

# Hope International University

<b>POLICY NO:</b>	<b>101.25</b>
<b>POLICY TYPE:</b>	<b>Academic</b>
<b>POLICY TITLE:</b>	<b>Credit Hour Policy</b>
<b>APPROVED BY:</b>	<b>VPAA</b>
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The credit hour value provides the “time engaged in learning” measure of the standard *academic unit* for student learning at the course level, the major studies program level, and for the completion of earned academic degrees at Hope International University.

## **Definition of a credit hour**

Given that the standard “course hour” is 50 minutes in length (as in 150 minutes of class attendance each week for a 3 unit course in the traditional 15 week semester), this would provide a baseline of 48 course hours for one unit of academic credit or 144 course hours for three units of academic credit. This is equivalent to 40 *actual* hours of student learning for 1 unit of credit or 120 *actual* hours of student learning for a 3 unit course.

1 unit = 48 *course hours* = 40 *actual hours*

3 units = 144 *course hours* = 120 *actual hours*

The university maintains this consistent credit hour standard across different categories of student learning experiences and across different instructional delivery modes.

## **Application of the university standard for different categories of student learning and instructional delivery modes**

### **a. Traditional face-to-face instruction/learning over a 15 week semester**

At least 30-35% of student learning time is spent in face-to-face classroom meetings, including the final examination period for these classes. The remainder of student learning time – outside of class meetings - consists of reading and interaction with other course materials or field experiences along with preparation of course assignments. Instructors must be able to demonstrate that the combination of class meeting time and out of class learning time meets the *actual hours* per unit standard for the university.

### **b. Online instruction/learning over the standard 8-week online course**

Each syllabus for online courses displays in table form the calculation of student learning time to complete each itemized course requirement satisfactorily. The total learning time for all course requirements must meet the *actual hours* per unit standard for the university.

**c. Online courses of less than 8 weeks**

Each syllabus for online courses displays in table form the calculation of student learning time to complete each itemized course requirement satisfactorily. The total learning time for all course requirements must meet the *actual hours* per unit standard for the university.

**d. Online courses of more than 8 weeks**

Each syllabus for online courses displays in table form the calculation of student learning time to complete each itemized course requirement satisfactorily. The total learning time for all course requirements must meet the *actual hours* per unit standard for the university.

**e. Hybrid courses with combinations of face-to-face instruction/learning and online instruction/learning.**

At least 15-30% of student learning time is spent in face-to-face classroom meetings, which may or may not include a face-to-face final examination period. The remainder of student learning time – outside of class meetings - consists of additional interaction time online with the instructor and with other students, along with reading and interaction with other course materials or engagement in directed field experiences and preparation of course assignments. Instructors must be able to demonstrate that the combination of class meeting time, online interactions, and out of class learning time meets the *actual hours* per unit standard for the university.

**f. Traditional face-to-face instruction over shorter time periods (for example, January or May Term courses of 2 weeks duration or LDR1100 courses of 10 weeks or less)**

At least 30-35% of student learning time is spent in face-to-face classroom meetings, including the final examination period for these classes. The remainder of student learning time – outside of class meetings - consists of reading and interaction with other course materials or field experiences along with preparation of course assignments. Instructors must be able to demonstrate that the combination of class meeting time and out of class learning time meets the *actual hours* per unit standard for the university.

**g. Laboratory experiences**

Instructors must be able to demonstrate that the combination of laboratory meeting time and out of laboratory student learning time (such as in writing lab reports) meets the *actual hours* per unit standard for the university. The university's expectation is that student learning time in the laboratory or in appropriate field experiences would exceed 80% of the "40 *actual hour* per unit" standard for academic credit earned established by the university.

**h. Practicum, Internship, or other field based coursework.**

Instructors must be able to demonstrate that the combination of student practicum or internship hours completed at a university approved, supervised site plus other student learning hours composed of assessment or evaluation of the site and the student experience there meets the *actual hours* per unit standard for the university. The university's expectation is that student learning time at the practicum or internship site would exceed 90% of the "40 *actual hours* per unit" standard for academic credit earned established by the university.

**i. Directed Independent Studies**

To be approved, petitions for Directed Independent Study (DIS) must be accompanied by an instructor approved plan of study which demonstrates that the hours of student learning needed to fulfill the plan meet the *actual hours* per unit standard of the university. Printed on the petitions for DIS that students must complete and submit to the University Registrar's Office are benchmarks for reading, writing, and consultation required per unit of credit sought through DIS. While instructors have some latitude to plan a DIS that emphasizes more reading, or more research and writing, or more hours of consultation with the instructor (with correspondingly less of the other learning activities) the total *actual hours* of student learning must meet the "40 *actual hours* per unit" standard of academic credit earned established by the university.

**j. Intercollegiate sports and physical education activity classes**

Meeting times for these student learning experiences, in which faculty/staff instruction is given, must meet the *actual hours* per unit standard for the university. The Athletic Director *or* instructor must be able to demonstrate that the university standard for student learning hours per credit has been met.

**k. Music performance classes**

Music faculty or private lesson instructors must be able to demonstrate that student learning hours combining performance, face-to-face instruction, and out of class practice and preparation meet the *actual hours* per unit standard of the university for academic credit awarded.

**l. Teaching assistant experiences**

Faculty members must be able to demonstrate that the hours of learning experiences of student teaching assistants under their direction meet the *actual hours* per unit standard of the university appropriate to the amount of academic credit to be awarded.

**m. Research assistant experiences**

Faculty members must be able to demonstrate that the hours of learning experiences of student research assistants under their direction meet the *actual hours* per unit standard of the university appropriate to the amount of academic credit to be awarded.

**n. Study/travel experiences in which Hope International University is the provider of instruction and direct awarder of academic credit**

Study travel experiences in which students earn academic credit directly from HIU require a syllabus just like any other face-to face course for academic credit. At least 30-35% of student learning time is spent in face-to-face interactions with faculty and fellow class members, including instruction and guidance from the faculty instructor. The remainder of student learning time – outside of class meetings - consists of reading and interaction with other course materials, preparation of course assignments and, especially, field experiences at travel sites. Instructors must be able to demonstrate that the combination of face-to-face instruction time, travel field experience time, and out of class learning time meets the *actual hours* per unit standard for the university. Travel time by air, rail, ship, automobile, or other conveyance to a travel learning site shall not be counted as student learning time unless the instructor can demonstrate that the travel itself is manifestly infused with instruction and student learning connected to the goals and learning objectives of the class.

In no case shall the number of units of academic credit earned exceed the number of units stipulated by the university catalog.