

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-152**

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Personnel



**ACADEMIC CREDIT FOR
AFIT PROFESSIONAL CONTINUING EDUCATION COURSES**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes policies and procedures for awarding academic credit for professional continuing education (PCE) courses taught by resident schools of the Air Force Institute of Technology (AFIT). This regulation applies to all AFIT resident schools.

SUMMARY OF REVISIONS

References to AFIT/RR as the POC for academic credit for PCE courses and references to advanced undergraduate or graduate level credit for PCE courses have been deleted. Information concerning Continuing Education Units (CEU) is included.

1. General. AFIT PCE programs provide professional courses that develop and update the technical and managerial capabilities of USAF and other personnel. To provide recognition and motivation for PCE students, AFIT may award appropriate undergraduate academic credit for its PCE courses.

2. Policies and Procedures.

2.1. A thorough examination will be accomplished before academic credit is established for any PCE course. Listed below are areas to be evaluated:

- Course Content
- Course Length
- Course Level
- Grading System
- Grading Standards

Teaching Methods
Contact Hours
Admission Standards
Historical Data and Future Plans
Relation/Comparison with Comparable Course at Other Institutions

2.2. Each school will establish an appropriate faculty review process to address the above elements and recommend whether academic credit should be awarded. The result will be a recommendation to the dean of the school who will approve or disapprove.

2.3. The data presented for review in satisfaction of evaluation areas listed in paragraph 2.1. will be retained in a permanent course file by the responsible department. Current examples of student work (tests, homework, case solutions, etc.) as outstanding, normal, and poor levels will also be maintained in this file.

2.4. Each school will maintain a list of all PCE courses receiving academic credit, including their credit hours.

2.5. Credit may be awarded for on-site offerings if all elements of the resident offering are maintained.

2.6. Orientation courses or courses of less than one week in length will not be considered for academic credit.

2.7. Students enrolled in PCE courses approved for academic credit will be assigned a final course letter grade as outlined in AFITI 36-149, Grading Policy and Graduation Requirements. No student letter grade will be given until the course has been approved for award of academic credit.

2.8. Appropriate certificates will be awarded by the schools for PCE courses IAW AFCAT 36-2233, Chapter 4, Page 4-22, Paragraph 4.44 entitled "Credit for Continuing Education Courses".

2.9. Each school will maintain academic records. Records will contain information needed to produce transcripts of student achievement for evaluation by other schools when students request transfer of credit. These records are kept indefinitely.

2.10. No credit will be granted for any PCE course completed prior to 1 July 1974.

3. Continuing Education Units.

3.1. Definition: One CEU is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

3.2. The primary purpose of the CEU is to provide a record of the educational accomplishments of an individual who has completed one or more significant educational experiences. For AFIT, the CEU will provide a uniform and nationally recognized unit of measure for continuing education.

3.3. Each school will maintain a list of all PCE courses receiving CEUs. CEUs are usually awarded for non-credit courses.

3.4. CEUs may be awarded for on-site offerings if all elements of the resident offering are maintained.

3.5. Each school will maintain class records as they deem appropriate. Student certificates will reflect the number of CEUs awarded for each course. The school catalog should reflect the number of CEUs awarded for each identified course.

3.6. The AFIT Director of Academic Affairs is OPR for guidance and criteria for granting CEUs.

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