Responsible Executive: Provost and Vice President

for Academic Affairs

Responsible Office: Vice Provost for Curriculum,

Assessment, and Accreditation

Effective Date: March 23, 2017

Last Revised: February 1, 2022

**Academic Credit**

**Policy Summary**

This policy guides Northern Arizona University’s structuring of courses and its calculation and award of academic credit at each of the University’s locations regardless of course modality.

**Reason For This Policy**

This policy guides the awarding of Units of Credit by the University in accordance with applicable requirements promulgated by the Arizona Board of Regents (“ABOR”).

**Entities Affected By This Policy**

* All academic units at all service locations

**Who Should Know This Policy**

* All academic officials
* All faculty

**Definitions**

**Course**: a structured learning environment, typically on a fixed weekly schedule over an academic term, focused on an individual subject with set learning outcomes led by an instructor.

**Unit of Credit**: As set forth in Arizona Board of Regents Policy, 2-224, *Academic Credit*, an hour of academic work equivalent of fifty (50) minutes of class time (often called a "contact hour") or sixty (60) minutes of independent study work. A minimum of forty-five (45) clock hours of work by each student is required to earn each Unit of Credit.

**Policy**

1. Scope and Applicability

This policy implements ABOR Policy 2-224 to guide the University’s structuring of courses and its awarding of Units of Credit at each of the University’s locations regardless of course modality.

1. Units of Credit

1. At least fifteen (15) contact hours of recitation, lecture, discussion, testing or evaluation, seminar, workshop, or colloquium, as well as a minimum of thirty (30) hours of additional student work, such as homework, writing assignments, teamwork, etc., is required for each Unit of Credit;
2. Studios must involve at least thirty (30) contact hours and at least fifteen (15) hours of additional student work, such as homework, practice sessions, studio time, etc., for each Unit of Credit;

1. Laboratory courses require a minimum of forty-five (45) contact hours per Unit of Credit;

1. Field trips will be counted hour-for-hour, similar to laboratory meetings;

1. Each internship or practicum Unit of Credit must require a minimum of forty-five (45) clock hours of work; and

1. Music instruction and specialized types of music performance offerings must conform to the requirement for accreditation of the National Association of Schools of Music.

1. Course Requirements

1. Ordinarily, in a standard term, a course must cover at least a one-week period for every Unit of Credit given. During summer sessions, however, six (6) Units of Credit may be given over a five-week period.

1. Off-campus courses, regardless of mode of delivery, may be assigned Units of Credit based on competencies or learning outcomes that are acquired through coursework and are equivalent to those of students in a traditional classroom setting. An equivalent of forty-five (45) hours of work by each student is required for each Unit of Credit.

1. Nursing simulation experiences conform to the standard outlined by the Arizona State Board of Nursing.

1. Units of Credit and Transfer Units

Because the unit of credit as defined by the Arizona Board of Regents is the cornerstone of Northern Arizona University’s academic degree plan, transfer credit must be based on a similar unit of credit.

**Responsibilities**

**Academic unit faculty**: design courses appropriate to the level offered and meet stated academic credit requirements, including contact hours and additional work required.

**Registrar’s Office:** ensures Northern Arizona University’s classes, that are published in the Schedule of Classes, adhere to the stated contact hours based on course type and amount of academic credit at each of the University’s locations regardless of course modality.

**Procedures**

There are no procedures associated with this policy.

**Related Information**

**Forms or Tools**

There are no forms or tools associated with this policy*.*

**Cross-References**

[Course and Classroom Scheduling](https://nau.edu/university-policy-library/course-and-classroom-scheduling/)

**Sources**

[Arizona Board of Regents Policy 2-224](https://public.azregents.edu/Policy%20Manual/2-224-Academic%20Credit.pdf)

[Arizona Revised Statutes § 15-1898](https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/15/01898.htm)