



## **Credit Hour Policy**

### **1 Introduction**

1.1 The purpose of this policy is to support International University of Leadership's compliance with the national expectations regarding credits.

1.2 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 distance and correspondence education.

1.3 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.

1.4 For several decades, the federal government has relied on credits as a measure of student academic engagement for the purpose of awarding financial aid, which is one of International University of Leadership's long term goals.

### **2 Scope**

2.1 This policy applies to all the faculty, staff, and students of the University registering for, enrolled in, and receiving credit for a distance or correspondence education course or program, wherever located or however delivered by the University.

### **3 Definitions**

#### **3.1 Credit Hour**

The unit by which an institution measures its course work. The number of hours assigned to a course is a measure of the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of work that is expected outside of class in order to complete all course objectives.

#### **3.2 Semester Credit Hour**

Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester. Thus, a unit



of credit equates to three hours of student work per week (1-hour lecture plus 2 hours of homework) for a sixteen-week (16) calendar in the Fall and Spring Sessions and eight (8) weeks for the Summer Session, while Graduate and Doctorate programs are both based on an eight weeks' calendar session. 8 weeks' sessions are adapted so they contain the same total number of hours as if the course were scheduled for a full semester.

To maintain the integrity of the instructional program, IUL takes great so that there is adequate time for students to complete homework assignments, students are advised to not take more than 2 courses during the 8 weeks' sessions to be able to manage the load of work correctly and achieve learning outcomes.

Standard syllabi shall include a clear notice apprising students of expectations for overall course-related effort.

## **4 Policy and Procedure Statements**

### **4.1 Introduction**

4.1.1 All courses offered for credit at International University of Leadership (the University) must meet standards for class instruction hours and for expected out-of-class learning.

Specifically, a class must meet for one hour per week for each semester hour of credit granted. The total number of meeting times for a course is inclusive of the scheduled final exam. Two hours of preparation outside of class for every hour in class is the traditional instructional delivery norm to follow.

4.1.2 For online delivery: At least a reasonable amount of instruction and academic work occurs so that academic activities and student learning objectives for which credit is awarded is equivalent to traditional instructional delivery.

### **4.2 Credit Guidelines**

4.2.1 Onsite classes: our classes are based on live in class formal lectures, presentations, and interaction occurs primarily or partially through onsite communication. Presentations may incorporate elements of lecture, and other activity types.

4.2.2. Online classes: Flexibility of time and location for delivery are key factors that distinguish online course from traditional courses. Credit hours are equivalent to a typical on campus class.

4.2.3 Independent Study: Experiential, Research, Individual Study, Student Teaching - Credit hours associated with this type of instruction will be assigned credit depending upon the amount of activity associated with the course, faculty supervision, and student outside work activity.



### 4.3 Types of Credit Awarded by International University of Leadership

4.3.1 Regular Credit: Credit earned for regularly offered university courses of instruction that meet the requirements of a degree program.

4.3.2 Transfer Credit: International University of Leadership Students will be granted credit for hours earned at other institutions. The Articulation Agreement IUL has with other schools dictates that students who have completed their first three years of undergraduate degree have met the general education requirements of International University of Leadership. Courses that have been previously reviewed and approved for University credit are kept in a database maintained by the Office of Registrar and are automatically articulated to University Transfer credit. Courses not previously approved may be submitted to the appropriate department for review.

#### 4.4 Credits Assignment per Course

<b>Duration of course - 16 weeks</b>			
<b>Instructional Type</b>	<b>Weekly Student Hours</b>	<b>Semester Hours/Prep</b>	<b>Number of Semester Cr/h awarded</b>
<b>Lesson/Individual Instruction</b>	3 Hrs.	48 Hrs.	3 Semester Cr/h
<b>Practicum</b>	9 Hrs.	144 Hrs.	Within the credits awarded for the course
<b>Research</b>	2-3 Hrs.	32-64 Hrs.	Within the credits awarded for the course

<b>Duration of course - 8 weeks</b>			
<b>Instructional Type</b>	<b>Weekly Student Hours</b>	<b>Semester Hours/Prep</b>	<b>Number of Semester Cr/h awarded</b>
<b>Lesson/Individual Instruction</b>	6 Hrs.	48 Hrs.	3 Semester Cr/h
<b>Practicum</b>	18 Hrs.	144 Hrs.	Within the credits awarded for the course
<b>Research</b>	4-6 Hrs.	32-48 Hrs.	Within the credits awarded for the course

Instruction: Includes, but not limited to, submitting an academic assignment, attending or listening to class lectures or webinars (onsite or online), taking an exam, completing an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the faculty, contributing to an academic discussion, initiating contact with a faculty member to ask a question about the academic subject studied in the course, conducting laboratory work, and completing an externship or internship.



Practicum: Typically, homework, such as reading and study time, and completing assignments and projects. Therefore, a 3-credit hour course would require 135 semester hours (45 hours of academic engagement and 90 hours of preparation).

#### **4.5 Guidance and Compliance**

Compliance is maintained through course syllabi and class schedules.

- Syllabi include information outlining the expected amount of work the course requires for the designated number of credit hours. Representative syllabi are kept on file and available for review. Regardless of mode of instruction, syllabi demonstrate that courses are consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same code, number, or course title.
- IUL Onsite and Online campus maintain a yearly course schedule showing the beginning-end and weeks that courses are open, a schedule for exams and a schedule for proctored examinations for core courses online.

#### **4.6 Blended Learning Courses**

Blended learning classes typically consist of time spent in classroom and online instruction. Credits awarded shall reflect the total time for both components, plus additional time comparable to the out of class requirements of traditional onsite courses.

#### **5. Ongoing Assessment of Semester Credits**

The number of credits assigned to each course shall be considered in course design and syllabi. Expected student learning outcomes for each course shall meet the semester credit hour standard. Consideration of assigned credits shall be incorporated in the periodic review of syllabi by the Academic office, regularly scheduled annual course assessments involving input from faculty and students, curriculum committee reviews, and formal program reviews conducted after the first two years for new programs and every five years thereafter. The Academic Officer shall review credits assigned to courses and submit their recommendations to the president for final approval in accordance with the standards prescribed in this policy.

#### **6. Review**

The Academic Office is responsible for making sure these policies and procedures are consistently applied across programs and courses, regardless of delivery mode or teaching/learning format.