Course credit hours (semester hours) are assigned to a course based on the established national educational standard that one credit hour is equal to approximately three hours of student learning time per week over a period of a semester. The Office of the Registrar, 271 Huntington Avenue, maintains the official record for all courses. In the event of error in any publication, the academic record will reflect the correct semester hours applicable to any degree requirement.

On occasion, course titles change, while the course number remains the same. Despite such title changes, the course is still considered to be the same course. Students who have taken the course under the old title and then take the course again under the new title are considered to have repeated the course.