



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title:</b> 610 Credit Hour			
Existing Policy Number and Title: 610 Credit Hour			
<b>Approval Process*</b>			
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Substantive Change	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Revision–Limited-Scope	<input type="checkbox"/> Revision–Limited-Scope
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision		<input type="checkbox"/> Deletion
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension		
Anticipated Expiration Date (Temporary Policies): Click or tap to enter a date.			

\*See UVU Policy 101 *Policy Governing Policies* for process details.

<b>Draft Number and Date:</b> <u>November 11, 2024</u>
<b>President’s Council Sponsor:</b> <u>Wayne Vaught</u> <b>Ext.</b> _____
<b>Policy Steward:</b> <u>Laurie Sharp</u> <b>Ext.</b> _____

POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>08/22/2024</u></p> <p><b>University Entities Review</b> Entrance Date: <u>12/12/2024</u> Close Feedback: <u>02/20/2024</u></p> <p><b>University Community Review</b> Entrance Date: _____ Open Feedback: _____ Close Feedback: _____</p> <p><b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____</p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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

### 2.0 REFERENCES

- 5 ~~2.1 USC Title 34 CFR: §Education CFR 600.2, 600.24 and, 688.8(k) and (l)~~  
6 ~~2.2 Northwest Commission on Colleges and Universities Policy on Credit Hour Policy~~  
7 ~~2.3 UVU Policy 522 Undergraduate Credit and Transcripts~~  
8 ~~2.4 UVU Policy 524 Graduate Program Credits and Graduation Transcripts Requirements~~  
9 ~~2.5 UVU Policy 603 Academic Program Review~~  
10 ~~2.6 UVU Policy 605 Curriculum and Program Changes Approval Program Approval~~  
11 ~~Process Process~~

### 3.0 DEFINITIONS

- 12 **3.1 Credit hour:** An amount of work represented in intended learning outcomes and verified by  
13 evidence of student achievement. ~~A credit hour is that is~~ an institutionally established  
14 equivalency, as defined by accrediting and federal bodies.
- 15 ~~3.2 Credit ratio: The combination of contact hours, which include lecture and/or lab hours,~~  
16 ~~associated with the total credits granted for successful completion of a course; e.g., a credit ratio~~  
17 ~~of 3:3:0 indicates three total credits, three lecture contact hours per week for approximately 15~~  
18 ~~weeks for one semester, and zero lab contact hours.~~



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

### 4.0 POLICY

19 4.1 The Office of Academic Affairs is responsible for the establishment and review of course  
20 and program credit hour assignments and equivalencies. Credit hour expectations at each  
21 degree level are established in UVU Policy 522 *Undergraduate Credit and Transcripts* and UVU  
22 Policy 524 *Graduate Program Credits and Graduation ~~Transcripts~~ Requirements*.

23 4.2 One credit hour reasonably approximates:

24 4.2.1 One hour of classroom or direct faculty instruction and a minimum of two hours of out-  
25 of-class student work each week for approximately fifteen weeks for one semester or an  
26 equivalent amount of work over a different amount of time; or

27 4.2.2 At least an equivalent amount of work as required above for other academic activities as  
28 established by the ~~institution~~ University, including but not limited to laboratory work,  
29 internships, practica, studio work, and other academic work, regardless of delivery mode, leading  
30 to the award of credit hours.

31 ~~4.3 In collaboration with their school/college, academic departments shall implement evidence-~~  
32 ~~based practices to regularly review the application of this policy. This review shall be conducted~~  
33 ~~to ensure that credit hour assignments in courses and programs are accurate, reliable, and~~  
34 ~~equivalent and conform to commonly accepted practices in higher education.~~

35 ~~4.4 Using the criteria established in this policy, the Faculty Senate Curriculum Committee shall~~  
36 ~~review course credit hour assignments across courses and programs and assess evidence of the~~  
37 ~~implementation of academic department review processes on a regular basis to ensure the~~  
38 ~~consistency and accuracy of credit hour assignments. This review will occur through sampling a~~  
39 ~~variety of course credit assignments representing different degree levels, academic disciplines,~~  
40 ~~delivery modes, and types of academic activities.~~

### 5.0 PROCEDURES

41 ~~5.1 Appropriate portions of this policy shall be published on the Office of Academic Scheduling~~  
42 ~~and Curriculum website and in the university's electronic and printed catalogs.~~

43 ~~5.25.1~~ The ~~Office of~~ Academic Scheduling Office and Curriculum shall review all course  
44 sections to ensure scheduled times and term lengths are within the minimum range for fulfilling  
45 ~~the credit ratio for~~ the assigned credit hours.

46 ~~5.35.2~~ During the University's established curriculum approval process, ~~a~~Academic departments  
47 shall submit all new and revised courses, ~~along and with~~ their assigned credit hours for review.  
48 ~~assignments and rationale to the Faculty Senate Curriculum Committee.~~



## UTAH VALLEY UNIVERSITY Policies and Procedures

49 ~~5.45.3~~ ~~In collaboration with their colleges/schools, Faculty academic departments~~ shall create  
 50 evidence-based practices to evaluate syllabi, ~~student~~ learning outcomes, and course assignments,  
 51 including work outside scheduled class time, for each course to determine the appropriate credit  
 52 hour assignment ~~for each course~~.

53 ~~5.55.4~~ ~~Academic departments~~ Faculty must ~~shall~~ evaluate their courses, course syllabi, and credit  
 54 hour ~~rationales~~ assignments on a regular basis. ~~In collaboration with their school/college,~~  
 55 ~~departments~~ The faculty are responsible for determining whether credit hour assignments for all  
 56 ~~department courses~~ are accurately assigned and ~~to ensure~~ ing that courses are appropriately  
 57 aligned with published learning objectives during scheduled cyclical program reviews.

58 ~~5.6~~ ~~During scheduled cyclical program reviews, the Faculty Senate Curriculum~~  
 59 ~~Committee~~ Office of Accreditation and Academic Assessment shall review credit hour  
 60 assignments. If issues are identified, faculty shall make necessary corrections to comply with the  
 61 University's credit hour definition. ~~examine the results of the regularly conducted evaluations~~  
 62 ~~and notify departments of their compliance~~. ~~The appropriate dean and the Senior Vice President~~  
 63 ~~of Academic Affairs shall be notified of any department not in compliance with this policy~~. ~~The~~  
 64 ~~Faculty Senate Curriculum Committee shall ensure compliance with credit hour assignments by~~  
 65 ~~reviewing a variety of course credit assignments representing different degree levels, academic~~  
 66 ~~disciplines, delivery modes, and types of academic activities~~.

67 ~~5.75.5~~ ~~If a school/college curriculum committee or the Faculty Senate Curriculum Committee~~  
 68 ~~finds a course's credit hours or related requirements for student work outside of class are out of~~  
 69 ~~compliance with this policy, the Committee shall notify the academic department of the~~  
 70 ~~discrepancy, recommend options for compliance, invite the academic department to implement~~  
 71 ~~appropriate changes, and provide a timeline for compliance~~. ~~If the department fails to achieve~~  
 72 ~~compliance within the established timeline, the chair of the Faculty Senate Curriculum~~  
 73 ~~Committee shall submit the matter for resolution to the appropriate dean, in consultation with the~~  
 74 ~~Senior Vice President of Academic Affairs~~.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
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
	Revised policy approved through regular policy process.	UVU Board of Trustees

○ EXECUTIVE SUMMARY:

## Policy 610 Credit Hour

---

<b>Date:</b>	<b>August 1, 2024</b>
<b>Sponsor:</b>	Wayne Vaught, Provost
<b>Steward(s):</b>	Laurie Sharp, Senior Associate Provost - Academic Programs, Assessment, and Accreditation
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	<b>Revision</b>
<b>Policy Office Editor:</b>	Cara O’Sullivan
<b>Embedded Attorney:</b>	<a href="#">Click here to enter the name of the embedded attorney from OGC.</a>

---

### **Issues/Concerns (including fiscal, legal, and compliance impact):**

The information in UVU Policy 610 aligns with the required USDE information. However, there is a need to clarify specific statements, update office names, and remove inaccurate information.

**Suggested Changes:** (1) Revise section 4.3 as follows: In collaboration with their school/college, academic departments shall implement evidence-based practices to review the application of this policy. This review shall be conducted during cyclical program reviews to ensure that credit hour assignments in courses and programs are accurate, reliable, and equivalent and conform to commonly accepted practices in higher education. (2) Remove section 4.4. (3) Remove the word “Curriculum” in 5.2 and update name of the office to Academic Scheduling Office. (4) Revise section 5.3 as follows: During the University’s established curriculum approval process, academic departments are required to submit all new and revised courses, along with their assigned credit hours and the reasoning behind them for review. (5) Revise the last sentence in section 5.5 as follows: Faculty 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 during scheduled cyclical program reviews. (6) Revise section 5.6 as follows: The Office of Accreditation and Academic Assessment reviews academic department reports to ensure the accuracy and reliability of credit hour assignments. If deficiencies are identified, the academic department is required to make necessary corrections to align with the university’s credit hour definition before approval is obtained. (7) Remove section 5.7.

**Requested Approval from President’s Council: Stage 1**

**Proposed Drafting Committee: Justin Atkins, Erik Humphrey**

**Target Date for Stage 1 Draft to Enter Stage 2: 8/19/2024**

**Target Date for Board of Trustees Review:** [Click here to enter a date.](#)

## Equity Assessment Committee (EAC) Worksheet

**NOTE:** This form is for internal use only by the EAC and policy sponsors/stewards/coordinators. This form captures general equity concerns and those that impact the specific groups listed. The Equity Assessment Findings and Reponses Summary form accompany the Stage 1 draft.

<b>Policy Number:</b> 610	<b>Policy Title:</b> Credit Hour
<b>EAC Review Date:</b> 12/06/2024	<b>Policy Sponsor:</b> Wayne Vaught
<b>Date Completed by Policy Sponsor/Steward/Coordinator:</b>	<b>Policy Steward:</b> Laurie Sharp

**UVU Scope (Groups impacted):**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Adult learners</li> <li>Age (40+)</li> <li>Color</li> <li>First-generation student status</li> <li>Individuals with apparent or non-apparent disabilities</li> <li>National origin and citizenship status</li> </ul> | <ul style="list-style-type: none"> <li>Pregnancy, pregnancy-related conditions</li> <li>Race and ethnicity</li> <li>Religion, spirituality, and worldviews</li> <li>Sex, gender identity, and gender expression</li> <li>Sexual orientation</li> <li>Socioeconomic status</li> <li>Veteran status (including uniformed military status)</li> </ul> |
|---|--|

Section	Groups Impacted	General Equity	Equity Concern	Equity Recommendation	Policy Sponsor/Steward/Coordinator Proposed Solution
			No concerns.		