

**University of Alaska Anchorage  
Credit Hour Review Process  
Stage I: Face-to-Face Classes**

**Developed by the 2013-2014 UAB/GAB Credit Hour Subcommittee**

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In accordance with federal regulations effective in July 2011, both institutions and accrediting agencies are required to come into compliance with regulations regarding the definition and assignment of credit hours under Section 600.2 and 600.24.

Because of those regulations, Northwest Commission on Colleges and Universities (NWCCU) established a Credit Hour Policy (copy attached) in November 2012 by which NWCCU will review:

1. The adoption of a policy on credit hour for all courses and programs at the institution,
2. The process the institution employs to review periodically the application of its policy on credit hour across the institution to assure the credit hour assignments are accurate and reliable,
3. Any variations in the assignment of credit hours to assure that these variations conform to the commonly accepted practices in higher education.

At the request of Office of Academic Affairs (OAA) and the Faculty Senate Executive Board a subcommittee was formed to look at what UAA has in place and to find any gaps in compliance. The subcommittee has representation from Undergraduate Academic Board (UAB), Graduate Academic Board (GAB), the Registrar's office and OAA.

The subcommittee has determined that UAA already has adopted a policy on credit hour, and UAA is in full compliance with item 1 listed above.

The curriculum process incorporates a review of credit hours for each course, thereby assuring the curriculum paperwork meets the credit hour policy. However, there is no existing process to determine how well the institution is doing in assuring that class scheduling practices meet the credit hours approved by the academic boards. It was decided to first develop a review process for regular face to face classes. Next year this would be followed by a full discussion of how to apply the credit hour review to courses such as distance-delivered courses, internships, practicums, etc. After many meetings and lengthy discussion the subcommittee proposes the following review process for face to face classes to be in compliance with NWCCU's item 2 listed above:

**Credit-hour Review Process: Face-to-Face Classes**

1. The Registrar's Office will use a computer program to evaluate whether scheduling for face to face classes meets UAA's definition of the number of credits assigned to the class in the approved curriculum paperwork. This program will produce an exception list for all classes that appear to

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not meet the requirements. The Registrar's office will send this exception list to the Provost's Office during the proof stage of developing the course schedule.

2. The Provost's office will send this list to the colleges for review. The colleges will review, make any needed changes with Publications, and respond to the Provost's office.

Cycle: Every semester

Timeline: Communication and troubleshooting in F14 with implementation for the F15 schedule



## Policy on Credit Hour

### Federal Definition of Credit Hour

In accordance with federal regulations effective July 1, 2011, both institutions and accrediting agencies are required to come into compliance with regulations regarding the definition and assignment of credit hours under Section 600.2 and 600.24.

Federal regulations mandate that all candidate and accredited institutions comply with the definition of the credit hour as set forth in Section 600.2, which defines the credit hour as:

*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.*

### Institutional Fulfillment of this Policy

As required by Section 600.24, the Commission will evaluate as part of the *Resources and Capacity* (Year Three) evaluation the extent to which the institution meets the federal definition by reviewing:

- (1) The adoption of a policy on credit hour for all courses and programs at the institution;
- (2) The processes the institution employs to review periodically the application of its policy on credit hour across the institution to assure that credit hour assignments are accurate and reliable; and
- (3) Any variations in the assignment of credit hours to assure that these variations conform to commonly accepted practices in higher education.

In implementing this policy, evaluation committees will review institutional documentation including the institution's policy on credit hour and expectations at each degree level, evidence of the implementation of institutional review processes to assure the consistency and accuracy of credit hour assignments in all courses and programs, and through sampling, a variety of course credit assignments

based on degree level, academic discipline, delivery modes, and types of academic activities. Evaluation committee findings will be included in reports to the Commission and where deficiencies are found, they shall be so noted, and the Commission will act to assure that these deficiencies are addressed through follow-up reporting. If the Commission finds systematic non-compliance with the policy regarding one of more programs at the institution, the Commission will promptly notify the Secretary of Education in addition to any follow-up required by the Commission.

November 2012

**\* Title 34: Education CFR 668.8 (k) and (l)**  
**STUDENT ASSISTANCE GENERAL PROVISIONS**  
Subpart A—General

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**§ 668.8 Eligible program.**

(k) *Undergraduate educational program in credit hours.* (1) Except as provided in paragraph (k)(2) of this section, if an institution offers an undergraduate educational program in credit hours, the institution must use the formula contained in paragraph (l) of this section to determine whether that program satisfies the requirements contained in paragraph (c)(3) or (d) of this section, and the number of credit hours in that educational program for purposes of the title IV, HEA programs, unless—

(i) The program is at least two academic years in length and provides an associate degree, a bachelor's degree, a professional degree, or an equivalent degree as determined by the Secretary; or

(ii) Each course within the program is acceptable for full credit toward that institution's associate degree, bachelor's degree, professional degree, or equivalent degree as determined by the Secretary provided that—

(A) The institution's degree requires at least two academic years of study; and

(B) The institution demonstrates that students enroll in, and graduate from, the degree program.

(2) A program is considered to be a clock-hour program for purposes of the title IV, HEA programs if—

(i) Except as provided in paragraph (k)(3) of this section, a program is required to measure student progress in clock hours when—

(A) Receiving Federal or State approval or licensure to offer the program; or

(B) Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue;

(ii) The credit hours awarded for the program are not in compliance with the definition of a credit hour in 34 CFR 600.2; or

(iii) The institution does not provide the clock hours that are the basis for the credit hours awarded for the program or each course in the program and, except as provided in § 668.4(e), requires attendance in the clock hours that are the basis for the credit hours awarded.

(3) The requirements of paragraph (k)(2)(i) of this section do not apply to a program if there is a State or Federal approval or licensure requirement that a limited component of the program must include a practicum, internship, or clinical experience component of the program that must include a minimum number of clock hours.

(l) *Formula.* (1) Except as provided in paragraph (l)(2) of this section, for purposes of determining whether a program described in paragraph (k) of this section satisfies the requirements contained in paragraph (c)(3) or (d) of this section, and of determining the number of credit hours in that educational program with regard to the title IV, HEA programs—

(i) A semester hour must include at least 37.5 clock hours of instruction;

(ii) A trimester hour must include at least 37.5 clock hours of instruction; and

(iii) A quarter hour must include at least 25 clock hours of instruction.

(2) The institution's conversions to establish a minimum number of clock hours of instruction per credit may be less than those specified in paragraph (l)(1) of this section, if the institution's designated accrediting agency, or recognized State agency for the approval of public postsecondary vocational institutions, for participation in the title IV, HEA programs has not identified any deficiencies with the institution's policies and procedures, or their implementation, for determining the credit hours, as defined in 34 CFR 600.2, that the institution awards for programs and courses, in accordance with 34 CFR 602.24(f), or, if applicable, 34 CFR 603.24(c), so long as—

(i) The institution's student work outside of class combined with the clock-hours of instruction meet or exceed the numeric requirements in paragraph (l)(1) of this section; and

(ii)(A) A semester hour must include at least 30 clock hours of instruction;

(B) A trimester hour must include at least 30 clock hours of instruction; and

(C) A quarter hour must include at least 20 hours of instruction.

(m) An otherwise eligible program that is offered in whole or in part through telecommunications is eligible for title IV, HEA program purposes if the program is offered by an institution, other than a foreign institution, that has been evaluated and is accredited for its effective delivery of distance education programs by an accrediting agency or association that—

(1) Is recognized by the Secretary under subpart 2 of part H of the HEA; and

(2) Has accreditation of distance education within the scope of its recognition.

(n) For Title IV, HEA program purposes, *eligible program* includes a direct assessment program approved by the Secretary under § 668.10 and a comprehensive transition and postsecondary program approved by the Secretary under § 668.232.

(Authority: 20 U.S.C. 1070a, 1070a-1, 1070b, 1070c-1, 1070c-2, 1070g, 1085, 1087aa-1087hh, 1088, 1091; 42 U.S.C. 2753)

[59 FR 22421, Apr. 29, 1994]

EDITORIAL NOTE: For FEDERAL REGISTER citations affecting § 668.8, see the List of CFR Sections Affected, which appears in the Finding Aids section of the printed volume and at [www.fdsys.gov](http://www.fdsys.gov).