



<b>POLICY TITLE</b>	Credit Hour	<b>Policy Number</b>	610
<b>Section</b>	Academics	<b>Approval Date</b>	January 12, 2017
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	January 12, 2017
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1.1 At UVU, the credit hour is the unit of instruction that quantifies student learning. This policy establishes university standards for accurate, reliable, and equivalent credit hour assignments in courses, and establishes assessment review processes for credit hour assignments across all courses and programs.

### 2.0 REFERENCES

- 2.1 USC Title 34: Education CFR 600.2, 600.24, 688.8(k) and (l)
- 2.2 Northwest Commission on Colleges and Universities *Policy on Credit Hour*
- 2.3 UVU Policy 522 *Undergraduate Credit and Transcripts*
- 2.4 UVU Policy 524 *Graduate Program Credits and Graduation Transcripts*
- 2.5 UVU Policy 603 *Academic Program Review*
- 2.6 UVU Policy 605 *Curriculum and Program Changes Approval Program Approval Process*

### 3.0 DEFINITIONS

3.1 **Credit hour:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency, as defined by accrediting and federal bodies.

3.2 **Credit ratio:** The combination of contact hours, which include lecture and/or lab hours, associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours per week for approximately 15 weeks for one semester, and zero lab contact hours.

### 4.0 POLICY

4.1 The Office of Academic Affairs is responsible for the establishment and review of course and program credit hour assignments and equivalencies. Credit hour expectations at each degree level are



established in UVU Policy 522 *Undergraduate Credit and Transcripts* and UVU Policy 524 *Graduate Program Credits and Graduation Transcripts*.

**4.2** One credit hour reasonably approximates:

**4.2.1** One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or an equivalent amount of work over a different amount of time; or

**4.2.2** At least an equivalent amount of work as required above for other academic activities as established by the institution, including but not limited to laboratory work, internships, practica, studio work, and other academic work, regardless of delivery mode, leading to the award of credit hours.

**4.3** In collaboration with their school/college, academic departments shall implement evidence-based practices to regularly review the application of this policy. This review shall be conducted to ensure that credit hour assignments in courses and programs are accurate, reliable, and equivalent and conform to commonly accepted practices in higher education.

**4.4** Using the criteria established in this policy, the Faculty Senate Curriculum Committee shall review course credit hour assignments across courses and programs and assess evidence of the implementation of academic department review processes on a regular basis to ensure the consistency and accuracy of credit hour assignments. This review will occur through sampling a variety of course credit assignments representing different degree levels, academic disciplines, delivery modes, and types of academic activities.

## 5.0 PROCEDURES

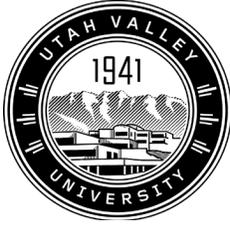
**5.1** Appropriate portions of this policy shall be published on the Office of Academic Scheduling and Curriculum website and in the university's electronic and printed catalogs.

**5.2** The Office of Academic Scheduling and Curriculum shall review all course sections to ensure scheduled times and term lengths are within the minimum range for fulfilling the credit ratio for the assigned credit hours.

**5.3** Academic departments shall submit all new and revised courses and their credit hour assignments and rationale to the Faculty Senate Curriculum Committee.

**5.4** In collaboration with their colleges/schools, academic departments shall create evidence-based practices to evaluate syllabi, student learning outcomes, and course assignments, including work outside scheduled class time, to determine the appropriate credit hour assignment for each course.

**5.5** Academic departments must evaluate their courses, course syllabi, and credit hour rationales on a regular basis. In collaboration with their school/college, departments are responsible for determining whether credit hours for all department courses are accurately assigned and to ensure that courses are appropriately aligned with published learning objectives.



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## Policies and Procedures

**5.6** The Faculty Senate Curriculum Committee shall examine the results of the regularly conducted evaluations and notify departments of their compliance. The appropriate dean and the Senior Vice President of Academic Affairs shall be notified of any department not in compliance with this policy. The Faculty Senate Curriculum Committee shall ensure compliance with credit hour assignments by reviewing a variety of course credit assignments representing different degree levels, academic disciplines, delivery modes, and types of academic activities.

**5.7** If a school/college curriculum committee or the Faculty Senate Curriculum Committee finds a course's credit hours or related requirements for student work outside of class are out of compliance with this policy, the Committee shall notify the academic department of the discrepancy, recommend options for compliance, invite the academic department to implement appropriate changes, and provide a timeline for compliance. If the department fails to achieve compliance within the established timeline, the chair of the Faculty Senate Curriculum Committee shall submit the matter for resolution to the appropriate dean, in consultation with the Senior Vice President of Academic Affairs.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>
January 21, 1993	Faculty Non-Teaching Responsibilities policy approved for Policy Manual	UVU Board of Trustees
January 12, 2017	Credit Hour policy approved for Policy Manual	UVU Board of Trustees