



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-008-2022

June 30, 2022

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

SUBJECT: Credit in Residence Policy

A. Reissuance and Purpose. This College of Allied Health Sciences (CAHS) Dean's Policy Memorandum (DPM) reissues 002-2019, "Credit in Residence Policy" and will establish the policy and procedure for determination of credit in residence to the Uniformed Services University of the Health Sciences (USU) CAHS.

B. Background.

1. 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. 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.

2. 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.

C. References. *See Enclosure 1.*

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

E. Policy. *See Enclosure 2.*

F. Procedures. *See Enclosure 3.*

G. Effective Date. This DPM is effective immediately.

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Lula Westrup Pelayo, Ph.D., RN, FAAN
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 29, 2010.

(b) 34 CFR 668.43(a) (11) “Institutional information”, dated October 29, 2010.

(c) DoD INST 1322.25 “Voluntary Education Programs”, incorporating Change 4, dated April 2, 2020.

(d) Middle States Commission on Higher Education, “Standards for Accreditation and Requirements of Affiliation,” 13th Edition, 2015.

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. Credit in residence must amount to at least 25% of the minimum requirements of 60 semester hours of credits in the Associate Degree or the minimum requirements of 120 semester hours of credits in the Bachelor degree plans.

- 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. CAHS Branch Campus
- e. Other Instructional Sites for the CAHS
- f. Additional locations for the CAHS

3. Credit in residence is earned upon successful completion of DoD-required and approved instruction. The course must have been requested by a Service or Agency; determined by academic judgement of qualified CAHS faculty and academic leadership to satisfy CAHS degree requirements; approved through the CAHS Curriculum Committee; entered into the USU Catalog; and taught by USU appointed instructors.

CAHS Credit in Residence Determination Procedures

The following procedure will be used 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. If the course can be identified in the degree plan, taught by CAHS faculty, and 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; requested by a Service; evaluated by qualified faculty on the Curriculum Committee; was instructed by USU appointed faculty; and satisfies CAHS degree requirements, it is considered credit in residence.
4. If there is ambiguity, the determination will be deferred to the relevant Associate Dean.