

**NOVA SOUTHEASTERN UNIVERSITY**  
**University Policy**

<b>Administrative Area(s):</b>	Administration, Academic Units, and Administrative Units
<b>Applicability:</b>	Deans, Directors, Department Heads, Faculty, and Administrative Staff
<b>Scope:</b>	Credit Hour Policy (As Excerpted from the Southern Association of Colleges and Schools Commission on Colleges)
<b>Date:</b>	January 2, 2013
<b>Revised:</b>	April 27, 2021; January 10, 2017
<b>Publication Requirement:</b>	Office of the Provost/Academic Affairs and the University Registrar's Office

**Purpose:**

This policy sets forth the university-wide Credit Hour Policy. Nova Southeastern University is committed to ensuring that credit hours awarded for courses and programs conform to commonly accepted practices in higher education. The university's credit hour policy and practices are in accord with the stipulations contained in Federal Requirement 4.9 (Definition of Credit Hours), as well as related stipulations contained in Comprehensive Standard 3.4.6 ("The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery."). 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, 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.

**Policy:**

Nova Southeastern University has adopted the federal definition of the credit hour, below, as excerpted from the SACSCOC Credit Hour Policy Statement:

Federal Definition of the Credit Hour: 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

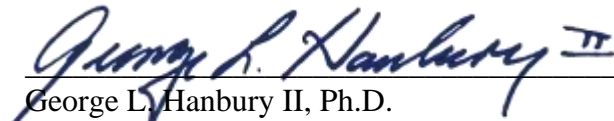
1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over 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.


Nova Southeastern University's Credit Hour Policy includes provision for flexibility in interpretation, as follows, in accordance with the federal guidelines that are incorporated into the SACSCOC Credit Hour policy:

In determining the appropriate amount of credit hours for student coursework:

- Nova Southeastern University determines the appropriate amount of credit hours earned in direct relation to the academic requirements for course completion.
- Nova Southeastern University's Deans will consult with faculty members to ensure that all curriculum requirements are met for contact and instructional hours for courses delivered by their academic colleges.
- Every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student; Nova Southeastern University defines a credit hour as not less than one hour of contact instructional time and not less than two hours of out-of-class student work each week.
- In determining the amount of work a set of learning outcomes will entail, the university will include consideration for the type of instructional delivery modality, length of the course, as well as the rigor of the discipline and degree program.
- The credit hour definition is a minimum standard that does not restrict a program from setting a higher standard that requires more student work per credit hour.

  
George L. Hanbury II, Ph.D.  
As President & Chief Executive Officer

April 29, 2021  
Date

  
Ron J. Chenail, Ph.D.  
As Provost & Executive Vice President for  
Academic Affairs

April 28, 2021  
Date