



**NORTHWESTERN
HEALTH SCIENCES
UNIVERSITY**

University Catalog Addendum

2020 Winter Trimester

The university catalog was updated on January 23, 2020 to reflect a consistent, university policy approach for both the assignment of credit hours and transfer credit and prior learning assessment. Please see the policies for more information.

REVISION/EFFECTIVE DATES

December 2019

PURPOSE

This policy applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the university) regardless of the mode of delivery. Credit hours are also used to convey the breadth, depth, and length of a program of study. Academic units, the Registrar, and the University Curriculum Council are responsible for ensuring that credit hours are assigned and awarded only for work that meets the requirements outlined in this policy.

SCOPE

The scope of this policy applies to all credit-bearing courses and academic programs.

POLICY

Northwestern Health Sciences University reflects the requirements in U.S Department of Education regulations that define a credit hour. 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:

1. One hour of classroom, direct faculty instruction, or prescribed learning activity, and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one trimester hour of credit or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in 1 above for other academic activities as established by NWHSU including laboratories, internships, and other academic work leading to the award of credit hours.

Definitions:

- **Trimester:** A trimester at NWHSU is equal to 15 weeks.
- **Clinical:** A course requiring medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.

Contact/Credit Hour Ratio: Variable: Contact Hours vary depending on the requirements for the clinical experience.

- **Direct Instruction:** Instructional and learning activities lead or prescribed by the faculty. These activities' goals are to create or enhance students' knowledge of generally-accepted principles or theorems of a field or discipline.

Contact/Credit Hour Ratio: 1 Hour in class + 2 hours out of class student work = 1 credit hour

- **Direct Instruction & Laboratory** - A course that requires the combined attributes of a Direct Instruction course and a Laboratory course.

Contact/Credit Hour Ratio: Contact hours should be an aggregate of the contact hours for direct instruction and lab based on the existing lecture and lab contact hour guidelines.

- **Independent/Directed Study:** A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of the faculty.

Contact/Credit Hour Ratio: Variable: Credit and contact hours are determined on an individual student basis with the assigned faculty member and department chair but may be no more than 6

POLICY TITLE: CREDIT ASSIGNMENT POLICY

credits per student.

- **Internship:** A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of a qualified employee of the given external entity. *Contract required.

Contact/Credit Hour Ratio: Variable: Credit and contact hours are determined on an individual student basis with the assigned faculty member and department chair but may be no more than 10 credits per student. 3 hours in clinic = 1 Credit Hour

- **Laboratory** - Laboratory describes a class in which all students are “practicing” an application of a scientific or technical nature that, for the most part, has already been delivered in the class environment. The laboratory course requires scientific or research focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment. The role is facilitation of students in an exercise-oriented activity for which there is a single goal or outcome.

Contact/Credit Hour Ratio: 2 hours in lab + 1 hour out of class student work = 1 Credit Hour

- **Program of Study**-A coordinated, coherent collection of academic, or any combination of academic, laboratory, clinical, and internship experiences, that when successfully completed, prepare graduates for practice in their field of study. Programs of study and their length will meet all relevant federal, state, and accreditor expectations.

CONTACT TIME EXPECTATIONS

Regardless of mode of delivery or course type, workload expectations must align with the stated learning outcomes for students that meet the standards set forth above.

PROCEDURE

PROCEDURE FOR DETERMINING CREDIT HOURS

Course Review

The initial determination of credit hours is made when a new course or program of study, or a revision to an existing course or program of study, is proposed. The University Curriculum Council shall review the submitted syllabus to examine for the instructional format and contact time as well as for assignments and evaluation mechanisms to certify that the credit hour assignment reflects the expected student learning outcomes for the course. The University Curriculum Council will also ensure that programs of study length are appropriate.

The faculty and departments, in coordination with the Registrar, are responsible for ensuring that each course and program of study complies with the university's credit hour standards as set forth in regulation.

POLICY TITLE: TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT POLICY

EFFECTIVE DATE

January 2020

PURPOSE

To specify consistent practices for accepting credit for college level courses transferred into Northwestern Health Sciences University and to award credit for prior learning.

SCOPE

The scope of this policy applies to all transfer students in all programs.

POLICY

Transfer credit is generally accepted for courses comparable to those offered by Northwestern Health Sciences University that were successfully completed with a grade of "C-" or above at another regionally accredited institution or internationally recognized institution. Academic programs may accept transfer credit from some non-regionally accredited institutions or programs on an individual basis. The university will evaluate official transcripts submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Credit may also be awarded for prior learning when that learning is demonstrated at commensurate levels as the course/curriculum offered by NWHSU.

PROCEDURE

1. Official transcripts are evaluated for transfer credit in the Registrar's Office and the results are provided to the applicant. Only original, sealed transcript(s) from each college/university previously attended will be considered for the award of transfer credit by the NWHSU Registrar's Office and/or appropriate NWHSU academic departments. All courses submitted for transfer must be evaluated and approved prior to the student's enrollment.
2. Transfer courses must have similar course content, title, length or objective, and correspond to courses within the applicant's intended program curriculum. A course catalog and/or syllabus may be required to demonstrate course content.
3. Only transfer courses earned with a minimum grade of "C-" or better at institutions outside of the Northwestern Health Sciences University will be accepted for transfer.
4. All course requirements with the exception of general education and foundational sciences coursework submitted for transfer must have been completed within five years of the date of enrollment at the University.
 - a. Transfer credit may be given to a student who has taken an equivalent course (which meets the above referenced standards) prior to the past five years, if work or life experience has enabled the student to use the skills learned in that course within the past five years
5. Credit awarded at another college or university for course work completed in a nontraditional manner, e.g., through Advanced Placement programs (AP) or proficiency tests (CLEP or comprehensive examinations administered by an academic department), must be validated by the

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NWHSU Registrar's Office and/or appropriate NWHSU academic department. That is, such credits do not transfer automatically, and the student must furnish official score reports, etc., for consideration. Students must request that official AP and or CLEP test results be sent directly to the Admissions Office for evaluation.

6. Credit for Military Training: The University will consider academic credit for military training equivalent to NWHSU courses required for the students' program requirements as defined in the Military Guide provided by the American Council on Education (ACE). Documentation of the training, such as a license of completion, Joint Services Transcript, or notation on the student's DD Form 214, is required. All credit hours transferable are converted to trimester credit hours.
7. A maximum of 20 credits combined may be accepted from the ACE, CLEP and/or AP programs combined in the College of Health and Wellness and College of Chiropractic; a maximum of 30 credits combined may be accepted from the ACE, CLEP and/or AP program combined in the College of Acupuncture and Chinese Medicine.
8. Total semester credit hours transferred from each institution previously attended are recorded on the student's NWHSU transcript. (Note: Grades earned at institutions outside the Northwestern Health Sciences University do not become a part of the student's NWHSU cumulative grade point average. NWHSU does not issue copies of another institution's transcript.)
 - a. The maximum transfer credits allowed varies by program.
 - i. College of Health and Wellness program students may transfer up to 50% of major credit. 25% of overall credit requirements must be earned in residence. BS Completion Health Professions Core classes must be completed in residence.
 - ii. College of Acupuncture and Chinese Medicine students may transfer up to 25% of program clinical training requirements and up to 50% of total program credit requirements.
 - iii. College of Chiropractic students may transfer up to 75% of didactic coursework, however, all clinical requirements must be completed at the degree granting institution and transfer students must complete a minimum of five trimesters of resident study at NWHSU to graduate from the University.
9. A student currently enrolled at NWHSU may pass a specially prepared challenge examination and receive credit for a University course without having to do the normal course work. The student must contact the chair of the department in which credit is sought to request administration of an examination. Since it may not be appropriate to award credit by examination for some courses, the decision to offer an examination is that of the department. Hours earned through credit by examination will be indicated on the transcript, but no grade points will be awarded. Hours attempted will be assigned equal to the hours earned. Failure on such an examination will incur no grade point penalty or hours attempted. Other procedures and methods for assessment of prior learning may be added at the discretion of the university.
10. Prospective students may appeal the acceptance of transfer credit by contacting the Registrar.

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