

UNIVERSITY POLICIES

Credit Hour Policy

Adler University assigns and awards credit hours that conform to commonly accepted practices in higher education and comply with federal standards. 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 not less than:

- Students are expected to be in class 825 minutes per credit earned. For a one credit class, this would be 825 minutes. They are expected to be engaged in two hours of outside-of-class activities for every hour they are in class, so approximately 30 hours.
- At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, internship, independent study, studio work, and other academic work leading to the award of credit hours.
- Adler University operates on a semester calendar. A semester is defined as a term of 16 weeks. Instruction is scheduled over three terms: fall, spring, and summer. Standard length courses run for 15 weeks of the 16-week term. Adler University offers courses throughout the academic year in sessions of varying lengths shorter than the full semester.
- For traditional lecture-discussion and seminar courses, a one-credit-hour class meets for no less than 55 minutes per week over the course of a semester (15 weeks of instruction).

A one-credit class requires a minimum of:

- 825 minutes of contact per semester
- 30 hours of outside work per semester

A two-credit class requires a minimum of:

- 1650 minutes of contact per semester
- 60 hours of outside work per semester

A three-credit class requires a minimum of:

- 2475 minutes of contact per semester
- 90 hours of outside work per semester

Short-Term Courses: Courses offered over an abbreviated period of time will require the same amount of classroom and out-of-class work per credit hour as required of semester-long courses, with work distributed over the shorter period of time.

Practicum, Fieldwork, and Internship: These courses require the completion of an institutionally sanctioned academic activity that is equivalent to the amount of work stipulated in paragraph (1) that may occur over a different amount of time.

Online and Hybrid Courses: The expectation of contact time and student effort outside the class is the same as in traditional courses. 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 not fewer than the same amount of classroom and out-of-class work per credit hour as required of semester-long courses.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records. Although FERPA contains exceptions for the release of “directory information” without a student’s prior written consent, students have the right to request that even such directory information be withheld from disclosure to third parties. Applicants who are not admitted to Adler University or who do not matriculate following admission have no right of access to their submitted education records.

Education records include any information or documentation that is recorded in any way, including records produced by handwriting, computer, email, audio, video, handwritten, emailed, electronic, computer, audio, and video content created or submitted by students for class assignments, among others. Educational records contain information directly related to a student and are maintained by Adler University or any party acting on its behalf. Adler University does not maintain education records in one central office. Education records are maintained in the Office of the Registrar and in the respective academic program and department offices. Other education records are maintained in Financial Aid (financial aid information), Student Accounts (financial account payment information), Student Affairs, the Office of Community Engagement, the Training Department, and other offices. Questions regarding individual student records should be directed to the appropriate department.

Adler does not release copies of students’ transcripts from other institutions. Students are encouraged to contact their previous institutions for copies of their transcripts.

FERPA provides students the following rights:

- To inspect and review educational records by submitting a written request to the Office of the Registrar. Requests can take up to 45 days. Students should submit to the Office of the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Adler University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Adler University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- To request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the University to amend records that they believe are inaccurate. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- To consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent, such as directory information. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), or a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or the National Student Clearinghouse). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.