



CREDIT HOURS

Policy Statement

As part of its review of an institution seeking initial or continuing accreditation, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) conducts reviews of an institution's assignment of credit hours. Academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, and distance and correspondence education. Students, institutions, employers, and others rely on the common currency of academic credit to support a wide range of activities, including the transfer of students from one institution to another. For several decades, the federal government has relied on credits as a measure of student academic engagement as a basis of awarding financial aid.

The purpose of this policy is to provide guidance to institutions and evaluation committees on SACSCOC's expectations regarding credits and to set forth the federal regulations regarding the award of credit.

Federal Definition of the Credit Hour. For purposes of the application of this policy and in accord with federal regulations, 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

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours 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 outlined in item 1 above 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.

Guidelines for Flexibility in Interpretation. An institution is responsible for determining the credit hours awarded for coursework in its programs in accordance with the definition of a credit hour for Federal program purposes. The definition does provide some flexibility for institutions in determining the appropriate amount of credit hours for student coursework.

- The institution determines the amount of credit for student work.
- A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.
- The credit hour definition is a minimum standard that does not restrict an institution from setting a higher standard that requires more student work per credit hour.
- The definition does not dictate particular amounts of classroom time versus out-of-class student work.
- In determining the amount of work the institution's learning outcomes will entail, the institution may take into consideration alternative delivery methods, measurements of student work, academic

calendars, disciplines, and degree levels.

- To the extent an institution believes that complying with the Federal definition of a credit hour would not be appropriate for academic and other institutional needs, it may adopt a separate measure for those purposes.
- Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

The intent of the above flexibility as provided by Federal guidance is to recognize the differences across institutions, fields of study, types of coursework, and delivery methods, while providing a consistent measure of student work for purposes of Federal programs.

SACSCOC Obligations in the Review of the Credit Hour. SACSCOC reviews the institution's (1) policies and procedures for determining credit hours, including clock to credit hour conversions, that the institution awards for coursework and (2) the application of its policies and procedures to its programs and coursework. Following the evaluation, SACSCOC is obligated to make a reasonable determination regarding the institution's assignment of credit hours and whether it conforms to commonly accepted practice in higher education. In doing so, SACSCOC may use sampling or other methods in its evaluation. As with the identification of non-compliance with other standards, SACSCOC is obligated to take action in accord with that used in relation to other standards of non-compliance. If SACSCOC finds systemic non-compliance with this policy or significant non-compliance regarding one or more programs at the institution, SACSCOC is required to notify the U.S. Secretary of Education.

Exclusions. If a program's formal degree requirements include courses with zero (0) earned hours of academic credit, the institution should have a policy describing the conditions when such a practice is appropriate and a procedure for reviewing and approving such courses. This guidance does not apply to transcribing a student's co-curricular, engagement, or other accomplishments occurring outside of a formal academic classroom or laboratory setting. Examples may include, but are not limited to, experiential learning events, presentations at professional or academic meetings, orientation sessions, or completion of capstone exams or certifications.

Procedures

1. **Institutions preparing Compliance Certifications in anticipation of reaffirmation of accreditation (accredited institutions) or initial membership (candidate institutions).**
The institution will be required to document compliance with Standard 10.7 (*Policies for awarding credit*) as relates to credit hours. If the Board imposes a public sanction or takes adverse action in part or in full for continuing non-compliance with Standard 10.7 as applies to the credit hour, SACSCOC will notify the U.S. Secretary of Education. The institution will be informed of such action.
2. **Institutions undergoing substantive change review related to an academic program review in anticipation of continuing accreditation.**
The institution will be required to address Standard 10.7 (*Policies for awarding credit*) as part of its prospectus (program expansion) or application (degree level change). Following review of the prospectus, SACSCOC staff will refer the substantive change case to SACSCOC's Board of Trustees if there is evidence of non-compliance with Standard 10.7. For substantive change cases involving level change, the application will automatically be forwarded to SACSCOC's Board of Trustees.

As a result of Board review that may include a site visit, if the Board imposes a public sanction or takes adverse action in part or in full for continuing non-compliance with Standard 10.7 as applies to the credit hour, SACSCOC will notify the U.S. Secretary of Education. The institution will be informed of such action.
3. SACSCOC is not responsible for reviewing every course and related documentation of learning

outcomes; rather, SACSCOC will review the policies and procedures that the institution uses to assign credit hours, with the application verified by a sampling of the institution's degrees and non-degree programs to include a variety of academic activities, disciplines, and delivery modes. The review process for sampling encompasses a varied sample of the institution's degree and non-degree programs in terms of academic discipline, level, delivery modes, and types of academic activities. In reviewing academic activities other than classroom or direct faculty instruction accompanied by out-of-class work, SACSCOC will determine whether an institution's processes and procedures result in the establishment of reasonable equivalencies for the amount of academic work described in paragraph one of the credit hour definition within the framework of acceptable institutional practices at comparable institutions of higher education for similar programs.

4. SACSCOC will notify the U.S. Secretary of Education of its findings of systemic non-compliance with this policy or Standard 10.7 or of significant non-compliance regarding one or more programs at the institution only after SACSCOC follows its review process that includes notification to the institution of non-compliance and a reasonable time period for the institution to respond to the citations and provide documentation of compliance.

Document History

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