Periodic Review of Credit Hour Assignment

A periodic review of the credit hour assignment must be conducted by the pertinent department and results must be compiled by the faculty curriculum committees on an annual basis. The department must confirm that all courses offered abide by the credit definition guideline. This includes the length of course offering, the number and duration of class meetings per week, and the respective number of credit hours assigned. Results of the review are to be shared with the Registrar's Office to ensure ongoing compliance of assignment of credit hours to courses and to ensure proper update of course credit hours on the system.

The periodic review must be completed not later than mid- February of each year so that changes in the credit hours (if any) will be reflected in the upcoming academic catalogue as well as on AUBsis. New courses or changes to existing courses credit assignment must follow existing procedures for approving new courses or modification to existing courses. The decision of credit assignment must be communicated to the Registrar's Office for implementation.

The university academic undergraduate and graduate catalogues shall serve as the official publication providing information on course credits in a certain academic year.

Implementation:

1. A periodic review of the credit hour assignment in the pertinent department must be completed not later than the mid-February of each year where the syllabus of courses are checked against length of academic semesters, the number and duration of class meetings per week, and the respective number of credit hours assigned.

2. Any inconsistencies with the credit hour definition must be reported to the Dean's office to be compiled in the faculty report to the Registrar. Remedies must be instated either by

correcting the offering schedule or by modifying the course credit hour assignment according to existing course modification policies and procedures.

3. Approved modifications are communicated to the Registrar's Office for implementation on the system no later than the first week of March so that changes appear on AUBsis (before fall course scheduling-March- and student registration -early April) and in the next year's academic catalogue.

4. The periodic review report of the credit hour assignment must be maintained by the Registrar office.