

# Credit Hour Policy

## I. Purpose and Mission Alignment

OpenClassrooms is committed to providing high-quality, accessible education that aligns with recognized U.S. standards for academic rigor and student learning.

OpenClassrooms does not operate on a traditional academic term schedule (semester or trimester); instead, instruction is delivered through a competency-based, project-based model, and credit hour determinations are therefore based on federally defined equivalencies consistent with 34 CFR §600.2 and WSCUC standards. This Credit Hour Policy ensures that all credit hour assignments reflect these requirements and support the institution's mission.

## II. Scope

The mission of OpenClassrooms is global. This Credit Hour policy allows all OpenClassrooms students to receive U.S. credit for completion of eligible degree programs.

## III. Definition of the Credit Hour

In accordance with 34 CFR §600.2, one credit hour represents:

- **One hour of direct faculty instruction** and
- A **minimum of two hours of student academic work per week**, across a standard 15-week term,
- or an **equivalent amount of work** for institutions that do not follow a traditional schedule.

OpenClassrooms assigns One credit hour is equivalent to 45 hours of combined Academic Instruction (faculty-directed learning), Career-directed learning (project preparation), Career-embedded learning (on-the-job application). This equivalency applies uniformly across project-based, competency-based, online, and experiential learning formats.

## IV. Components of Student Engagement

Student engagement hours may include the following, provided that activities are directly linked to and assessed against course learning outcomes:

### 1. Academic Instruction

- Online instructional modules and course assessments.
- Synchronous mentoring sessions conducted by qualified mentors.
- Synchronous project defense sessions evaluated by trained assessors.

### 2. Career-Directed or Independent Learning Activities

- Professional research and project preparation.
- Self-study and applied practice directly supporting assessed competencies.

# Credit Hour Policy

- Development of project deliverables for evaluation.
- Review and integration of mentor or assessor feedback.

### 3. Career-Embedded or Experiential Learning Activities

- Demonstration of learning outcomes in professional or workplace settings.
- Documented interactions with Workplace Advisors for applied learning.
- Collaborative projects directly aligned to academic requirements.
- Assessment of learning achieved through on-the-job application.

## V. Assignment of Credit Hours

Credit hours are assigned during the curriculum development and review process based on:

- Clearly articulated and measurable **learning outcomes**.
- **Documentation** of required instructional and student engagement hours.
- **Review** of student workload expectations across all delivery modalities.

A qualified faculty body (such as the Curriculum Committee<sup>1</sup>) conducts systematic review and approval of all credit hour assignments before implementation.

## VI. Ongoing Review and Monitoring

OpenClassrooms maintains regular oversight of credit hour determinations through:

- Scheduled academic **program reviews**.
- **Faculty evaluations** of student workload and learning achievement.
- **Review** of course syllabi, project requirements, and assessment practices.
- **Verification of alignment** with WSCUC accreditation standards and federal regulations.

Adjustments to credit hour assignments are made as necessary to ensure accuracy, compliance, and continued academic integrity.

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<sup>1</sup> At OpenClassrooms the Curriculum Committee is composed of members of Faculty specialised in Learning Design, Assessment of Learning Quality and subject matter experts.

# Transfer of Credit Policy

## I. Purpose

The Transfer of Credit Policy supports OpenClassrooms' mission to expand access to high-quality, flexible education by providing students with transparent pathways for the evaluation of previously earned academic credits, professional certifications, and relevant prior learning. This policy ensures that the acceptance and application of transfer credit align with WASC Senior College and University Commission (WSCUC) standards and widely accepted academic practices in U.S. higher education.

## II. Institutional Authority

OpenClassrooms retains sole discretion to determine the acceptance, rejection, and application of transfer credit toward its academic programs. Acceptance of transfer credit is not guaranteed, regardless of the accreditation status of the sending institution or the type of credential presented.

## III. General Principles for Awarding Transfer Credit

Transfer credit may be awarded when the prior learning:

### 1. Was completed at an institution that is:

- Accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA); or
- Overseen by an officially recognized national quality assurance body (e.g., QAA in the United Kingdom, national ministries within the European Higher Education Area).

### 2. Is collegiate-level and comparable in content, scope, difficulty, and learning outcomes to coursework offered at OpenClassrooms.

### 3. Meets minimum academic performance standards:

- Undergraduate transfer credit generally requires a grade of C or higher (or international equivalent).
- Graduate transfer credit generally requires a grade of B or higher (or international equivalent).

### 4. Can be documented through official transcripts, authenticated records, certified credential reports, or approved credential evaluation services when applicable.

### 5. Is not duplicative of credit already applied toward the student's current degree program.

# Transfer of Credit Policy

## IV. Transfer Pathways for Bachelor's Programs

OpenClassrooms' Bachelor of Applied Technology and Bachelor of Applied Business programs are designed for learners who have completed a U.S. Associate's degree or a European Level 5 qualification. These prior degrees, professional certificates, and/or similar previous work experience, are a prerequisite for attaining a Bachelor's degree at OpenClassrooms.

### **United States**

Students holding an accredited Associate degree (typically 60 credits) issued from a U.S. Department of Education recognized institution may request evaluation for undergraduate transfer credit.

### **United Kingdom**

Students holding Regulated Qualifications Framework (RQF) Level 5 awards from QAA-recognized institutions may request evaluation.

### **France / European Union**

Students holding an EQF Level 5 state-recognized qualification may request evaluation.

Students with professional certificates or relevant prior work experience may also request evaluation for Credit for Prior Learning (CPL), as described in Section VI.

## V. Transfer Pathways for Master's Programs

OpenClassrooms' Master of Applied Technology and Master of Applied Business programs are designed for learners who have completed a U.S. Bachelor's degree or a European Level 6 qualification.

### **United States**

Students holding an accredited Bachelor's degree (typically 120 credits) may request evaluation for graduate transfer credit.

### **United Kingdom**

Students holding RQF Level 6 awards from QAA-recognized institutions may request evaluation.

### **France / European Union**

Students holding an EQF Level 6 state-recognized qualification may request evaluation.

Students with advanced professional certifications or industry-recognized credentials may also request CPL evaluation (Section VI).

# Transfer of Credit Policy

## VI. Credit for Prior Learning (CPL) / Prior Learning Assessment (PLA)

OpenClassrooms may award credit for non-traditional learning when the student demonstrates mastery of program-level or course-level learning outcomes. Recognized forms of CPL may include:

- Industry-recognized **professional certifications**.
- Relevant professional or technical **work experience**.
- **Portfolios** demonstrating competencies equivalent to course outcomes.
- Employer-verified **training or apprenticeships**.

CPL evaluation follows institutionally approved standards consistent with CAEL guidelines and WSCUC expectations. Not all programs may accept CPL, and CPL credits are included in the maximum transfer credit limits.

## VII. Documentation Requirements

Students requesting transfer credit or CPL must submit:

- **Official transcripts** from all previously attended institutions.
- Documentation of **professional certifications or diplomas**.
- **Portfolio** evidence (when applicable).
- **Verification** of employment or training (if used in CPL review).

OpenClassrooms may request third-party verification or credential evaluation when needed.

All materials must be sent directly via the following [link](#).

## VIII. Evaluation Process and Timeline

1. The Registrar's Office conducts an initial review for completeness.
2. Qualified faculty or academic evaluators assess the coursework or prior learning for alignment with course and program learning outcomes.
3. A decision is issued within 7–10 business days once all required materials have been received.

Decisions are communicated in writing and appear in the student's official academic record.

## IX. Appeal Process

Students may appeal a transfer credit decision within 30 days of notification by submitting:

- A written statement detailing the basis for the appeal.
- Any additional documentation supporting the request.

Appeals are reviewed by an academic administrator or committee. All appeal decisions are final.