

February 2013

## 5.203 Program Length and Credit Hours

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Program Length and Credit Hours</b>  <b>Policy 5.203</b>	
<b>Academic Policies</b>		Effective date: June 5, 2012	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Chancellor	N/A	June 1, 2011
Revised	Chancellor	N/A	June 5, 2012
Revised	Chancellor	N/A	February 20, 2013
Revised (Non-substantive)	Office of University Counsel	N/A	May 18, 2017
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
University Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Campuses, Students and Registrars

## I. Purpose

The purpose of the Program Length and Credit Hour Policy is to inform faculty and staff that every academic program within Antioch University is required to meet certain minimum program length standards and that every academic unit is required to determine credit hours in a similar fashion, consistent with the federal definition of credit hour.

## II. Program Length Standards

A. Each academic unit is responsible for assuring that its academic programs meet the minimum program length standards for Antioch University. Those minimum program length standards are:

1. Bachelor's degree: 120 semester credits / 180 quarter credits
2. Master's degree: 30 semester credits / 45 quarter credits beyond the bachelor's degree

3. Doctorate: 30 semester credits /45 quarter credits beyond the master's degree

### III. Definition of Credit Hour

A. It is the policy of Antioch University that each academic unit determine credit hours in a similar fashion, using the following definition of credit hour, as found in 34 C.F.R. 600.2:

1. 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:

- a) 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

- b) At least an equivalent amount of work as required in paragraph (a) for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### IV. Course Delivery Models

To meet the varying needs of its students, Antioch University offers courses in a variety of modalities: those that are primarily classroom-based, those that combine a blend of classroom learning with online learning, those that are primarily online, and those that incorporate a substantial amount of field-based or experiential learning.

A. **Credit hour definition:** The definition of credit hour is consistently applied to all courses, regardless of delivery model.

B. **Student Learning Outcomes:** For all delivery models, programs must equate credit hours with intended learning outcomes and student achievement that can be reasonably achieved by students within the time allocated and through the learning activities assigned.

C. **Accelerated Delivery of Courses:** Courses that are delivered over periods of time that are shorter than the traditional 10-week quarter, 15-semester or 30- annual term must include the equivalent amount of total instructional contact and student academic work

hours as courses delivered on a traditional schedule, with normally no more than one credit being offered per week of full-time study.

## **V. Variable Credit Courses**

University recognizes the value of offering courses that are designed to be offered for a range of credits. The documentation of these variable credit courses will indicate the intended learning outcomes and evidence of student achievement commensurate with each credit hour for which the course is offered, as defined above.

## **VI. Academic Level**

The assignment of academic credit should also take into consideration the academic level of the course. Faculty should follow the guidelines in Curriculum Standards Policy 5.201 to assure that student learning outcomes and academic credit awarded are appropriate for the academic level of the course.

## **VII. Process**

A. Each academic unit is responsible for assuring that the program length is consistent with the university standards and determining that the student work in fulfillment of the requirements associated with the credit hours for its program is consistent with the definition in section III (A) above. The academic unit is responsible for documenting compliance to its Chief Academic Officer (“CAO”) in the annual Program Review report.

B. Before an academic program undergoes significant change, the academic unit is responsible for determining that any change in the student work in fulfillment of the requirements associated with the credit hours for the program is consistent with the definition in section III (A). above. The academic program must submit documentation of such assurance to its CAO prior to approval of the intended change.

## **VII. Compliance**

Compliance with this Program Length and Credit Hour Policy is a federal requirement and necessary for accreditation purposes.