



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-102.3, ASSIGNMENT OF CREDIT HOURS

Covered Individuals: All Faculty

Covered Locations: All Locations

Effective Date: 1/22/2025

Strategic Plan: SP 1.2

HLC: Criterion 3.a.2

Consultations: CAO, Academic Dean
VPEDF, Director of FA, Registrar,
Faculty (Academic Affairs Committee)

POLICY STATEMENT

The requirement for assigning one (1) semester credit hour consists of a minimum of one (1) 50-minute period of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week of a 15-week semester or the equivalent engagement over a different period of time.

PURPOSE

The purpose of this policy is to ensure compliance by Upper Iowa University (UIU) with the Department of Education (DOE) policy: “Federal Credit Hour” (34 CFR 600.2) and the Higher Learning Commission (HLC) policy: “Assignment of Credits, Program Length and Tuition” (FDCR.A.10.020).

DEFINITIONS

Classroom Instruction – faculty interacting face-to-face with students in a classroom or laboratory setting.

Direct Faculty Instruction – learning that is planned, facilitated, and documented by the faculty to meet the objectives of the course. Examples may include but are not limited to online lectures, discussion boards, case studies, group work, simulations, multimedia, etc.

Federal Credit Hour – 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 a 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 one (1) of this definition for other activities established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours. 34 CFR 600.2 (11/1/2010)

POLICY IMPLEMENTATION

UIU instruction is typically scheduled for two 8-week sessions in the fall and spring semesters, one 8-week session, and one 6-week session in the summer semester. The credit hour policy is applicable for all instructional formats.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-102.3.A, Guidelines for Instructional Time Expectations Supplemental Form

Assignment of Credits, Program Length, and Tuition, HLC Policy # FDCR.A.10.020

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-102.3	1/22/2025 (PC approved)	Policy reviewed as part of three year review cycle.
AA-102.2	11/15/2022	New template, edits made; PC approved.
102	5/23/2018	New template, content changed; PC approved.
102	5/22/2018	UPC reviewed & recommended to PC for approval.
102	5/9/2018	Faculty Senate approved.