

This form must be submitted with your course syllabus by **Monday, August 26, 2024**.

Instructor Name \_\_\_\_\_ Semester/Year \_\_\_\_\_  
(Fall or Spring)

Course and Section Number(s) \_\_\_\_\_  
(List all numbers, including cross-listings)

Title \_\_\_\_\_  
(Title of Section/Offering)

This offering meets “the fourth hour” requirement as follows (check Option 1, 2 or 3 below):

OPTION #1: The course has four or more hours of in-class instruction officially scheduled each week of the Fall or Spring semester. An academic hour is 50 minutes long.

OPTION #2: The course has a fourth (or more) hour officially scheduled in a required laboratory or similar activity each week of the semester. Students may not receive course credit without registering for this component.

OPTION #3: The course, although officially scheduled for three hours each week, has additional structured activities that meet special criteria. Immersion courses should select this option. In planning such activities, ensure that you can answer “Yes” to each of the following criteria:

Yes No

Yes	No	
		The selected activities fall within the definitions of direct instruction listed in the College’s <a href="#">Academic Credit Policy</a> from the Academic Bulletin. The Bulletin policy also provides examples of direct instructional activities to consider.
		The activities are determined, meaning the teaching faculty member chose them, they are unambiguous, and they are explained clearly in the syllabus.
		The activities are organized, meaning the teaching faculty member defined how these activities will be executed, even if he or she is not the person executing them.
		The activities are evaluated, meaning the students are accountable for the information and/or skills presented as part of these activities, and their completion comprises a component of the student’s performance evaluation in the course.
		The activities are required of all students enrolled in the course.
		The activities complement the student learning outcomes of the course.
		The aggregate time commitment for these activities, on average, adds up to at least one hour each week for the duration of the course.
		The inclusion of these activities maintains an approximate aggregate balance of 4 hours of direct instruction to 8 hours of out-of-class work per week. Or, if the class is designated as a capstone, independent study, or similar course as approved by the appropriate division chair, a different 12-hour ratio is maintained that allows for a greater amount of time on work outside of class, with those expectations articulated on the course syllabi.

Instructor Signature \_\_\_\_\_

Department/Program Chair Signature \_\_\_\_\_

Division Chair Signature (as needed) \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form with your course syllabus to your Academic Administrative Assistant by the end of the first full week of classes each semester. Contact the [Registrar’s Office](#) with questions.