



UNIVERSITY POLICY

ACADEMIC AND FACULTY POLICIES

Number: 102

Subject: Assignment of Credit Hours Policy

Covered Individuals: All faculty members whose primary responsibility for Upper Iowa University is teaching, including full-time, part-time, adjunct, dual-credit, temporary, and/or non-tenure-track faculty

Covered Campus Locations: All UIU Locations

Date of Origin: May23, 2018

Effective Date of Last Revision:

PURPOSE

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

DEFINITIONS

Faculty – individuals whose primary responsibility is teaching, including, full-time, part-time, adjunct, dual-credit, temporary, and/or non-tenure-track faculty

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 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 activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34 CFR 600.2 (11/1/2010)

POLICY

UIU seeks to ensure that assignment and award of credit hours shall conform to commonly accepted practices in higher education. As such, the assignment of credit hours and the resulting instructional time corresponding to such assignments will follow the Guidelines for Instructional Time Expectations.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

[Link to Guidelines for Instructional Time Expectations](#)

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

CONTACTS

The Vice President for Academic and Student Affairs, as academic head of the university, is responsible for answering questions regarding the application of this policy. The policy itself and any subsequent revisions to the policy are approved by the UIU Faculty Senate.

SANCTIONS

N/A

HISTORY

- May 9, 2018
 - Faculty Senate approved the policy
- May 22, 2018
 - University Policy Committee reviewed and recommended policy to President's Council for approval
- May 23, 2018
 - President's Council approved the policy