



CREDIT HOUR POLICY

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DOCUMENT TYPE

☒ Policy

☐ Procedures

SCOPE

This policy applies to all courses offered for academic credit by the American University of Beirut – Mediterraneo (AUB Mediterraneo), inclusive of those that may be offered with an option for academic credit or not.

PURPOSE

AUB Mediterraneo ensures that its credit hour assignments adhere strictly to the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA) by meeting the European Credit Transfer and Accumulation System (ECTS) standard of 25-30 workload hours per credit. This workload estimate includes a combination of instructional time, supplementary work, and overall academic engagement necessary for achieving the defined learning outcomes. Furthermore, institutions accredited by the Middle States Commission on Higher Education (MSCHE) are required to demonstrate that their assignment of credit hours to courses offered for academic credit is in line with generally accepted practice in higher education and with United States federal guidelines.

DEFINITIONS

Capitalized terms shall have the meaning attributed to them in this section:

European Credit System (ECTS): The European Credit System (ECTS) defines 1 ECTS credit as equivalent to 25–30 hours (of 60 minutes) of a student’s workload. Workload represents the estimated time a student typically requires to complete all learning activities necessary to achieve the defined learning outcomes in formal learning environments. These activities include lectures, seminars, projects, practical work, work placements, and individual study. Instructional time encompasses any required and supervised course activities, such as lectures, labs, recitations, proctored exams, and other synchronous or asynchronous activities occurring outside regular class meetings. Supplementary time refers to all unsupervised work expected of students, including homework, assigned reading, independent research, and non-supervised group work.

Academic Engagement: As defined in the United States Code of Federal Regulations, “Active participation by a student in an instructional activity related to the student’s course of study that (i) is defined by the institution in accordance with any applicable requirements of its state or accrediting agency; (ii) includes, but is not limited to (a) attending a synchronous class lecture, recitation, or field or laboratory activity, physically or online where there is an opportunity for interaction between the instructor and students; (b) submitting an academic assignment; (c) taking an assessment or an exam; (d) participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (e) participating in a study group, group project, or an online discussion that is assigned by the institution; or (f) interacting with the instructor about academic matters” (federal definition in 34 CFR § 600.2).

POLICY STATEMENT

The American University of Beirut – Mediterraneo is committed to providing an education that is recognized around the world for its quality and compatibility with the best American universities, with the New York State Education Department, with the requirements of the Middle States Commission on Higher Education, and with the Ministry of Education, Sport and Youth in Cyprus, and all its programs are accredited by the Cyprus Agency of Quality Assurance and Accreditation of Higher Education

(CYQAA). To this end, it has adopted the European Credit System as the unit it awards for the successful completion of Academic Engagement as the measure of Credit Hour associated with it. 1 ECTS-credit equals 25-30 hours (of 60 minutes) of a student's workload. Workload (ECTS-definition) is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, work placements and individual study required to achieve the defined learning outcomes in formal learning environments.

All programs are required to respect this policy, which must be explicit in the documentation accompanying new program proposals or reauthorization of current programs. Faculties and Schools are responsible for monitoring compliance and for correcting any instances of non-compliance. Whatever the delivery method, periodic program review is responsible for including compliance with this policy in the context of their work and in ensuring the veracity of the information used to do so. The Office of the Registrar is responsible for scheduling academic activities such that the minimum Clock Hours of Instructional Time can be allocated for each course. In the case of programs outside the purview of the Office of the Registrar, the Executive responsible is required to ensure compliance in any scheduling appropriate to the program.

TRANSFER OF CREDITS

AUB Mediterraneo allows limited [credit transfer for advanced high school courses](#), [study abroad programs](#), and [students transferring from other institutions](#), provided they meet specific guidelines. Up to 10% of degree credits can be transferred from high school courses. For study abroad credits, students must get pre-approval, submit syllabi and transcripts for review, and achieve at least a passing grade, with credits shown as Pass/No Pass on transcripts. Transfer students from other institutions must submit syllabi, official transcripts, and pass each course with a grade equivalent to a "C" or higher. Additionally, courses taken at AUB in Beirut may count toward AUB Mediterraneo degrees, including letter grades received at AUB that will count towards the GPA at AUB Mediterraneo. Internal transfers within the same faculty require two completed terms, with approval from departmental and faculty committees.

EXCEPTIONS AND SPECIAL CIRCUMSTANCES

Exceptions are allowable in the event of a temporary closure of an institution as the result of a disaster as defined in Title 8 of the Code, Rules, and Regulations for the State of New York (CRR-NY) 50.1(w) and when the Commissioner of Education for the NYSED has accepted a statement of academic standards that establish equivalency of instruction (8 CRR-NY 52.2).

NON-COMPLIANCE

Faculties and Schools will communicate the policy to their faculty members at the beginning of each academic year and conduct a review of their course catalogue annually to ensure that the policy is respected. Compliance at the department level will be monitored and documented by the Department Chair through the course syllabus process.