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May 17, 2021

President Virinder Moudgil
Lawrence Technological University
62249 Shimmel Road
Southfield, MI 48075-1058

Dear President Moudgil:

The interim report you submitted to our office has now been reviewed. The staff analysis of the report is attached.

On behalf of the Higher Learning Commission staff received the report on the university's credit hour policy. No further reports are required.

The Open Pathway Assurance Review is scheduled for 2024 – 2025. The institution's next reaffirmation of accreditation is scheduled for 2030 – 2031.

For more information on the interim report process contact Lil Nakutis, Accreditation Processes Manager, at lnakutis@hlcommission.org. Your HLC staff liaison is John Marr (jmarr@hlcommission.org).

Thank you.

HIGHER LEARNING COMMISSION



STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: May 17, 2021

STAFF LIAISON: John Marr

REVIEWED BY: Steven Kapelke

INSTITUTION: Lawrence Technological University, Southfield, MI

EXECUTIVE OFFICER: Dr. Virinder Moudgil, President

PREVIOUS COMMISSION ACTION AND SOURCES: An interim report is required by 5/28/2021 stating the university's credit hour policy.

In addition, LTU must explain how the requirements of the policy are being conveyed to all instructional staff and describe the processes by which LTU will monitor adherence to the requirements of the Federal credit hour in all courses delivered via all modalities.

This interim report derives from the Team Report of the institution's 2020 Comprehensive Evaluation.

REPORT PRESENTATION AND QUALITY: The Lawrence Technological University's (LTU) interim report is presented in a brief narrative supported with several supplementary items, including the institution's "Credit Hour Policy" and its Fall/Spring Block Scheduling outline. Separate documents contain the Summer Block Scheduling Policy and an email to the University community from the Provost summarizing the institution's efforts at updating the credit hour policy. Evidence provided in the report indicates that the document is candid and acceptably thorough.

REPORT SUMMARY: The University's report narrative is succinct, comprising two sections, the first, titled "Process," offers a summary of the institution's actions in updating its credit hour policy. Here the report notes that the LTU Provost's Office researched credit hour policies from other institutions, coming away with examples that LTU employed in drafting its own policy. According to the report, the revised credit hour policy was reviewed and approved by the LTU Deans Council in April 2021, subsequent to which the policy was situated on the Registrar's Office website and disseminated to the entire University community in an email from the Provost. The report notes that the policy will be included in all LTU Course Catalogs.

The second section of the narrative is titled "Compliance" and describes how the institution will ensure that the policy is being followed. To that end, the University will use its block scheduling practices/system, with each "Time Block" having an established

“minimum number of instructional time [sic] a class requires depending on the number of credit hours a class is.” Compliance with the new policy will fall to academic supervisors—i.e. directors, deans, and chairs—who will review course syllabi to ascertain that courses *“are complying with the established policy...”* Finally, this section of the report notes that LTU’s eLearning Office and Center for Teaching and Learning will offer training for faculty members who seek additional guidance in understanding and using the new policy.

REPORT ANALYSIS: Material presented in the Lawrence Technological University interim report show that the institution has complied in all respects with the report requirements stated in the Team Report of the institution’s 2020 Comprehensive Evaluation.

Review of the materials presented in the report’s appendices (“Documents”), which include the “LTU Credit Hour Policy,” show that the policy is consistent with Federal Requirements and HLC policies regarding the institution’s practices for assigning a credit hour. The “LTU Credit Hour Policy” comprises multiple, well-defined sections, including the Credit Hour Definition section, where the document sets forth specific standards for the credit hour.

For example, the first point in that section states, *“One credit is equivalent to 50 minutes (minimum) of direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks. However U.S. Department of Education has made clear that it does not intend to prescribe ‘seat time’ minutes.”* The policy also contains a table showing a “per week ‘time on task’ breakdown,” shown below.

Credits	Faculty Instruction	Student Engagement	Total Faculty/Students minutes per semester
1	50 minutes	120 minutes	2550 minutes
2	100 minutes	240 minutes	5100 minutes
3	150 minutes	360 minutes	7650 minutes
4	200 minutes	480 minutes	10200 minutes
5	250 minutes	600 minutes	12750 minutes
6	300 minutes	720 minutes	15300 minutes

The report also includes a section that describes how the credit hour definition applies in the various learning formats and delivery methods employed at the University. In the preamble to the section, which is titled “LTU Course Formats and Application of Credit Hour Policy,” the document states clearly that the *“credit hour definition applies to all courses at all levels (undergraduate, graduate, and professional) that award academic credit, regardless of format/delivery method, and is based on a 15-week semester.”*

Further review of supporting documentation confirms that the new policy has been communicated to the entire LTU community through an email from the Provost, dated Monday, May 3rd and titled “New LTU Credit Hour Policy.”

Analysis Concluding Statement: The Higher Learning Commission acknowledges the institution's progress to date and will not require additional reporting on this matter.

However, assuring compliance with the new credit hour policy will require additional, continued attention on the part of the University. (Please see the Staff Finding section below.) The institution should assume that the HLC Peer Review Team conducting LTU's AY2024-2025 will seek to examine documentation that verifies continued compliance with the credit hour policy.

STAFF FINDING:

Note the relevant Criterion, Core Component(s) or Assumed Practice(s): Federal Compliance regarding the University's credit hour policy.

Statements of Analysis (check one below)

☐ Evidence demonstrates adequate progress in the area of focus.

☒ Evidence demonstrates that further organizational attention is required in the area of focus.

☐ Evidence demonstrates that further organizational attention and HLC follow-up are required.

☐ Evidence is insufficient and a HLC focused visit is warranted.

STAFF ACTION: Receive the report on the university's credit hour policy. No further reports are required.

The Open Pathway Assurance Review is scheduled for 2024 – 2025.

The institution's next reaffirmation of accreditation is scheduled for 2030 – 2031.