**CCC Guidelines: Half-Credit Courses**

**Overview**: A course may be designated as a half-credit course if its academic content is judged to be roughly one-half of that of a regular Brown course in the same department or discipline. These guidelines are meant to assist departments and the CCC in decisions relating to the development, proposal/approval process, and delivery of these courses.

**Common categories of half-credit courses**

1. **Performance-based courses,** including applied music, music ensemble, and theater courses. These combine personal enhancement with an academic component.

2. **Practicum courses,** which combine practical instruction or experience with academic reflection and learning. These include lab based-courses, engaged scholarship courses, and other forms of applied academic learning. In all cases, direct mentoring and supervision must be provided.

3. **Courses to be taken concurrently with a full-credit course.** These are courses that allow students to voluntarily opt for an additional component of learning to accompany a course.

4. **Stand-alone academic courses** that comprise roughly half the number of combined in-class and out-of-class hours of a regular or standard course in the same unit. These may include departmental independent study courses, which may carry the half-credit designation.

**Guidelines for proposing a half-credit course**

● Rationale: In course proposals, a rationale for the half-credit designation should be provided. This rationale should be based on the course objectives and the anticipated workload of the course.

● Course objectives: Academic and any non-academic course objectives should be clearly articulated in course proposals and Banner course descriptions.

● Workload: The workload and expectations must be clearly articulated.

For performance-based or practicum courses, the overall workload should not exceed that of a comparable full-credit course in the department, with the understanding that only a component of the experience is to be counted for academic credit.

For concurrent or stand-alone courses, the combined in- and out-of-class time should not exceed half that of a comparable course in the sponsoring department.

● Assessment: Guidelines should be clearly spelled out, particularly for performance-based and practicum courses. Grading criteria and standards of achievement should be published in course syllabi and on course websites.

● Course calendar: Proposals for half-credit courses should include a complete course calendar. Coursework will normally be distributed roughly evenly over the entire semester. Other models for course distribution will be considered on a case-by-case basis.

**Scheduling of half-credit courses**

Due to shortage of classroom space on campus, half-credit courses scheduled outside standard time slots will normally meet in departmentally controlled spaces. In cases in which two half-credit courses could combine to use a single standard timeslot and space throughout the semester, the Registrar will schedule a class meeting space, provided that the enrollment and corresponding limits match. (e.g. one half-credit course would meet on Tuesdays from 10:30 - 11:50 a.m. in room X, and another would meet on Thursdays from 10:30-11:50 also in room X.) In no case can a single one-half credit course in the above scenario be accommodated, as doing so would render the assigned room underutilized for the other component(s) of the meeting pattern.

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