



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.04.10

AREA: Academic Courses, Programs & Curriculum

Optional Upper-Division Credit Hour Change

I. POLICY

- A. Lamar University (LU) undergraduate degree programs have the option to set a minimum requirement of 36 credit hours at the Junior and Senior level (Upper Division). Of these 36 upper-division credit hours, 18 credit hours must be completed at LU.

II. PURPOSE AND SCOPE

- A. This policy allows undergraduate degree programs at the University to set a minimum requirement of 36 credit hours at the Junior and Senior level (Upper Division), of which 18 credit hours must be completed at LU. This policy reflects similar policies at other four-year institutions in the state and has been enacted to provide undergraduate degree programs with greater flexibility in setting the minimum number of credit hours required for a degree. In turn, this flexibility supports the University's goal to increase student access and success by streamlining students' progress toward completion and enhancing departments' ability to accept transfer credit.
- B. This policy falls under the authority of all applicable federal, state, and TSUS laws, rules, and regulations, including, but not limited to, the Texas State University System (TSUS) *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education. In addition, this policy falls under the authority of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and applicable programmatic accreditors that mandate credit requirements for undergraduate degree programs.

III. DEFINITIONS

- A. **Upper-Division Credit Hours.** Undergraduate courses at the Junior or Senior level. These courses are numbered at the 3000 to 4000 level and typically require that students meet prerequisites and other restrictions before they may register.

IV. PROCEDURES

- A. Program faculty who wish to set a minimum requirement of 36 credit hours at the upper-division level (of which 18 credit hours must be completed at LU) will follow the policies and procedures for curriculum changes established by the University.

- B. Changes to undergraduate degree programs must be made in compliance with the rules and regulations of the TSUS, Texas Higher Education Coordinating Board (THECB), SACSCOC, and/or applicable programmatic accreditors.
- C. After proposed changes to an undergraduate degree program's upper-division credit hours have been approved, the changes will be implemented and announced as follows:
1. The University Registrar will update the degree plan and related materials in the next edition of the Academic Catalog. If a program wants the changes to take effect immediately, the Registrar may add an addendum to the current Catalog in addition to updating the next edition of the Catalog.
 2. The Program Director or Department Chair will manage updates to the degree plan and related materials in internal and external online, digital, and print documents.
 3. The Program Director or Department Chair will inform, as needed, interested groups (e.g., Advising Center, external advisors, prospective students, prospective transfer students) of changes to the undergraduate degree program.
- D. Academic advisors in the department and Advising Center will verify that credits, including transfer credits, are applied to student degree plans correctly and reflect changes in required upper-division credit hours.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Academic Policy Advisory Committee

Review Schedule: Every three years on or before the anniversary of the policy's approval

VI. APPROVAL

Dr. Daniel A. Brown	11/01/2023
_____ Provost/Vice President for Academic Affairs	_____ Date

Dr. Jaime R. Taylor	11/01/2023
_____ President	_____ Date

REVISION LOG

Revision Number	Date	Description of Changes
1	11/01/2023	Initial version completed (drafting, editing & reviews).
	11/01/2023	Initial version approved by President.