



Institutional Federal Compliance Report (As of April 2021)

- Please read *Verification of Compliance with Accreditation-Relevant Federal Regulations* before completing this form.
- Institutions must use this *Institutional Federal Compliance Report* for submission, which is available at <https://www.msche.org/resources/>
- Institutions should provide evidence that will best demonstrate the institution's compliance including the evidence identified in *Verification of Compliance with Accreditation-Relevant Federal Regulations*.
- Documentation of policies and/or procedures must be (1) in writing, (2) approved and administered through applicable institutional processes, (3) accessible to constituents, and (4) reflect current practice.
- In the event one or more of these regulations do not apply to an institution, the institution shall indicate that fact and provide an explanation in the space provided. Otherwise, all applicant, candidate, and accredited institutions are expected to provide documentation for each of the requirements.
- The *Institutional Federal Compliance Report* and supporting evidence should be combined into a single, bookmarked, PDF file. A hard copy of the report is not required and will not be accepted.
- Institutions must upload this *Institutional Federal Compliance Report* in conjunction with all other accreditation materials according to established deadlines. The institution must upload the *Institutional Federal Compliance Report* as evidence under Standard II, Criterion 8.
- For technical support with this form or its submission, contact support@msche.org. For all other questions, contact compliance@msche.org.

Please type the following information.

Institution: University of Delaware

Report completed by: Heather Kelly, Accreditation Liaison Officer

Date: September 17, 2021

1. Student Identity Verification in Distance and Correspondence Education

	<u>Evidence to Demonstrate Compliance:</u>
<p>1. Policies and/or procedures used to ensure student identity verification in distance education or correspondence courses</p>	<p>Professional and Continuing Studies (PCS) provides the following resource page for online learning identity authentication which helps faculty promote academic integrity in online courses. The verification of student identity includes two-factor authentication (2FA) to access the university’s LMS, students publishing introduction videos, and faculty meeting virtually with students. In addition, identity verification is required through diversified grade assignments: (a) proctored exams given onsite at one of the UD Online Testing Centers or remotely through ProctorU (in both cases, a valid government-issued ID is required to take an exam); (b) video-based assignment submission; (c) live video presentation; and (d) oral exams.</p> <p>The UD Online Testing Center adheres to the National College Testing Association (NCTA) Professional Standards and Guidelines. All students’ identities are confirmed by a valid government-issued photo ID prior to sitting for each proctored exam. Student privacy during a proctored exam at a distance is maintained through direct communication and the use of a secure testing service. UD Online staff, distance testing proctors and UD’s Academic Technology Services via the Central Authentication System (CAS) ensure the consistent application of the above student verification procedures.</p>
<p>2. Policies and/or procedure(s) regarding the protection of privacy (i.e. FERPA) for students enrolled in distance education and correspondence courses</p>	<p>The Office of the University Registrar maintains online written procedures regarding the protection of student privacy via detailing Family Education Rights and Privacy Act (FERPA). All UD faculty and staff members are considered university officials under FERPA when they perform specific functions of their position related to the student educational experience. Faculty and staff members routinely handle education records [student records] as part of their responsibilities. They are expected to understand their legal obligations under FERPA and to ensure that education records are not used for inappropriate purposes or disclosed in an unauthorized manner. The legal obligations of UD faculty and staff members are set forth in implementing regulations promulgated by the United States Department of Education and available on the Department's website. The online written procedures detailing FERPA</p>

	<p>Responsibilities for UD Employees provide information so UD faculty and staff can better understand FERPA and access to student records. Topics covered on the website include: (1) what is FERPA and who does it protect?; (2) how FERPA impacts UD employees; (3) what is an “education record”?; (4) what rights do students have under FERPA to inspect and correct education records; (5) procedures regarding the disclosure of education records to third parties; (6) FERPA and parents; (7) some general rules; (8) actions allowed under FERPA; and (9) actions not allowed under FERPA. UD faculty and staff who work with student records are prompted to acknowledge their annual review and understanding of the University's FERPA policies and their intention to act in compliance with them.</p> <p>There are also FERPA Considerations for Faculty which include: (1) posting grades; (2) call from parents (others); (3) personal, non-public information (PNPI); (4) responsibilities for UD faculty/staff; and (5) Canvas and other learning management tools.</p> <p>FERPA Information for Students includes: (1) annual notification; (2) directory information (including how to change privacy settings); and (3) disclosure of personally identifiable information (PII).</p> <p>As of April 2016, UD retired the use of PINs in order to enhance security and make it easier to reset UDeNet passwords. The PINs were replaced with longer passwords and security questions. UD is also now using two-factor authentication (2FA) to protect UDeNet accounts. 2FA requires that you use your UDeNet ID, your password, and a unique, temporary security code to access confidential information. This temporary code is sent to a phone by voice or text, emailed, or generated by a smartphone app. Procedures on how the UD community accesses accounts and UD apps are available online are available via this My Security Update.</p>
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<p>3. Procedure(s) for notifying students at the time of registration or enrollment about any projected additional charges associated with student identity verification including any required travel to campus. Evidence should include URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures</p>	<p>Students testing at a distance are informed through the Professional and Continuing Studies (PCS) website UD Online -Exam Procedures. A per-exam fee applies to distance learning students who do not take their UD Online exams at a UD testing location. Students are also responsible to obtain any equipment or software necessitated by the online exam process. Technical requirements and additional costs associated with taking a proctored exam through ProctorU is provided on UD's ProctorU Student Information website.</p>
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Explanation if a compliance requirement is not relevant for your institution:

2. Transfer of Credit Policies and Articulation Agreements

	<u>Evidence to Demonstrate Compliance:</u>
<p>1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality) including any types of institutions or sources from which credits are not accepted. *Demonstrate public disclosure of policy by URL, catalog, or other public location</p>	<p>The University of Delaware accepts credits from higher education, degree-granting institutions that are regionally-accredited by the appropriate body and at the appropriate higher educational level. Institutions outside the US must have comparable recognition by the national Ministry of Education of that country. College level coursework completed at degree-granting colleges/universities with other accreditation may be eligible for transfer credit.</p> <p>To transfer credits from approved institutions, students must submit official transcripts and official test scores from acceptable sources. Coursework will only transfer for grades of “C” or better in college-level courses. Remedial coursework, Pass/Fail grades, and life experiences are not accepted for transfer of credit. Course content not aligning with the University’s curriculum may not transfer. Additionally, academic departments may require students to repeat outdated courses and/or coursework completed more than seven calendar years earlier.</p> <p>Students enrolled at the University of Delaware who wish to complete coursework for credit at another institution must complete a Transfer Credit Evaluation form and obtain their assistant dean’s approval prior to enrolling in such courses in order to assure transfer-ability of coursework. Credits and quality points for work completed elsewhere will not be included in the student’s University of Delaware cumulative grade-point index.</p> <p>Students who want to know whether the course(s) they are taking or plan to take will transfer to the University of Delaware may consult the Transfer Credit Matrix. The Transfer Credit Matrix is designed to be a resource to identify potential transfer credit and associated University of Delaware course</p>

	<p>equivalents from completed course work at other academic institutions.</p> <p>The Transfer of Credit Policy is publicly disclosed on UD's Your Right to Know website under Student Information. This information is also available in the Undergraduate Catalog. The catalog details Transfer Credit & Credit-Hour-In-Residence Policies, as well as Transfer Credit for Military Experience. Undergraduate Transfer and Test Credit information is also available on the Office of the University Registrar website.</p>
<p>2. Demonstrate public disclosure of the list of institutions with which the institution has established an articulation agreement by URL and other public locations, if any</p>	<p>The University of Delaware has established a number of articulation agreements with other institutions to facilitate the transition to a baccalaureate degree program. The list of approved Articulation Agreements detailing specific academic requirements is available in the Office of the Provost. A variety of programs are with Brookdale Community College, Cecil College, Delaware Technical and Community College (DTCC), Harford Community College, Millersville University, Rowan College at Gloucester County, and Thomas Jefferson University. These program-to-program articulation agreements enable admissible students to complete a bachelor's degree at the University of Delaware in the following areas: Accounting, Biological Sciences, Civil Engineering, Exercise Science, Finance, Health Behavior Science, Hotel, Restaurant and Institutional Management, Human Services Management, Management, Marketing, Medical Diagnostics, Operations Management, Physics, and many more.</p> <p>The Articulation Agreements are also publicly disclosed on UD's Your Right to Know website under Student Information.</p>

<p>3. Policies and procedures for making decisions about credit for prior learning experience including service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning. Demonstrate public disclosure of policy by URL, catalog, or other public location</p>	<p>The University recognizes competencies attained through its courses, courses completed in secondary school, as well as through military experience. Students may earn Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) test credit by sending their official score report(s) to the Office of Undergraduate Admissions. The Office of the University Registrar provides program specific information on the Test Credit website.</p> <p>All matriculated and Professional and Continuing Studies students may earn academic credit by taking an examination to demonstrate competence attained through professional experience or some similar learning experience. Credit by examination cannot be used when a student has previously enrolled in the University of Delaware course. Students interested in earning credit by examination for a specific course should contact the appropriate academic department. Credit by examination is not allowed in experimental or independent study courses. A credit-by-examination form, available on the Office of the University Registrar’s website, must be completed. A fee is also required.</p> <p>The University of Delaware awards credit for military service. Students must submit official documents, either the Joint Services Transcript or Community College of the Air Force transcript, for evaluation by the appropriate departments. See Transfer Credit for Military Experience for additional information.</p>
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**If possible, institutions should use same URL as the institution uses for Student Right to Know. The URL provided here should match what is submitted for the Student Achievement Webpage as reported in the Annual Institutional Update (AIU).*

Explanation if a compliance requirement is not relevant for your institution:

3. Title IV Program Responsibilities

	<u>Evidence to Demonstrate Compliance:</u>
<p>1. The most recent three-year Official Cohort Default Rate. If applicable, submit reports on compliance from the USDE in regard to the cohort default rate, including any default reduction plans</p>	<p>The most recent three-year cohort default rates supplied by the U.S. Department of Education for the University of Delaware are: FY2017 = 2.4%; FY2016 = 2.2% and FY2015 = 2.8%. These rates are documented on the National Student Loan Data System (NSLDS) website:</p> <p>nslds.ed.gov/nslds/nslds_SA/defaultmanagement/cohortdetail_3yr.cfm?sno=0&ope_id=001431</p> <p>UD has not received any correspondence from the U.S. Department of Education, such as reports on compliance and any actions to limit, suspend, or terminate the institution’s eligibility to participate in Title IV.</p>
<p>2. Financial Responsibility Composite Scores for the three most recent fiscal years. For clarity, this information may be presented as a table. (<i>private and for-profit institutions only</i>)</p>	<p>Not applicable.</p>
<p>3. Letter or notification confirming the institution’s status as a public institution from an appropriate official from a state or other governmental agency with the legal authority to make such a designation (<i>public institutions only</i>)</p>	<p>The University of Delaware is a public institution. A Restatement of the Charter of the University of Delaware indicates the purpose of the University “...will contribute to the achievement of the objectives of a land-grant state University” (Par. 5102. Purpose). See The Delaware Code Online Title 14, Education, Part II University of Delaware Chapter 51. Charter.</p>
<p>4. Final Program Review Determination Letter or Expedited Determination Letter and any major correspondence from the most recent program review since the institution’s last Verification of Compliance Review. If a program review is in process or an audit is underway, provide major documentation that is available such as Notification for the Program Review or Preliminary Findings. The institution should provide status reports or documentation if it has requested an extension or filed an appeal</p>	<p>Not applicable.</p>

<p>5. Single Audit (OMB-Circular A-128; OMB Circular A-133, 2 CFR 200 Subpart F; Uniform Guidance) on federal programs for the most recent three fiscal years available (<i>non-Profit institutions only</i>)</p>	<p>The single audit reports for federal awards (OMB Circular A-133) for the past 10 years are available on the Vice President for Finance Federal Award Single Audit Reports website.</p>
<p>6. Relevant correspondence from the USDE, since the institution’s last Verification of Compliance Review, such as any actions to limit, suspend, or terminate the institution’s eligibility to participate in title IV programs, including institutional response, if applicable</p>	<p>Not applicable.</p>

Explanation if a compliance requirement is not relevant for your institution:

4. Institutional Records of Student Complaints

	<u>Evidence to Demonstrate Compliance:</u>
<p>1. Policy and/or procedures for student complaints. Include the URL and any other public location where these documents are made available to students and the public</p>	<p>The Student Guide to University Policies has a specific section on grievances: Americans with Disabilities Grievance, Grade Grievance, and Discrimination and Harassment Grievance.</p> <p>There is a specific website dedicated to policies related to Non-Discrimination, Sexual Misconduct, and Title IX Policy. This website has a direct link to complainant resources.</p>
<p>2. Public location of contact information that the institution provides enrolled and prospective students for filing complaints with the institution’s accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student’s complaint. Include the URL and any other public location, if any</p>	<p>Our institutional accreditation information is provided to the public via UD’s Your Right to Know website under Institutional Accreditation Information.</p> <p>Professional and Continuing Studies (PCS) has a website that outlines Complaint Resolution for Out-of-State UD Distance Learning Students. If a student is not satisfied with the outcome of the University of Delaware grievance resolution process, the complaint may then be submitted to the Delaware Department of Education. This website also has the following statement:</p> <p>Accreditation by Middle States Commission on Higher Education</p> <p>The University of Delaware is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000, info@msche.org. Visit the Middle States Commission on Higher Education’s Policies, Guidelines & Procedures web page to review the grievance resolution process for Complaints Involving Member and Candidate Institutions.</p>

Explanation if a compliance requirement is not relevant for your institution:

5. Required Information for Students and the Public

	<u>Evidence to Demonstrate Compliance:</u>
<p>1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures of graduation, completion, licensure pass rate and other data required by <i>Student Right to Know</i>*, as well as policies on Satisfactory Academic Progress (SAP), refund, withdrawal, leave of absence, and attendance</p>	<p>UD's Your Right to Know website under Student Information:</p> <ul style="list-style-type: none"> • Withdrawal and Refund Policies <p>Student Outcomes</p> <ul style="list-style-type: none"> • Newark Campus Retention Rates • Newark Campus Graduation Rates • By Federal Financial Aid Status • By All Financial Aid Status • Associate in Arts Program Retention Rates, Overall • Associate in Arts Program Graduation Rates, Overall • Distinct Degree Totals Granted by Level <p>Post Graduation Activities</p> <ul style="list-style-type: none"> • Employment & Educational Status of Baccalaureates • Employment Status & Educational Plans of University of Delaware Graduates <p>Licensure & Certification</p> <p>Office of the University Registrar Class Attendance/Absences</p> <p>UD's Academic Catalog also outlines the University Attendance Policies for Undergraduates.</p>

<p>2. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting disclosure of program completion eligibility to meet State licensure requirements including States for which the curriculum meets and does not meet State eligibility requirements, and for which eligibility has not been determined</p>	<p>Arts & Sciences Center for Secondary Education Licensure</p> <p>Education & Human Development Office of Certification and Accreditation: Certification</p> <p>Doctorate of Physical Therapy Licensure and Certification statement</p> <p>Department of Psychological & Brain Sciences: State Licensing Disclosures – Clinical Psychology</p> <p>Professional & Continuing Studies State Authorization</p> <p><i>Licensure</i></p> <p>In accordance with federal requirements and as a State Authorization Reciprocity Agreement (SARA) participating institution, the University of Delaware provides public and direct professional licensure and certification disclosure statements. For more information, please refer to this list of programs that the University has identified as leading to a license or certification, or advertising as such.</p>
<p>3. Documents and URLs for clear and accurate information wherever accreditation is referenced available to current and prospective students that show the accreditation phase and accreditation status with the Middle States Commission on Higher Education as well as the contact information for the Commission</p>	<p>UD's Statement of Accreditation Status, as well as contact information for the Commission is provided to the public via UD's Your Right to Know website under Institutional Accreditation Information.</p>
<p>4. Provide an explanation for how the institution verifies that the posted student outcomes data are accurate</p>	<p>Student outcomes data posted on UD's Your Right to Know website and the Facts & Figures website are provided and verified by the Office of Institutional Research and Effectiveness (IRE). IRE is the institution's primary source of accurate and reliable data. IRE adheres to the Association for Institutional Research Statement of Ethical Principles.</p>

**Many institutions create a single portal page on the institution's web site that provides hyperlinks to disclosure information (Consumer Information Page, Student Right to Know, HEOA, Fast Facts, At A Glance, etc.). This is the*

recommended approach as it facilitates the review by the Commission since it consolidates the information in one place and meets multiple accountability requirements at one time.

Explanation if a compliance requirement is not relevant for your institution:

6. Standing with State and Other Accrediting Agencies

	<u>List of Evidence to Demonstrate Compliance:</u>
<p>1. Names of other accreditors, program(s) it accredits, and year of next review</p>	<p>Academic Programs</p> <ul style="list-style-type: none"> • Accreditation Board for Engineering and Technology (2023-2024) • Accreditation Council for Education in Nutrition and Dietetics (2023) • American Chemical Society Committee on Professional Training (2025) • American Psychological Association* (2024) • Association to Advance Collegiate Schools of Business International (2026) • Commission on Accreditation of Athletic Training Education (2026-2027) • Commission on Accreditation in Physical Therapy Education* (2031) • Commission on Collegiate Nursing Education* (2025) • Commission on English Language Program Accreditation* (2026) • Council for Standards in Human Service Education (2022) • Council for the Accreditation of Educator Preparation* (2025) • Council on Academic Accreditation in Audiology and Speech-Language Pathology (2024) • Engineering Accreditation Commission of Accreditation Board for Engineering and Technology (2023-2024) • National Accrediting Agency for Clinical Laboratory Sciences (2027) • National Association of Schools of Music, Commission on Accreditation* (2023-2024) • Network of Schools of Public Policy, Affairs and Administration (2024-2025) • Psychological Clinical Science Accreditation System (2021) <p>*Accreditors recognized by the U.S. Department of Education</p> <p>Student Support and Community Services</p> <ul style="list-style-type: none"> • Accreditation Association for Ambulatory Health Care, Inc. • American Psychological Association • Commission on Accreditation for Law Enforcement Agencies, Inc. • Delaware Police Accreditation Commission • International Association of Campus Law Enforcement Administrators • International Accreditation of Counseling Services, Inc.

<p>2. Documents and URLs available to current and prospective students that show the most recent updated degree granting authority, charter, or license with an appropriate jurisdiction and the current accreditation status with other USDE recognized accrediting agencies</p>	<p>Middle States Commission on Higher Education (MSCHE): http://ire.udel.edu/ir/righttoknow/accreditation/</p> <p>American Psychological Association (APA): https://www.udel.edu/academics/colleges/grad/prospective-students/programs/psychological-brain-sciences/</p> <p>Commission on Accreditation in Physical Therapy Education (CAPTE): https://www.udel.edu/academics/colleges/chs/departments/pt/</p> <p>Commission on Collegiate Nursing Education (CCNE): https://www.udel.edu/academics/colleges/chs/departments/son/about/ccne-accreditation/</p> <p>Commission on English Language Program Accreditation (CEA): http://sites.udel.edu/eli/about/standards/</p> <p>Council for the Accreditation of Educator Preparation (CAEP): http://www.teachered.udel.edu/accreditation/</p> <p>National Association of Schools of Music, Commission on Accreditation (NASM): https://www.music.udel.edu/who-we-are/academics/music-education</p>
<p>3. Report from State or other accreditor if institution has been found noncompliant (including institutional response) within the last five years</p>	<p>Not applicable.</p>

Explanation if a compliance requirement is not relevant for your institution:

7. Written Arrangements

	Evidence to Demonstrate Compliance:
1. List of current written agreements, including the name of third-party and educational program(s) involved, and date of Commission approval	<p>While UD has contractual arrangements for education services (e.g., Wiley Education Services), none of these offer more than 25 percent of one or more of our educational programs.</p> <p>Professional and Continuing Studies (PCS) has third-party agreements that provide continuing education units (CEUs). See document “263 UD Professional and Continuing Studies 3rd Party Provider Programs” in Evidence Inventory.</p>
2. Documents and/or URLs available to current and prospective students that describe written arrangements including: the name of the educational program(s) involved; the portion of the educational program not provided by the institution; the name and location of the other unaccredited or ineligible third party providers; and the method of delivery and estimated additional costs of that portion of the program	Not applicable.

Explanation if a compliance requirement is not relevant for your institution:

8. Assignment of Credit Hour

	<u>Evidence to Demonstrate Compliance:</u>
<p>1. Policy and procedures for assignment of credit hour for all types of courses, disciplines, programs, credential levels, formats, regardless of modality). Include the URL and any other location where the documents are disclosed to students and the public</p>	<p>Credit Hour Policy</p> <p>For each credit hour in the classroom, it is recommended that a student spend a minimum of two hours on course-related work outside of the classroom. An equivalent amount of work is expected in lab, studio, independent study and online courses.</p> <p>The academic year typically consists of two semesters that are 15 weeks, including a one-week exam period, and a five-week winter session (4-1-4). In a 15-week term, one lecture (taught), seminar (discussion), or online (taken) credit hour represents 1 hour per week of scheduled class/seminar time and two hours of student preparation time outside of class. A lecture, seminar, or online course awarded three credit hours represents 45 hours of class time and at least 90 hours of student preparation time over the term. Summer, winter, and online program terms are typically less than 15 weeks, but adhere to the credit hour policy in terms of total meeting time and the total amount of work required. Thus courses that meet fewer than 15 weeks must include proportionately more in class time and out-of-class student preparation time per week.</p> <p>One 15-week laboratory credit hour represents one hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and two hours of student preparation time.</p> <p>One credit hour for 15 weeks of visual or performing arts studio, supervised student teaching, supervised clinical practicum/rounds, field work, independent study, etc. represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per 15-week semester.</p> <p>Calculation of Credit Hours</p> <p>Calculation of credit hours at the University of Delaware are consistent with the following U.S. Department of Education's definition of a credit hour. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education.</p> <p>Credit hour: Except as provided in 34 CFR 668.8(k) and (l), 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:</p>

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; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

What Year Are You?

A student's year (freshman, sophomore, junior, or senior) is based on the number of earned credit hours at the time of admission.

Classification	Credit Hours Earned
Freshman	27 or fewer
Sophomore	28 to 59
Junior	60 to 89
Senior	90 or more

These policies and procedures can be found in the Academic Catalog under [Academic Credit Policies](#), as well as the Office of the University Registrar's [UD Academic Policies and Information website](#).

The Office of the University Registrar posts [Approved Meeting Times & Scheduling Guidelines](#), as well as the following guidelines for calculating units/credit hours:

This is most accurately calculated if required meeting hours are converted into minutes. A course must meet 12 hours/term for each credit (12 hours for a 1 credit course; 36 hours for a 3 credit course; 48 hours for a 4 credit course, etc.).

One 15-week laboratory credit hour represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student preparation time.

One credit hour for 15 weeks of visual or performing arts studio, supervised student teaching, supervised clinical practicum/rounds, field work, independent study, etc. represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per 15-week semester.

The following is an example of how to compute the meeting minutes/week required.

	<p>3-credit course that meets twice/week:</p> <p>36 hours x 60 minutes = 2,160 minutes 2,160 minutes / 14 week term = 154.29 minutes per week 154.29 minutes / 2 days = 77.14 minutes The course must meet 75 minutes both days (77.14 is rounded to nearest 5 min. increment).</p> <p>Courses with Labs: 4 credit course w/1-credit LAB must meet 6 hours/week:</p> <p>2 hours/week for each credit of LAB 4 hours/week of LEC, DIS and/or combination of both (if approved for both)</p> <p>3 credit course w/1-credit LAB must meet 5 hours/week 2 hours/week for each credit of LAB 3 hours/week of LEC, DIS and/or combination of both (if approved for both)</p> <p>The Faculty Handbook Section 3.1.7 details Class Meetings/Size.</p> <p>Specifically: “Class meeting hours at the University of Delaware follow the normal standards adopted by most colleges and universities. For a three credit course meeting three times a week (e.g., on Monday-Wednesday- Friday), there typically will be three, 50 minute weekly meetings for a minimum of 39 scheduled class meetings during the fall and spring terms (40 or 41 class meetings are normally scheduled). For a three credit course meeting twice a week (e.g., on Tuesday-Thursday), there typically will be two, 75 minute weekly meetings for a minimum of 26 scheduled class meetings (27 or 28 class meetings are normally scheduled). Courses for other than 3 credit hours should likewise meet for the equivalent of 50 minutes per credit hour per semester week. Courses with laboratory components grant one credit for every two or three hours of laboratory work per week. Class meeting time during the winter and summer sessions should be equivalent to that scheduled in the fall and spring academic terms. (Rev 3/2014)”</p>
<p>2. Course or program review procedures and sample approval documentation, as they relate to credit hour</p>	<p>When creating a schedule of classes for a term, departments are to use approved meeting patterns as posted in the faculty handbook (http://facultyhandbook.udel.edu/handbook/316-course-scheduling-cancellation-and-assignments). However, if a course is to be scheduled in space other than a registrar controlled central inventory classroom (http://www.udel.edu/registrar/faculty_staff/central_inventory.html) meeting patterns can be customized as long as required meeting minutes are being met.</p>

	<p>The following document is provided as reference and provides examples of calculating required meeting minutes: https://www1.udel.edu/registrar/helpdocs/Calc-Req-MtgMinutes.pdf.</p>
<p>3. Process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling</p>	<p>The Office of the University Registrar maintains policies regarding course scheduling and management that assist with verifying the length of academic period and compliance with credit hour requirements through course scheduling.</p> <p>This information is also outlined in the Faculty Handbook Section 3.1.6 Course Scheduling, Cancellation and Assignments.</p> <p>The Faculty Senate has a yearly course approval process. The approval process includes the course detail term, “credit” which must be assigned to each proposed or revised course. Credits are assigned in accordance with the U.S. Department of Education’s definition of a credit hour.</p> <p>Approved courses are sent to the Office of the University Registrar for inclusion in the UD Academic Catalog. The Registrar’s Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned.</p>

Explanation if a compliance requirement is not relevant for your institution: