided project	Instructors lead students in summative individual project with specific learning objectives; student and instructor collaborate via email, chat, discussion board, and/or in person to research, analyze, synthesize and prepare project. Instructor receives periodic updates and provides guidance and feedback.	1 hour of instruction per week for duration of project (based on practice for independent studies)	X	X
Instruction & presentations	Instructors provide students with instruction, including presentations in a virtual classroom setting.	1 hour = 1 hour instruction	X	X
Instructional CDs, Power Points, videos	Instructor-mediated content is made available in an alternative delivery format for students to view/interact with in order to expand upon and clarify course concepts and objectives.	Student reviews and posts response to 1 unit of content = 1 hour instruction	X	X
Learning Teams/ Group project	Instructors engage students in a mediated, culminating activity with specific learning objectives. With faculty guidance, students collaborate via e-mail, chat rooms, discussion boards, and/or face-to-face contact to research and then analyze, synthesize, and prepare project with instructor receiving periodic updates and providing guidance to group.	1 hour of instruction per week for duration of project	X	X
Lecture activity video, written or audio	In response to direction from instructor, students develop questions, comments, or observations, to be shared with classmates and instructor through discussion boards or participation in chat rooms.	Student reviews 1 lecture & posts response = 1 hour instruction	X	X

FR 4.9 – Definition of Credit Hours

Library research	Instructor guides students through in-depth research of scholarly articles or professional journals that relate to course objectives; results of research to be shared with class in a designated manner.	1 five (5) page project = 1 hour instruction	X	
		1 three-five (3-5) page paper = 1-2 hours instruction		X
Modeling	Under instructor guidance, students compute, analyze, and/or interpret data and/or generate appropriate visual aids (using tools like Excel, SPSS, etc.).	Student completes data analysis for one unit of study post = ½ hour instruction Detailed evaluative response to class on assessment from instructor post = ½ hour instruction	X	
		Student completes data analysis for one unit of study post = 1 hour instruction Detailed evaluative response to class on assessment from instructor post = 1 hour instruction		X
Online quizzes	Instructor creates quiz through which students demonstrate subject knowledge; provides faculty with feedback on students' progress (formative or summative quizzes).	1 hour test = 1 hour of instruction (cannot include final exam)	X	X
Peer Review/assessment	Employing instructor-designated criteria, students evaluate each other's work.	Student review of peer assessment and follow up response post/email to student/teacher = 0.5-2 hours of instruction based on scope and estimated number of hours of review/interaction	X	X
Portfolio Preparation	Instructors guide learners through compilation, evaluation, and production of learning portfolios prepared according to course /program rubrics and aligned with specific learning outcomes.	Portfolio conferencing with final presentation of completed portfolio = 1 instructional hour, or equivalent to length of the exercise.	X	X
Reflection paper or article review	In an instructor-guided activity, students apply learned concepts to personal experiences or apply higher order analytic skills in assessing scholarly articles or professional journals.	1 private post = ½ hour instruction 1 shared post (required to read all classmates' posts) = 1 hour instruction Posts may require citations, which would impact rate of equivalency.	X	

Reflection paper or	In an instructor-guided activity, students apply learned concepts to personal	1 private post = ½ hour instruction 2 shared posts (required to read all		X
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FR 4.9 – Definition of Credit Hours

article review	experiences or apply higher order analytic skills in assessing scholarly articles or professional journals.	classmates' posts) = 1.5-2 hours instruction Posts may require citations, which would impact equivalency rate.		
Service-learning project	Instructor leads students in completion of service project with specific learning objectives that integrates community service with academic study; faculty provides guidance, support, and feedback to students; student shares experience and reflection with class-mates via emails, chats, discussion boards, and/or face-to-face.	1 hour of instruction per week for duration of project	X	
Virtual Laboratory and Lab Reports	Instructor provides students with computer-simulation or online laboratories in blended lab-based courses or in order to replace missed laboratories. Instructors require students to submit, share or post lab reports produced and assess work according to course rubric.	1 hour of virtual laboratory = 1 instructional hour, or equivalent to length of the exercise 1 lab report post and review with response to classmates posts = ½ hour instruction	X	
Web-conferencing	Instructor engages students in desktop to desktop or classroom video streaming instruction for collaborative, synchronous learning with specific expectations for participation and feedback (i.e. Collaborate, Skype, GoToMeeting).	1 hour webinar = 1 hour instruction	X	X
Web-Quest (Internet research)	Under instructor guidance, students research information via Internet that enhances learning and addresses specific course outcomes; findings shared with the instructor and classmates.	1 in-depth post = 1 hour instruction	X	X
Workplace Integration	Guided by course instructor, cohort students engaged in a structured, professional program make intentional application of classroom knowledge within the workplace and evaluate that experience in conjunction with instructor and cohort members.	1 hour of instruction per week for duration of project A maximum of 2 hours per week	X	X

Other	Kennesaw State University recognizes and supports faculty members that include instructional activities unique to their course and discipline. These activities may not appear on the list provided. Please provide a description of the unique activity along with a corresponding rate of equivalency.	Rate of Equivalency	X	X
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FR 4.9 Evidence of Compliance

1. [U.S. Department of Education “Dear Colleague” letter, GEN-11-06](#)
2. [SACSCOC Policy Statement on Credit Hours](#)
3. [BOR Policy 3.4, Calendar of Academic Activities](#)
4. [KSU Policy on Credit Hour Definition](#)
5. [BOR Policy 3.4.2, Uniform Academic Calendar](#)
6. [Operational Working Group 29—Calendar and Schedule—Members](#)
7. [OWG-29 Recommendations and Implementation](#)