

Union College - Credit Hour Policy

Policy

All academic units must follow the federal credit hour definition (please refer to Assignment of Credits, Program Length, and Tuition: www.hlcommission.org/Policies/assignment-of-credits.html). 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 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, and other academic work leading to the award of credit hours.

Procedure

It is the responsibility of the Academic Division Chairs to perform regular audits to ensure compliance with the Credit Hour Policy.

Classes are flagged by the Records office if class time is scheduled to meet for less or more than the credit hour policy. Flagged classes are reviewed by the responsible division chair.

Adapted from University of Nebraska Omaha's credit hour policy