

Hope International University

POLICY NO:	101.25
POLICY TYPE:	Academic
POLICY TITLE:	Credit Hour Policy
APPROVED BY:	VPAA
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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-

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

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 ti

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