

DEPARTMENT: Office of Academic Affairs  
NAME: Credit Hour Assignment  
POLICY NUMBER:  
OWNER: Office of Academic Affairs  
EFFECTIVE DATE: 06.30.2025

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## **SCOPE**

This policy applies to Meritus School of Osteopathic Medicine (MSOM) students.

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## **PURPOSE**

The purpose of this policy is to designate the number of credits assigned to each course.

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## **DEFINITIONS**

- I. 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:
    - A. 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 hour of credit, or the equivalent amount of work over a different amount of time; or
    - B. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities, including laboratory work, internships, practicum, studio work, and other academic work leading toward the award of credit hours.
    - C. The MSOM calculates this as one (1) unit of credit for every 15 lecture hours or 30 lab hours or 45 extern hours, as described by the Carnegie Credit Hour assignment system
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## **POLICY**

- I. Credit Hour Review Procedure
  - A. The assignment of credit hours to courses is reviewed and approved by the Curriculum Committee annually as the syllabi and schedule of courses are created and finalized.
- II. Course Code and Numbering System
  - A. Each course is designated by a four-letter code followed by a four-digit number. The first digit assigned to a course is an indicator of the year level of the course. The second

digit indicates the semester (for OMS-I and OMS-II only). The third digit and fourth digit designate the sequence of the course (for OMS-I and OMS-II only).

- B. The credit hour assignment policy is published in the SOM Catalog and on the MSOM website.
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