



1. POLICY NAME: **ACADEMIC CREDIT HOUR DETERMINATION**

2. POLICY CATEGORY: **GENERAL ACADEMIC POLICIES AND PROCEDURES**

3. POLICY STATEMENT:

AUD follows commonly accepted American best practice for determining course credit hours.

The number and mode of delivery of weekly contact hours determine the credit hours assigned to a course.

For every three hours of *lecture* delivered weekly throughout a semester or summer session, amounting to approximately 45 contact hours of instruction, three hours of credit are assigned.

Learning experiences such as *studios and laboratories*, which serve the primary purpose of reinforcing the learning and understanding of previously presented material and/or putting theory and principles into practice, ordinarily receive one-half the credit value of a lecture; that is, for every two hours weekly spent in a laboratory or studio during a semester or summer session, one hour of credit is assigned.

Accordingly, a semester course consisting of three weekly hours of lecture and two weekly hours of studio or laboratory would be assigned four credit hours.

In calculating credit hours, AUD's courses must follow the above principle and apply the ratio between the value of an hour of lecture and an hour of another form of delivery (e.g., 1:5) in determining the credit hours assigned to a course. However, there may be a reason to propose a deviation. Proposals to deviate from this ratio of contact hours to credit will only be considered for the non-lecture-based component comprising a given course. The amount of contact time required to constitute a credit hour may be adjusted, depending on judgment concerning the instructional intensity or other factors of this component of the course.

Subject to ratification by the Academic Council, it is the purview of the University Curriculum Committee (UCC) to evaluate the credit hours assigned by the schools to those courses proposed for inclusion in the university's curriculum.

Internships and field experiences provide students an opportunity to earn credit by working in a professional capacity in a position related to their degree discipline. By consensus across the university's schools, all students must work a minimum of 225 hours (i.e., 15 weekly hours) in a professional setting to be awarded three credit hours. The amount of credit generated by such workplace activity in any given term is usually capped at three.

In cases where various instructional experiences are blended (e.g., lecture and internship), the ratios cited in this policy are used to determine credit hours. Study tours ordinarily require some lecture, visits to

discipline-relevant sites, report writing and other assignments. The contribution of each experience to credit hour calculation is determined with a view to the hours dedicated to each component and the judged intensity of instruction.

In awarding transfer credit (see pp. 18, 85-86 of the *2018-2019 Undergraduate Catalog*), all courses are evaluated for their equivalency to AUD courses in terms of content and contact hours. For those systems not based on semester credit hours, conversions are made to the semester credit hour system using the above criteria.