

Effective Date: November 2020
Previous Version: None
Policy Owner: Chief Academic Officer
Approved by: President
Approval Date: 11/1/2020

ACADEMIC CREDIT HOUR POLICY AND PROCEDURES

1. Purpose and Scope

The purpose of this policy is to define the academic credit hour in accordance with the standards set forth in the Federal Student Aid Handbook and to ensure that students receive consistent, rigorous, and high-quality education for each credit they earn. This policy applies to all courses offered by NewU University.

2. Definition of a Credit Hour

In accordance with standard practices and the Federal Student Aid Handbook, our institution defines 1 (one) Credit Hour as the combination of 50 (fifty) minutes of direct faculty instruction per week (“Contact Hour”) plus an additional 120 minutes of student work outside of class, e.g., homework, research, reading per week (“Homework Hour”) over a period of 15 (fifteen) weeks.

The NewU Chief Academic Officer is responsible for ensuring that each credit hour awarded by NewU is substantiated and justified by virtue of meeting this definition.

3. Class Session Lengths and Holidays

The length of each class session is determined by the following factors: number of Credit Hours for the course, the meeting schedule and frequency of Contact Hours of the course (i.e., Monday and Wednesday, or Tuesday and Thursday, etc.) and whether any holidays fall on class days. The total number of class sessions is counted, and the total number of Contact Hours and Homework Hours per Section 2 above is then distributed across the sessions so as to ensure that the minimum requirements for the credit hours for the course are met.

4. Monitoring and Compliance

The Chief Academic Officer or a designee must review and approve each course syllabus before the start of each semester to ensure compliance with the credit hour policy. Any issues must be addressed and corrected by the faculty teaching the class prior to the start of the semester.

5. Review

This policy will be reviewed as part of the annual policy review process.

[End]