University of
Applied Research
& Development

Credit Hour Policy and Review Procedures

One (1) credit hour over a standard 12-week semester is equivalent to:

1. One semester hour[1] of **direct** instruction and two hours of out-of-class work, which may include reading, writing, and course-related assignments. For example, a three-credit course will require:
    a. three (3) semester hours of direct instruction (contact hours), and
    b. six (6) hours of out-of-class work per week.); or
2. Three semester hours of **hybrid** theoretical & practical course work, which may include laboratory work, internship, practicum, studio work, independent study, fieldwork, online and hybrid-delivered courses. For example, a three-credit nontraditional course will require:
    a. nine (9) semester hours of course work, and/or
    b. online (synchronous, asynchronous), cable, ITV, hybrid, and accelerated courses and/or
    c. direct instruction per week.

Courses offered during alternative semesters such as Summer Sessions, Extension Semesters, and in other accelerated formats are prorated so that classes have the equivalent number of semester hours as if the course were scheduled during a regular 12-week semester.

Review of Credit Hours
The University of Applied Research & Development regularly reviews the accuracy of credit hour assignments for all courses to ensure compliance with commonly accepted and accrediting-body guidelines regarding the credit hour.

Semester Review of Contact Hours
Each semester, the Quality Assurance committee will conduct an automated review of the course schedule for the following semester to ensure that the credit hours and contact hours comply with this policy. The President will provide deans and department chairs with a list of courses that under-instruct the required contact hours. Faculty leaders chairs will review the syllabi of courses identified, and correct the hours provided.

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[1] A Semester Hour is defined as 50 minutes of direct instruction.

Review date: 10 Jan 2022   Next Review Date: 10 Jan 2024

Course Approval Process

Proposals for new courses and modifications to existing courses are reviewed prior to approval. The review includes consideration of the ratio of contact hours to credit hours, and a review of syllabi to ensure learning outcomes and coursework are equivalent to the credit hours requested.

Academic Program Review Process

A review of courses is included in the periodic review of academic programs every 2 – 4 years. During program review, courses are reviewed as follows:

1) **Contact Hour/Credit Hour Review**. The contact hours and credit hours for each traditional course offered over the previous two academic years will be reviewed for compliance with this policy.

2) **Audit of Syllabi**[1]. A sampling of syllabi will be analyzed to ensure an adequate justification for the number of credit hours awarded upon successful completion of the course. The audit will include a review of syllabi for nontraditional courses offered during the previous two academic years.

This policy does not apply to thesis and dissertation courses (600 and 700 courses).

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[1] The audit of syllabi is conducted at the department level (only)