

Webber International University

Florida and North Carolina Campuses

Graduate Credit Hour Policy	Approval Date: March 25, 2014
	Approved By: Joint Institutional Planning Committee Florida Faculty: April 28, 2014 North Carolina Faculty: May 9, 2014
FR 4.9 CS 3.4.6	

FR 4.9: “The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy.” (Definition of credit hours)

Reference: 3.4.6: “The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery.” (Practices for awarding credit)

Reference: AACRAO Guidance (as suggested in the SACS Resource Manual for the Principles of Accreditation, p.41)

Federal definition of “credit hour” (from AACRAO):

“*Credit Hour:* Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than --

(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 trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Flexibility for Institutions (federal guidance from USDOE)

- a) “A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.”
- b) “There is no ‘seat time’ requirement implicit in the definition of a credit hour.” (a flexibility that is especially applicable in reference to asynchronous online courses.)
- c) “In general, a week of instructional time is any seven-day period in which at least one day of regularly scheduled instruction or examination occurs; instructional time does not include vacation time.”

Graduate Credit Hour Policy

In accord with the Federal definition of a credit hour, the SACSCOC Credit Hours Policy, and the institutional flexibility authorized in *Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010*: 3 graduate semester credit hours will be awarded for in-seat courses meeting 4 hours per week, during a semester which will not be less than ten weeks in length, and which assumes at least 2 hours of out-of-class student work for each in-seat hour. Asynchronous on-line courses require an equivalent period of student work time per course during a typical 10 week semester.

Implementation responsibility: Academic Affairs

Policy review cycle: At least every three years

Compliance: Mandatory

(Policy Credit Hours GRADUATE.doc)