

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

2-224      Academic Credit (formerly 2-206)

Revision Dates

10/2/2020, 3/19/2020, 9/23/2016, 2/8/2013 (adopted)

A.      Definition of a Unit of Credit

An hour of work is the equivalent of 50 minutes of classtime (often called a "contact hour") or 60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a one-week period for every unit of credit given. During summer sessions, however, six units of credit may be given over a five-week period.

1.      At least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of 30 hours of student homework is required for each unit of credit;
2.      Workshops must involve a minimum of 45 hours for each unit of credit, including a minimum of 15 contact hours, with the balance of the requirement in homework;
3.      Studios must involve at least 30 contact hours and at least 15 hours of homework for each unit of credit;
4.      Laboratory courses require a minimum of 45 contact hours per unit of credit;
5.      Field trips will be counted hour-for-hour as laboratory meetings;
6.      Each unit of internship or practicum must require a minimum of 45 clock hours of work; and
7.      Music instruction and specialized types of music performance offerings must conform to the requirement for accreditation of the National Association of Schools of Music.
8.      Off-campus courses, regardless of mode of delivery, may be assigned 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 45 hours of work by each student is required for each unit of credit.
9.      Nursing simulation experiences conform to the standard outlined by the

Arizona State Board of Nursing (AZBN).

B. Credit for Courses Developed Under Contract

Universities may contract with outside agencies for the development and/or delivery of training programs to agency employees. The normal contract provides reimbursement to the university for the cost incurred in the development and/or delivery of these courses to the employees of these contracting agencies. While many of the courses may be specifically tailored to the needs of the agency and delivered in a format different from that appropriate for credit course offerings, there may be circumstances under which courses developed in this way will be of such quality that students who successfully complete them may be awarded academic credit by a university. The following are guidelines for the awarding of credit in courses developed under contract to outside agencies.

1. The decision to award academic credit for a course developed under contract and the securing of approvals to award such credit must follow the same procedures as those for any other course developed in the university. The same approvals by curriculum and other committees in the university and from the Arizona Board of Regents are required as those for any other course.
2. A university cannot teach a course developed under contract with an outside agency using the title and number of a course which already exists in the university catalog.
3. A course developed under contract may not be offered for credit under "house numbers," in more than two semesters. Afterward, the course must be subjected to university curriculum procedures applicable to new courses.
4. When a course is to be delivered under contract to an outside agency, the negotiations by the university for the delivery price should include the consideration of whether employees of the agency may receive credit for the course. If the university and the agency agree that agency employees may receive credit for the course, the cost of record keeping for these students, and any other costs specifically identified with the awarding of academic credit, must be included in the contract. Students who would not be charged for a university course because they are employees of an agency under contract with the university for delivery of the course cannot be charged extra for the course if they wish to receive credit for it.
5. The awarding of credit and assignment of grades for courses developed and/or offered under contract will be conducted in precisely the same way as for any other course offered by the university. The integrity of the

academic processes shall not be compromised by the contractual origin or the nature of the course delivery mechanism.

**C. Credit for Former or Current Military Members**

Pursuant to A.R.S. § 15-1898, universities shall award academic credit that may be used toward the pursuit of a baccalaureate degree to a person who is currently serving or who has served in the United States Air Force, Army, Navy, Marine Corps or Coast Guard, National Guard, or a reserve unit of any of these branches of the United States Military, unless the person was dishonorably discharged. In consultation with the Department of Veterans' Services, the number of academic credits awarded is determined by each university, but shall be based on both of the following criteria:

1. The person's length of time of active duty service in the United States military.
2. Skills, knowledge and competencies the person acquired during service in the United States military.

**D. Awarding undergraduate credit on the basis of advanced placement, Cambridge International, CLEP, Dantes Subject Standardized Tests, and International Baccalaureate Examination scores**

1. Each university will annually review any new or revised advance placement, Cambridge International, CLEP, Dantes Subject Standardized Test, and International Baccalaureate Examination to determine the scores necessary for the awarding of undergraduate credit and the number of credits awarded toward degree completion.
2. The universities will jointly establish the scores required to receive credit for an exam and the amount of credit awarded. The scores and amount of credit awarded will be uniform across all three universities except as provided in this policy.
3. Each university may individually determine whether to award credits and how credit applies toward fulfilling a major requirement, a general education category requirement or an elective requirement.
4. If a university wishes to deviate from the scores and credits collectively determined by the universities under this policy, the university will submit a request to the academic council or its designees. The request will include an evidence-based justification for the variance.
5. If the academic council grants a variance from the uniform score, it will provide notice to the Arizona Board of Regents' executive director with an explanation of the need for the requested variance.

6. Exam scores for students transferring from an Arizona community college that has adopted the Arizona General Education Curriculum will be awarded in accordance with the accepting institution's published scores required to receive credit, and type of credit awarded. Completed Arizona General Education Curriculum containing exam credit will be awarded in accordance with the AZTransfer Articulation Taskforce policies and procedures.
  7. Arizona's public universities will adopt policies governing the awarding of undergraduate credit on the basis of exam scores consistent with this policy and will publish such policies on their website.
- 

#### Policy History

- |           |   |
|-----------|---|
| 2/8/2013  | The Board repealed 2-206 and adopted 2-224 in its place.                              |
| 9/23/2016 | Policy revision approved by the Board on second reading.                              |
| 3/19/2020 | Policy revision approved by the Board on first reading with immediate implementation. |
| 10/2/2020 | Policy revision approved by the Board on second reading.                              |

#### Related Information