



# National Intelligence University

## POLICY MEMORANDUM

**Policy No:** NIU-1025.03

**Date:** 15 May 2013

**Subject:** Assignment of Credit Hours

### POLICY

1. **Purpose.** This memorandum establishes National Intelligence University (NIU) policy on the awarding of credit hours for work completed.
2. **References.**
  - a. 34 CFR 602.24(f)
  - b. U.S. Department of Education: Office of Postsecondary Education, Gen-11-06
  - c. Department of Defense (DoD) Instruction 3305.01
3. **Applicability.** This memorandum is applicable to all NIU degree programs, certificate programs, and individual courses.
4. **Responsibilities.** The point of contact for this matter is the Director of Enrollment.

### DEFINITION

5. **Federal Definition of Credit Hour.**
  - A. 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 not less than:
    - (1) One hour of classroom or direct faculty instruction and a minimum of two hours of 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.

### POLICY

5. **NIU Definition of Credit Hour.**
  - A. The University operates on the quarter system. Credits are awarded based upon the quarter hour.
  - B. The standard graduate, undergraduate, or continuing education (certificate) course at NIU carries a 3 credit weight based on:
    - (1) Students achieving 1,600 minutes of instruction, excluding the final examination period, if any, during each term.

- (2) In accordance with federal standards and academic best practices, each credit hour carries the expectation of an approximate 1:2 ratio of time spent in any form of classroom, laboratory, field or other instruction to time spent in any form of individual study, preparation and completion of coursework outside of formal instruction.
  - (3) Courses held in the traditional format will meet for 2 hours and 40 minutes once per week for a 10 week term to meet the 1,600 minute standard.
  - (4) Courses held in an accelerated or non-traditional format also meet the standard of 1,600 minutes of instruction for the term.
- C. Certain courses that involve original research projects carry an alternate number of credits:
- (1) Capstone Project (BSI 497) carries 9 credit hours; students meet for 4,800 minutes during the term plus outside preparation.
  - (2) Thesis Proposal (MCR 702) carries 2 credits. Students work one-on-one with the thesis Chair to develop a thesis proposal to guide their research.
  - (3) Thesis Research and Thesis Completion (MCR 703 and MCR 704) carry 1 credit each. These courses represent the final research and writing of the graduate thesis. Students meet one on one with their committee as appropriate.
- D. Students must successfully complete a minimum number of credits based upon academic program.
- (1) The Master of Science of Strategic Intelligence and the Master of Science and Technology Intelligence programs require students to earn 43 credits.
  - (2) The Bachelor of Science in Intelligence is a degree completion program. Students are required to transfer in 120 Quarter (80 Semester) hours of work. While at the University, students earn 57 upper division credits.
- E. The Deans and the MSSI, MSTI, and BSI Program Directors conduct periodic reviews of credit hour assignment to classes in their programs to ensure consistent application of credit hour policy across all class formats (e.g., traditional 10-week term, or compressed schedule). The Directors also ensure that for each course, content and workload meet expectations for the number of credit hours assigned.

[[SIGNED]]  
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Rear Admiral, USN (Ret)  
President