

**Classification:** Academic Affairs

**Approving Authority:** President

**Responsible Authority:** Vice President of Academic Affairs

**Implementing Authority:** Office of the Registrar, Institutional Effectiveness

**Effective Date:** February 2025

**Review:** January 2028

## ***Credit Hour - Policy & Procedures***

### **1.0 Purpose**

1.1 This policy establishes AUIB's definition and standards for the assignment of credit hours.

### **2.0 Scope**

2.1 This policy applies to all academic programs at the undergraduate and graduate levels, including all delivery formats (face-to-face, hybrid, online, laboratory, clinical, practicum, internship, independent study, directed study, thesis/dissertation, and accelerated terms).

### **3.0 Definitions**

- 3.1 Academic Engagement - Documented student participation in instructional or faculty-guided activities.
- 3.2 Clock-to-Credit Conversion - Federal conversion of clock hours to credit hours where applicable.
- 3.3 Contact Hour - Scheduled time of direct instructional interaction with faculty (in-person or equivalent online).
- 3.4 Credit Hour - A unit of measurement that approximates one (1) hour of direct instruction and a minimum of two (2) hours of student work each week over a standard term, or equivalent learning activities.
- 3.5 Modality - The method of instructional delivery (face-to-face, hybrid, online, or correspondence)
- 3.6 Out-of-Class Work - Independent study, assignments, and projects completed outside direct instructional time.
- 3.7 Program Length - The number of credits required to complete a degree or certificate program.
- 3.8 Senior Project (a.k.a Capstone or bachelor's thesis) - An undergraduate final project of student work defined by major.
- 3.9 Thesis - An original work carried out under faculty supervision that demonstrates students' discipline-specific skills.

### **4.0 Policy**

- 4.1 AUIB defines one credit hour as equivalent to approximately 45 hours of student work over the duration of a term (e.g., 15 contact hours plus 30 hours of out-of-class work in a standard 15-week semester).
- 4.2 All instructional modalities and course types must demonstrate equivalency to this standard through documented student learning activities and faculty engagement.



- 4.3 Undergraduate degrees normally require a minimum of 120 credits; graduate degrees require a minimum of 30 credits. Nontraditional and accelerated programs must demonstrate equivalency.
- 4.4 Each course syllabus must explicitly state the assigned credit hours, expected student workload, and breakdown of contact and out-of-class hours.
- 4.5 Credit hour determinations must be consistently applied across all programs and reviewed regularly as part of program review, curriculum approval, and accreditation processes.
- 4.6 Modality-Specific Standards
  - 4.6.1 Lecture/Seminar: ~15 contact hours + 30 hours independent work = 1 credit.
  - 4.6.2 Laboratory/Studio: 2–3 contact hours per week over the term (30–45 hrs. total) = 1 credit.
  - 4.6.3 Clinical/Practicum: Supervised hours equivalent to lecture expectations, documented via logs.
  - 4.6.4 Internship/Fieldwork: Approximately 45 supervised hours = 1 credit.
  - 4.6.5 Online/Hybrid: Equivalent workload including regular and substantive interaction.
  - 4.6.6 Independent/Directed Study: Documented learning contact (~45 hrs./credit).
  - 4.6.7 Accelerated/Short-Term: Equivalent workload mapped to compressed term.
  - 4.6.8 Competency-Based: Credit awarded upon verified demonstration of learning equivalent to 45 hrs./credit.
  - 4.6.9 Graduation Project: Credit hours assigned based on documented faculty supervision and student workload equivalent to 45 hrs/credit, verified through committee-approved learning outcomes.

## **5.0 Procedures**

### Credit Hour Assignment

- 5.1 Faculty proposing new courses must submit workload calculations aligned with credit hour standards.
- 5.2 The Curriculum Committees reviews proposals for compliance.
- 5.3 The Registrar verifies credit hour calculations.
- 5.4 The Deans' Council grants final approval.

### Syllabi Requirements

- 5.5 Each syllabus must include a credit hour statement (e.g., "This 3-credit course requires approximately 135 total hours of student work over 15 weeks.").
- 5.6 Faculty must document instructional contact hours and estimated out-of-class work.
- 5.7 Audit-ready documentation must be maintained for experiential learning (e.g., supervisor logs, contracts, reports).

### Quality Assurance

- 5.8 Credit hour assignments are reviewed in new course approvals, periodic audits, and program reviews.
- 5.9 Reports are submitted to the Deans' Council for oversight.

### Exceptions

- 5.10 Exceptions to credit hour standards require academic justification and written approval.



5.11 All exceptions must undergo periodic review.

Catalog and Public Disclosures

5.12 The University Catalog and website shall set forth the institutional definition of a credit hour (per this policy), the program duration and total credit requirements by degree level, and the academic calendar.

Designation of College-Level Courses for Degree Credit

5.13 Unless explicitly designated by the study plan, only courses designated as 100 level or above carry degree-applicable credit toward graduation; remedial, preparatory, or non-credit courses may be required based on placement results but do not apply toward degree requirements.

5.14 Transfer credit is accepted only for courses deemed equivalent to AUIB's college-level, credit-bearing coursework, consistent with the University's Transfer Credit Policy.

## **Related Policies and Documents**

Course Registration Policy

Program Review Policy

Undergraduate Transfer Credit

University Catalog