

Memo To: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Required Zero Semester Credit Hour Courses

UH-Downtown/PS 03.A.43
Issue No. 1
Effective Date: 3/21/2025
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1. PURPOSE

- 1.1. This policy statement (PS) identifies the appropriate rationales for an educational program to formally require zero-semester credit hour (SCH) coursework. It also provides limitations on what a zero SCH course can demand from students and from institutional resources. Last, this PS references the approval process for required zero SCH courses. This PS does not address continuing education courses or optional zero SCH courses.

2. DEFINITIONS

- 2.1. Educational Program Assessment Exam: A short capstone examination that is used for educational program assessment purposes.
- 2.2. Educational Program Assessment Portfolio: A capstone compilation of student work completed in previous/contemporaneous credit-bearing classes. These portfolios are used for educational program assessment purposes, only. They include representative scholarship, reflecting student learning, and/or progression in meeting the program learning outcomes. Any contextual materials submitted as part of the portfolio, such as an accompanying video or abstract(s), are minimal.
- 2.3. External Examination: A non-UHD certification exam (e.g. State of Texas licensure exams)
- 2.4. Training Corequisite Course: A co- (or prerequisite) zero credit course focused on basic procedure training, and not academic content. This may include, but not limited to safety training.

3. POLICY

- 3.1. Individual programs may require zero SCH courses, so long as they demand minimal faculty and student engagement as well as minimal university resources.
- 3.2. Zero SCH courses may require:
 - 3.2.1. A successful completion of an external examination.
 - 3.2.2. The submission of an educational program assessment portfolio and/or an educational program assessment exam.
 - 3.2.3. Basic, non-academic training and/or orientation.

4. PROCEDURES

- 4.1. Zero SCH courses follow the same approval process as credit bearing courses, outlined in PS 03.A.12.
- 4.2. Zero SCH courses receive a S or U grade (see PS 03.A.04).
 - 4.2.1. Zero SCH courses are not included in the calculation of GPA (PS 03.A.04).
 - 4.2.2. Zero SCH courses are transcribed.
- 4.3. Zero SCH courses that are built around (a) an educational program assessment exam(s); (b) an external exam(s); or (s) an educational program assessment portfolio must be enumerated in the degree plan.
- 4.4. If a zero SCH course is required for completion of a degree, the zero SCH course must appear in the degree requirements in the catalog.
- 4.5. Zero SCH courses may have student fees associated with enrollment.

5. REVIEW PROCESS

Responsible Party (Reviewer): Provost

Review Period: Every five years by May 31.

Signed original on file in Human Resources.

6. POLICY HISTORY

Issue #1: 03/21/2025 (this issue)

7. REFERENCES

[SACSCOC, "Credit Hours Policy Statement," Revised December 2023](#)
[PS-03.A.04 - Grading System for Undergraduate Students](#)
[PS-03.A.12 - Changes to Curricula, Courses, Programs, and Credentials](#)
[PS-03.A.30 - Semester Credit Hours Policy](#)
[PS-03.A.31 - Assessment of Educational Programs](#)
[PS-03.A.35 - Academic Programs and Credentials](#)

8. EXHIBITS

There are no exhibits associated with this PS.