

EDUCATIONAL OFFERINGS REPORT (EOR):

CHANGE in ACADEMIC UNITS of MEASUREMENT

# INSTRUCTIONS for SUBMISSION

**General Instructions:** Complete the following Change in Academic Units of Measurement Report. Submit the completed report and supporting documentation following DEAC’s *Guidelines for Electronic Submission*. This report is applicable to significant increases or decreases in clock or credit hours and any changes in the way an institution measures student progress for any program, including whether the institution measures progress in clock hours or credit-hours, semesters, trimesters, or quarters, uses time-based or non-time-based methods, or changes to any combination of these measurements.

**SECTION 1:** Provide the requested responses.

**SECTION 2:** Provide requested responses regarding the proposed change in academic units of measurement. Institutions should also provide responses to Standard III that are relevant to the requested substantive change. Provide responses related only to the program being changed.

**SECTION 3:** Provide total enrollment information for the last calendar year and the total number of students at the time of report.

**SECTION 4:** Review and acknowledge each institutional affirmation by marking the check box to the left.

**SECTION 5:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 6:** The compliance officer certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

**Tel:** 202.234.5100

**Fax:** 202.332.1386

**Email:** Lissette.Hubbard@deac.org

## SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Website(s):** Insert Website Link(s)

**Institutional Mission Statement:** Insert Mission Statement

## SECTION 2: ACADEMIC UNITS OF MEASUREMENT

1. Provide a detailed narrative of the rationale for the change in academic units of measurement.

Insert Response
2. Provide the name of the program that will be affected by this proposed substantive change.

Insert Response
3. Describe the institution’s plan for implementing these curricular changes.

Insert Response
4. Describe the institution’s process for meeting DEAC accreditation standards during the implementation of the proposed changes.

Insert Response
5. If the proposed changes include a transition from time-based to non-time-based measurement or vice versa, provide the institution’s new refund policy in compliance with DEAC accreditation standard IX.C.

Insert Response

Access to the Online Learning Platform

1. Provide link to the online learning platform.

Insert Link to the Online Learning Platform
2. Provide username for the online learning platform.

Insert Username
3. Provide password for the online learning platform.

Insert Password
4. Provide navigation instructions for the online learning platform.

Insert Navigation Instructions
5. If applicable, provide access and navigation instructions for any e-textbooks or related electronic course materials not available within the online learning platform. Disable any security features, or provide passwords as necessary.

Insert Navigation Instructions

## SECTION 3: ACCREDITATION STANDARDS

### Standard III: Program Outcomes, Curricula, and Materials

1. **Academic Units of Measurement:** The institution documents policies and procedures used to define the chosen academic unit of measurement. Academic units are measured by either clock hours or credit hours.
	1. Clock Hours

The institution documents its implementation and application of policies and procedures for determining clock hours awarded for its courses and programs. A clock hour is one instructional hour. One instructional hour is defined as 50 minutes of instruction in a 60-minute period.

* 1. Credit Hours

The institution documents its implementation and application of policies and procedures for determining credit hours awarded for its courses and programs. The assignment of credit hours must conform to commonly accepted practices in higher education. A credit hour is defined as an amount of work represented by intended learning outcomes and verified through evidence of student achievement in academic activities.

* 1. Credit Hour Definition

Semester and quarter hours are equivalent to the commonly accepted and traditionally defined units of academic measurement. Academic degree or academic credit-bearing distance education courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit1 or 30 hours of student work for one quarter credit.2

1*One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.*

*2One quarter hour credit is 10 hours of academic engagement and 20 hours of preparation.*

1. Describe the institution’s policy for determining and assigning academic units of measurement.

Insert Response

* 1. Documenting Credit Hours

The institution demonstrates that each course and program requires the appropriate amount of work needed for students to achieve the level of competency defined by institutionally established course/program outcomes. The institution measures and documents the amount of time it takes the average student to achieve learning outcomes and specifies the academic engagement and preparation time.

All student work is documented in the curricula materials and syllabi, including a reasonable approximation of time required for students to complete the assignments. Evaluation of student work is identified as a grading criterion and weighted appropriately in the determination of a final course grade.

1. Describe the process the institution uses to measure and document the amount of time it takes the average student to achieve learning outcomes (as a means for assigning academic units of measurement).

Insert Response

1. Describe how the institution verifies and documents that appropriate academic units of measurement are assigned based on the level of educational offering.

Insert Response

## SECTION 4: DOCUMENTATION

* Clock/Credit Hour Policy
* Clock/Credit Hour Evaluation Chart for the course/program submitted for review.
* Three courses from the program reflecting the change in academic units of measurement.

## SECTION 5: CERTIFICATION

I certify that all of the information contained on this report and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Compliance Officer:** Compliance Officer Name

**Compliance Officer Signature:** Compliance Officer Signature

**Date:** Insert Date