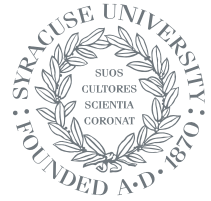


## Assignment of Credit Hours

In accordance with 34 CFR 602.24(f), the Commission “must conduct an effective review and evaluation of the reliability and accuracy of the institution’s assignment of credit hours.” Specifically, the Commission must review the institution’s policies and procedures for determining the credit hours awarded as well as the application of the institution’s policies and procedures to its program and coursework, and make a ‘reasonable determination of whether the institution’s assignment of credit hours conforms to commonly accepted practice in higher education.’”

*Institutions must provide the following documentation:*

1. Written policies and procedures for credit hour assignment covering all types of courses, disciplines, programs, degree levels, formats, and modalities of instruction. Include each policy that documents the assignment of credit hours specific to the types noted above. Specify the location of the policy in the catalog and website. The following should be clearly indicated:
  - Academic period (e.g., 15 weeks plus one week exam over two semesters)
  - Recommended instructional time (e.g., three 50-minute sessions or two 75-minute session per week)
  - Recommended out-of-class time requirements (e.g., twice in-class time)
2. Evidence that the institution’s credit hour policies and procedures are applied consistently across the full range of institutional offerings. If the institution is required to obtain approval from the relevant State Department of Education, compliance with this requirement should be documented. Other evidence must include:
  - documentation from recent academic program reviews;
  - new course or program approvals;
  - documentation for registration software/systems that ensure a consistent schedule of courses based on the credit hour assignment;
  - academic calendars and/or schedules, and course matrices; and
  - documentation of adherence to credit hour requirements, consistent with federal regulations, from a system, or disciplinary organization; etc.



3. A description and evidence of the processes used by the institution to review periodically the application of its policies and procedures for credit hour assignment. Indicate the individual(s) and/or entities responsible for the final review and approval.
4. A list of the courses and programs that do not adhere to the federal definition of credit hour or its equivalent as specified in the MSCHE Credit Hour Policy (e.g., online or hybrid, laboratory, studio, clinical, internship, independent study, and accelerated format) and evidence that such variations in credit hour assignment conform to commonly accepted practice in higher education.
  - Each course or program that does not adhere to the federal definition should be specified and supporting evidence that it conforms to commonly accepted practice should be provided using the criteria described above in Item 2.