UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY TITLE	Credit Hour	**Policy Number**	610
Section	Academics	**Approval Date**	March 30, 2025
Subsection	Instruction and Curriculum	**Effective Date**	March 30, 2025
Responsible Office	Office of the Senior Vice President of Academic Affairs	**Last Review**	March 30, 2025

1.0 PURPOSE

1.1 This policy establishes university standards for accurate, reliable, and equivalent credit hour assignments in academic courses and establishes review processes for credit hour assignments across all academic courses and programs.

2.0 REFERENCES

2.1 34 CFR: § 600.2, and 688.8 (k) and (l)

2.2 Northwest Commission on Colleges and Universities *Credit Hour Policy*

2.3 UVU Policy 522 *Undergraduate Credit and Transcripts*

2.4 UVU Policy 603 *Academic Program Review*

2.5 UVU Policy 605 *Curriculum Process*

2.6 UVU Policy 662 *Graduate Program Credit and Graduation Requirements*

3.0 DEFINITIONS

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

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 662 *Graduate Program Credit and Graduation Requirements*.

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 University, 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.

5.0 PROCEDURES

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

5.2 During the University's established curriculum approval process (see UVU Policy 605), academic departments shall submit all new and revised courses, along with their assigned credit hours for review.

5.3 Faculty shall create evidence-based practices to evaluate syllabi, learning outcomes, and course assignments, including work outside scheduled class time, for each course to determine the appropriate credit hour assignment.

5.4 Faculty shall evaluate their courses, course syllabi, and credit hour assignments. The faculty are responsible for determining whether credit hour assignments are accurately assigned and ensuring that courses are appropriately aligned with published learning objectives during scheduled cyclical program reviews (see UVU Policy 605).

5.5 During scheduled cyclical program reviews, the Office of Accreditation and Academic Assessment shall review credit hour assignments. If issues are identified, faculty shall make necessary corrections to comply with the University's credit hour definition.

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POLICY HISTORY		
Date of Last Formal Review: March 20, 2025		
Due Date of Next Review: March 20, 2030		
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
March 20, 2025	Revised policy approved through regular policy process.	UVU Board of Trustees
July 2025	Non-substantive change: Policy 524 changed to 662.	UVU Policy Office UVU Office of General Counsel