Policy Title: **Determining Credit Hours Awarded for Courses**

Policy Number: PS 1031

Purpose of Policy: The purpose of this policy is to articulate Bellevue University’s practice in assigning credit hours for courses, in order to provide a consistent measure of at least a minimum standard for student academic engagement.

Applies to: All Bellevue University curriculum

Policy:

In order to provide a consistent measure of at least a minimum quantity of a student’s academic engagement, Bellevue University has adopted the following as the minimum standard for awarding of credit to its programs and courses: One credit hour is equivalent to approximately 15 hours of instructional engagement and 30 hours of student preparation. Instructional engagement includes, but is not limited to, the following: submitting academic assignments, listening to class lectures or webinars, taking exams, interactive tutorials, conducting research and reading online resources, attending a study group assigned by the University, contributing to an academic discussion, initiating contact with a faculty member, completing a practicum, completing an applied learning project in a work-based setting, completing a technology-based simulation or computer-assisted project, or completing an externship or internship. Preparation includes, but is not limited to, the following: reading, study time and other research work needed to complete assignments and projects, as well as any activities related to preparation for instructional engagement. Bellevue University requires this policy to be practiced by all members of the University.

The policy applies equally to all undergraduate, graduate, and doctoral courses offered on- and off-campus and across all delivery methods and platforms.

Procedures: Bellevue University’s Guidelines for Determining Credit Hours

Faculty-Student Mentoring, Teaching, and Interaction in Distance Education

Supporting Documentation:


Corresponding Publications: PS 2404: Mathematical Computation of Credit Hours

Keywords: Definition of a credit hour

Responsible Office: Chief Academic Officer

Contact Information: Chief Academic Officer

Approved by: Dr. Mary Hawkins

Effective Date: September 1, 2018

Review Cycle and Dates: This policy statement supersedes the previous version of PS 1031 dated July 1, 2014.

APPROVED:

/signed/ ________________________________ 9/6/2018 ____________________
Dr. Mary Hawkins, Bellevue University President Date