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Academic Credits Policy

Scope

Applies to Mayo Clinic Graduate School of Biomedical Sciences (MCGSBS) employees when determining credit hours for courses.

Purpose

To provide uniformity across MCGSBS courses.

To provide a fair basis for charging tuition as defined in the Tuition Payment Policy.

To support student eligibility for financial aid.

Policy

- MCGSBS follows the U.S. Department of Education definition of [credit hour](#).
- MCGSBS determines total credits for a course by the number of lecture and/or laboratory hours per week.
- MCGSBS determines credit by the number of contact hours per week.
 - A one-hour per week of lecture equals one credit per quarter.
 - Two hours per week of laboratory equals one credit per quarter.
- The Mayo Graduate School Education Committee determines credit for a new course and revision of credit for an existing course.
- Requests for a new or revised course must be made via submission of the [Course Approval or Revision Form](#).

Policy Notes

N/A

Related Procedures

NA

Related Documents

[Course Approval or Revision Form](#)

[Tuition Payment Policy](#)

Definitions

Credit Hour: Per the U.S. Department of Education, 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:

- 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
- 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.

Quarter: MCGSBS operates on an academic year divided into four quarters of approximately 12 weeks each (summer, fall, winter and spring).

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References

Electronic Code of Federal Regulations (Title 34, Part 600.2)

Owner

Robert Speary, MCGSBS Administrator

Contact

Rachel Halsrud, MCGSBS Operations Manager

Revision History

Date	Synopsis of Change
10/22/2018	New policy.
10/22/2018	Approval for need to establish document: Mayo Graduate School Education Committee

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Contact  [Deb Lafferty](#) with questions regarding this page.