

**UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**

**College of Dentistry**

**Credit Hour Policy**

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**POLICY STATEMENT:**

The COD follows the UTHSC Credit Hour policy for determining the appropriate number of credit hours for each course offering. The Department Chair and Course Director for each new course, or any change in an existing course, makes recommendation for the number of hours of lecture and labs, if applicable, for each of their offered courses and forwards to the Curriculum Committee. The Curriculum Committee reviews the information and makes a recommendation to the Dean regarding the location and number of hours requested for the course lectures and labs, if applicable. The Dean approves and/or makes requests for changes. The Associate Dean for Academic Affairs conducts a formal course lecture/lab hour review and determines the appropriate credit hours for each course.

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**POLICY RATIONALE AND PROCEDURE:**

For each course in the COD, the departmental faculty recommends the amount of time necessary for lectures and/or laboratory and/or clinic time necessary for students to learn to competency levels the material in the courses compatible with sound academic practices.

1. The Curriculum Committee, which has departmental representatives, meets and reviews the hour calculations requests for each course. Often the Course Director is also invited to discuss the Course with the Committee.
2. New course hours or changes to the hours needed for a course are approved by the Curriculum Committee, which then forwards their approval as a recommendation to the Dean.
3. The Dean approves and/or recommends changes.
4. The Associate Dean for Academic Affairs determines the *pro rata* credit hours based upon UTHSC Credit Hour policies and any needed changes are made and published in the catalog.

May 29, 2013