

Howard Payne University

Addendum to the 2023-2024 Catalog

Revisions as of January 15, 2024

This addendum contains changes to the Faculty and Administration (2023-2024) listing, clarifies the credit hour / semester credit hour definitions revised January 15, 2024, and reflects the movement of the engineering programs to the Division of Engineering effective on November 16, 2023.

Faculty and Administration (2023-2024) Listing – pp. 7-11

SARAH LANGFORD, *Instructor of Mathematics* (2016)
B.S., Howard Payne University, 2012; M.S., University of Texas at Arlington, 2015.

Emeritus Faculty

LESLIE PLAGENS, *Professor Emeritus of Business Administration; Dean, School of Business; Groner Pitts Chair of Business; Chair, Department of Business Administration* (1986-91; 1997)
B.S., Angelo State University, 1977; M.A.T., *ibid*, 1979; Ed.D., Texas A&M University, 1986.

JEFF R. TURNER, *Associate Professor Emeritus of Business Administration; Head, Department of Business Administration* (1989)
B.S., Howard Payne University, 1967; M.B.A., St. Mary's University, 1975; M.P.A., Nova Southeastern University, 1979.

Others With Emeritus Status

GLEND A HUFF, *Director, Financial Aid* (1976),
B.S., Howard Payne University, 1976.

Jean H. Law is removed from the listing as Instructor Emeritus of Education. Dorothy DuPree and Mary Ann Hardcastle are removed from Others with Emeritus Status.

Credit Hour / Semester Credit Hour – pp. 62, 231, 281

Howard Payne University requires a minimum of 2,250 minutes of academically engaged time for each credit hour that is awarded, unless a specific variance is described in the fuller credit hour policy. The full credit hour policy is available for review in the Appendix.

Division of Engineering – pp. 154-160

As of November 16, 2023, the Engineering Science Program, Biomedical Engineering Program, and Software Engineering Program have been moved from the School of Science and Mathematics to a Division of Engineering.

Under General Education for these programs, on pages 154, 157 and 159, CHE 1479 should be chosen for the lab science requirement. This is an editorial error. All major core requirements remain the same for these programs. Directed elective requirement hours remain the same while students have increased course options. Additional upcoming minor changes to the programs for the 2024-2025 Catalog, effective June 1, 2024, can be found on the Howard Payne University website page for the Division of Engineering, <https://www.hputx.edu/academics/schools/division-of-engineering/>.

Credit Hour Policy – Appendix Addition

Howard Payne University requires a minimum of 2,250 minutes of academically engaged time for each credit hour that is awarded, unless a specific variance is described in the fuller credit hour policy.

The determination of the credit hours for courses and the level of credit awarded is established by the faculty and the academic administration of the University. This determination is based on the Carnegie collegiate student hour, Federal definitions and requirements, and the standards and policies of the Commission on Colleges of the Southern Association of Colleges and Schools. Therefore, course credit hours are based on documentation of the amount of work an average student is expected to complete within a specified amount of academically engaged time in order to achieve the student learning outcomes that are standardized for all courses in all methods of delivery.

The common formula utilized in higher education is that for every 50 minutes of direct instruction the student will spend a minimum of an additional 100 minutes engaged in outside of class study and preparation. This is the common one hour in class plus 2 hours outside of class each week for 15 weeks earns one credit hour awarded to the student. Thus 50 minutes direct instruction plus 100 minutes of student work outside of class is 150 minutes per week. When the weekly total is multiplied by 15 weeks the sum is 2,250 minutes.

Particular Applications of the Definition of a Credit Hour

The notations below represent application of this policy to specific types of courses and learning modalities that require academically engaged time that varies from the minimum of 2,250 minutes per credit hour. (For example, see the requirements for Laboratories, Applied Music Courses, Music Ensembles, Clinical Experiences in the BSN Program, Internships, and Clinical Teaching in the Educator Preparation Program listed below.)

1. Accelerated Course

An accelerated course (Summer sessions, 8-week sessions in Fall or Spring, January session, or May session) is prorated so it has the same number of minutes of academic engagement as when the same course is scheduled for a full semester: 2,250 minutes per credit hour.

2. Direct Instruction (Classroom sessions, labs, and online synchronous meetings)

The 2,250 minutes of academically engaged time is a combination of the direct instructional experiences in the classroom, in the lab, or in online synchronous meetings plus the engaged times students are required to complete outside of the direct instructional times.

3. Activity Supervised as a Group (Laboratory)

For activity supervised as a group, one semester-hour credit is awarded for two or three 50-minute periods of laboratory per week, for no fewer than 15 weeks: 1,500-2,250 minutes.

4. Music Ensemble

For ensemble instruction supervised as a group, one semester-hour credit is awarded for three 50-minute periods of group instruction per week and a minimum of out-of-class individual practice of 150 minutes per week, for no fewer than 15 weeks: a total of 4,500 minutes.

5. Applied Music Study

For applied music study (private music instruction), one semester-hour is awarded for a 25-minute period of instruction and 50 minutes per week in studio class, for no fewer than 15 weeks, with the expectation that each 25-minute session requires a minimum of 45 minutes of practice daily (five days per week) for a total of 4,500 minutes of student engagement, in addition to exam and performance jury periods.

6. Kinesiology Activity Courses

For a Kinesiology activity course, one semester-hour credit is awarded for two 50-minute periods per week for 15 weeks: 1,500 minutes. Consideration is given for the preparation, warm-up, wrap-up activities for a student to complete the experience.

7. Independent Study and Directed Study

For an independent study and a directed study, one semester-hour credit is awarded for the equivalent of fifteen 50-minute sessions (750 minutes) with 1,500 minutes of expected out-of-class student engagement: 2,250 minutes.

8. Internship

For an internship, one semester-hour is awarded for 45 hours of work.

9. Clinical Teaching in the Educator Preparation Program

Clinical teaching at Howard Payne University complies with the Texas Education Agency requirement stated in administrative code 19 TAC §228.65: "The required duration of a clinical teaching assignment shall be a minimum of 490 hours that is not less than an average of 4 hours each day in the subject area and grade level of certification sought, including planning periods but not including lunch periods." Clinical teaching at Howard Payne University receives 8 semester credit hours.

10. Clinical Experiences in the BSN Program

Clinical learning experiences in nursing courses at Howard Payne University comply with the Texas Board of Nursing requirement stated in TAC §215.9: "Hours in clinical learning experiences shall be sufficient to meet program of study requirements. There shall be a rationale for the ratio of contact hours assigned to classroom and clinical learning experiences. The suggested ratio is one (1) contact hour of didactic to three (3) contact hours of related clinical learning

experiences.” Therefore, the clinical learning experiences are factored into the credit hours earned in each nursing course that includes clinicals. See the course description of the nursing courses for the credit hours earned in each course.

11. Online and Hybrid Course

Online courses and hybrid courses, which involve a combination of direct instruction and online engagement, have the same number of minutes of expected academic engagement as those courses delivered in an entirely direct instruction manner.

Therefore, whereas a traditional face-to-face class has 750 classroom minutes and 1,500 minutes of expected out-of-class academic engagement per credit hour for a total of 2,250 minutes of academic engagement, an online course also has 2,250 minutes of expected academic engagement per credit hour. Hybrid courses have 2,250 minutes of combined direct instruction and other academically engaged time per credit hour.

Credit Hour Policy Oversight and Administration

The University Curriculum Council and the Office of Academic Affairs approve credit hour assignments for courses, programs and other requirements consistent with the credit hour policy. The Office of Academic Affairs, Deans of the Academic Schools, Academic Departments, and the Office of the Registrar ensure accurate and reliable application of the University’s credit hour policy and procedures through the monitoring of both class scheduling and class syllabi.

*In this policy, “an average student” refers to students who typically earn C grades in courses.
Revised 1/15/2024*