

DAU 3-9 Credit Hour Policy

Policy Code	Policy Name		
DAU 3-9	Credit Hour Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Academic Program Development Committee (APDC) -Deanship of Admission Registration and student affairs	10/2023	10/2027	

1. Policy Purpose

This policy defines a credit hour and describes the allocation of credits to different courses DAU.

2. Policy Scope

This policy applies to all courses in colleges at DAU.

3. Policy Statement

DAU follows the guidelines set by the NCAAA/ Course Specification which identify the course credit hour: Number of credit and contact hours based on the teaching mode. It is calculated by the number of hours of instruction required to achieve the course learning outcomes. APDC at DAU reviews and approves all programs/courses and certifies that the expected student learning for the course meets the credit hour standard. DAU follows a Two-semester system, with the fall and spring semesters consisting of approximately 15 weeks of instruction, which does not include final exam week. Hours of classroom instruction cannot be calculated to include exams (i.e., final exams), holidays and registration week. There is also an optional condensed summer semester consisting of approximately 10 weeks. Course credit is largely based on contact hours, which represents the time spent by students engaged with the course instructor. One credit hour equals approximately:

- One hour of time in class and direct contact with the faculty members
- Minimum Two hours outside of class (Laboratories) In independent learning or specific course assignments per week over a semester of fifteen weeks and an equivalent amount of work over a different amount of time.

4. Policy Procedures

Students should complete approximately 45 hours of student work per credit, total (e.g., 1 hour of class; 2-3 hours outside preparation; over 15 weeks). A class hour at DAU is typically 50 minutes to allow students and faculty time to transition between classes.

DAU's credit hour policy for the different types of undergraduate courses offered is:

- *Lecture*: A learning situation where a group of students engage in various forms of instruction under the direct supervision of a university faculty member. One contact hour of instruction equals one credit hour, over a fifteen-week semester. A typical three-credit-hours course will have around 45 contact hours per semester.
- *Laboratory*: This refers to courses with a focus on experimental/practical learning under the direct supervision of a faculty member wherein the student performs substantive work in laboratories. The Lab's two contact hours of instruction equals one credit hour, over a fifteen-week semester.
- *Internship and Training Courses*: These refer to Internship courses where the learning experience outside of a lecture setting and may also include a site supervisor. Supervising 3 coop trainees equal 1 hour of workload, over a fifteen-week semester.
- *Courses with Contact Hours in Excess of Credit Hours*: For courses in which contact hours are greater than credit hours, such as lab, nursing clinical, physical education activity, and studio courses, additional

credit may be awarded when it can be demonstrated by the department chair that additional contact hours truly require greater effort on the part of the faculty member. The number of contact hours in excess of the credit hours are multiplied by a factor of 0.5, and then added to the credit hour value of the course.

Other Types of courses can be adopted:

- *Online Courses & Hybrid courses:* If the university wishes to offer online or/and hybrid courses, such courses will have the same learning outcomes and substantive content of a standard lecture course. University faculty members demonstrate through the syllabi that the content and activities equate to a standard assignment of lecture credit. Contact time is satisfied by several means which can include, regular instruction or interaction with a university faculty member, interactive tutorials, group discussions moderated by faculty, virtual study/project groups, etc.
- *Condensed Courses:* If the university wishes to offer an accelerated course (e.g., summer course), the total number of hours of classroom instruction required for credit awarded to the course would not change. In such case, the total required number of hours of instruction per credit is embedded into a shorter calendar period.

5. Related Policies/ Documents/ Forms

DAU 3-14 Teaching & Learning Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/ 2023	1 st issue of the Policy