

#### Procedures for Credit Hour Compliance Course Audit:

- Blank audit forms are attached to each master course outline.
- Instructors will complete audit form for each course every semester and attach to the instructor course outline that is submitted to the Dean of Academic Services.
- Audit forms will be filed with the instructor semester course outline and kept in the office of the Dean of Academic Services.
- When completing the audit form, please include the following:
  - Course Component – please note that the assignments listed on the audit form may be revised. Remove any course components that are not included for this class. Additional components may be added as needed.
  - Alignment to Course Objective – identify the course objective (by number on the Master Course Outline) which the course component is designed to address. Multiple course objectives may be identified for each course component.
  - Average hours per occurrence – this number may be revised by the instructor. The number presented on the form represents average hours.
  - Number of Occurrences – indicate the number of occurrences in and outside of the classroom for each course component; Document total hours for both, in and outside of the classroom in the appropriate column.
  - Document the total in-class component hours and total out-of-class component hours in the appropriate space on the form. Compare your totals with the required totals listed on the reference chart on the form to ensure that there are sufficient hours documented for the course.
  - For courses that are fieldwork or internship based, use the total semester contact hours as the equivalent amount of work required for the practicum component of the course.
  - For courses that are activity based, i.e. Band, Choir, Chorus, CPR, PE, and CDL use the total semester contact hours required for in-class time as the equivalent amount of work required for the course.