



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES
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College of Allied Health Sciences
Office of the Dean
CAHS-DPM-002-2019

MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS

SUBJECT: Credit in Residence Policy

Military service, by nature, is transient. This frequently results in loss of academic credit as personnel transfer from one school and duty assignment to the next. When a degree completion is tied to readiness requirements, which has become the norm in Allied Health Sciences, additional time and cost undermines readiness. Loss of credit also consumes voluntary education resources and prevents more than capable service members from practicing and enhancing their abilities within the military and civilian communities that need and require their contribution.

In support of the greatest readiness and development of service personnel possible, the CAHS will ensure recognition of credit in residence in accordance with the established minimum academic standards through all means available.

A. Purpose: To establish the policy and procedure for determination of credit in residence to the USU CAHS.

B. References: The CAHS credit in residence policy is guided by references a. through e. of Enclosure 1.

C. Applicability: This Instruction applies to all undergraduate degree plans of the CAHS.

D. Policy: Policy for credit in residence of CAHS is detailed in Enclosure 2.

E. Procedures: Procedures for determination of credit in residence of CAHS are detailed in Enclosure 3.

August 23, 2019

(Signature)

(Date)

Dr. Mitchell Seal, EdD, MEd-IT, BSN, RN
Dean, College of Allied Health Sciences
Uniformed Services University of the Health Sciences

Enclosures:

1. References
2. CAHS Credit in Residence Policy
3. CAHS Credit in Residence Procedures

References

- a. 34 CFR 602.24 “Additional procedures certain institutional accreditors must have”, dated October 29th, 2010.
- b. 34 CFR 668.43(a)(11) “Institutional information”, dated October 29th, 2010.
- c. DoDINST 1322.25 “Voluntary Education Programs”, dated July 7th, 2014.
- d. Middle States Commission on Higher Education, “Standards for Accreditation and Requirements of Affiliation,” 13th Edition, 2015.
- e. CAHS DPM General Education dated April 20th, 2018

CAHS Credit in Residence Policy

The CAHS will publicly disclose policy and procedure for credit in residence. The following is CAHS Policy for Credit in Residence:

1. Minimum credit in residence must amount to 25% of the minimum requirements of the degree plan.
 - a. Associate Degree residence is satisfied by 15 semester hours of credit in residence.
 - b. Baccalaureate Degree residence is satisfied by 30 semester hours of credit in residence.

2. Credit in residence is earned upon successful completion of approved coursework at CAHS in the following locations:
 - a. Other USU Colleges and Schools
 - b. CAHS
 - c. CAHS Online
 - d. Branch Campus
 - e. Other Instructional Sites
 - f. Additional locations

3. Credit in residence is earned upon successful completion of DoD-required and approved instruction that is taught by DoD-appointed instructors or contract instructors, that in the academic judgement of qualified CAHS faculty and academic leadership, satisfies CAHS General Education requirements (e.g. Basic Military Training is considered resident Military Science with the General Education requirement for Social Studies).

CAHS Credit in Residence Determination Procedures

The following procedure will be used by CAHS Enrollment Services to determine if coursework is considered credit in residence of the CAHS:

1. Review the approved degree plan for specific courses required for degree completion. This includes General Education requirements and Major discipline requirements. If the course can be identified in the degree plan, and if it was completed successfully, it is considered credit in residence.
2. If the course was offered as an Independent Study or Special Topic by an appointed CAHS faculty member within an approved CAHS degree plan, and if it was completed successfully, it is considered credit in residence.
3. If the course is required of DoD, was instructed by military or DoD contracted instructors, and satisfies CAHS General Education requirements, it is considered credit in residence.
4. If there is ambiguity, the determination will be deferred to the relevant Associate Dean.
5. If the student wishes to appeal the determination of credit in residence, it must be done so in writing within 10 business days.
6. The CAHS Dean will make the final determination of credit in residence, if needed. The decision of the CAHS Dean cannot be appealed.