Pacific Union College
Credit Hour Policy

One quarter credit at Pacific Union College generally represents a minimum of 30 hours of work on the part of the student. The student work includes both classroom instruction and out-of-class work, and is typically spread out over the standard quarter (ten weeks of standard instruction and one week of final examinations). A course may be offered in a term of a different length, but it must contain the same contact time and out-of-class student work expectations as the same course offered during a standard academic quarter.

Courses that are listed for variable credits will specify how credit value is assigned, and requirements will be clearly delineated for each credit value offered.

Credit Hours by Instructional Methods
Credit hours for a course should be assigned according to the guidelines for the instructional method of the course. A course may combine multiple methods of instruction to compose the credit total. For example, many courses at Pacific Union College combine lecture and laboratory components.

- **Standard Courses**
  Lecture, seminar, discussion, examination
  Valued at one credit for 50 minutes of classroom instruction per week, with a normal minimum expectation of two hours of out-of-class student work per week per credit. An additional two hours of instruction and/or testing occurs for each course during final examination week.

- **Activities Supervised as a Group**
  Laboratory, clinical, group practicum, exercise science activity, music ensemble, group art studio, dramatic performance, workshop
  Valued at one credit for 150 minutes of supervised activity per week. When the activity involves substantial out-of-class student work, the meeting time may be reduced to 100 minutes of supervised activity per week.

- **Individualized Courses**
  Directed study, independent study, project, research, thesis, fieldwork, internship, externship, individual practicum, flight training, music lesson, private art studio
  Valued at one credit for a minimum of three hours of student work per week as assigned and evaluated by the instructor.

- **Colloquia**
  Distinguished speaker series, colloquium, certain seminars
  Valued in increments of 0.1, with one-tenth of a credit representing a minimum of three hours of student work per quarter.*
  *A note on colloquia and tenths of credits: At Pacific Union College, a colloquium is defined as a course designed to build community and enhance student learning through activities such as guest speakers, research presentations, discussions of current interest topics, and assessment exercises. Colloquium are typically attendance based and are typically graded Satisfactory/Fail. Various titles are used for these types of courses, including Colloquium, Distinguished Speaker Series, and Seminar. The Colloquy Speaker Series and the Assessment Seminar are campus-wide colloquia. Other colloquia are discipline-based.
  Pacific Union College values these types of learning formats, but recognizes that it isn’t always practical to incorporate sufficient hours within one quarter to justify a full quarter credit. For this reason, credit may be calculated in increments of 0.1 for these types of courses only.

- **Hybrid and Online Courses**
  Hybrid course: Any course in which more than 20% but less than 50% of the scheduled class sessions are replaced by web-based activities for which the students and instructor are not in the same physical location
  Online course: Any course in which 50% or more of the scheduled class sessions are replaced by web-based activities for which the students and instructor are not in the same physical location
  Valued at one credit for 30 hours of student work total as assigned and evaluated by the instructor
  The following items must be clearly outlined in the syllabus for any hybrid or online course:
  - The online activities that will replace the scheduled class sessions
  - The online instructional methods that will be used to promote student learning
  - The online assessment methods that will be used for assessment of the student learning outcomes
  Even though the instructional methods will differ between traditional courses, hybrid courses and online courses, all course sections with the same title are expected to be consistent with regards to purpose, scope, quality and student learning outcomes.

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Credit Hour Policy Compliance
Compliance with classroom instruction time is monitored by the Registrar during the development of each term’s course schedule. Additionally, the Curriculum and Efficiency Committee monitors credit hour policy compliance as follows:

- **New courses or adjusted courses**
  *New Course Approval Form or Course Change Approval Form*
  Departments demonstrate compliance with the credit hour policy during the course approval process.

- **Existing courses**
  *Syllabus Review Check Sheet*
  Each department is reviewed for compliance with the credit hour policy during the Program Review process every five years. Supplementary syllabus reviews may be conducted at any time at the discretion of the committee.