



## National University Credit Hour Policy

National University awards credit in quarter units. The academic year is divided into four 12-week quarters, each comprised of three one-month classes. Under the current policy, 4.5 units of credit are awarded for lecture based courses. A unit of credit is based upon the hours of classroom instruction for each course and the hours that a typical student reasonably should expect to devote preparing for each hour of class.

### *Undergraduate Courses (100-499)*

An undergraduate course lecture based course awards 4.5 quarter units and requires 45 hours of classroom instruction. An undergraduate student is expected to devote two hours or more in outside preparation for each hour of class. Undergraduate courses typically are scheduled for a one-month period, generally for 4.5 hours on two weekdays and 4.5 hours on two Saturdays during the month. Laboratory courses are designated for 1.5 hours of credit with contact hours calculated at a ratio of three to one.

#### **Lecture**

Quarter Units	Contact Hours
4.5	45
3.0	30

#### **Laboratory/Workshop/Studio**

Quarter Units	Contact Hours
1.5	45

### *Graduate Courses (600-699)*

A graduate course requires 40 hours of classroom instruction and a graduate student is expected to devote a minimum of three hours of outside preparation for each hour of class. Graduate courses typically are scheduled for a one-month period, generally 4.5 hours two weekday nights with a 4.5-hour session on one Saturday.

#### Lecture

Quarter Units	Contact Hours
4.5	40

## **Laboratory/Workshop**

Quarter Units	Contact Hours
1.5	40

## **Distance Education and Hybrid Courses**

One unit of credit hour is assigned at least 12.5 hours of contact time either through direct classroom discussion or through online video presentations, quizzes, and discussions. If the student spends 2.2 hours out-of class for each contact hour this would amount to 40 hours of work over the term of the course.

### **Distance Education (online)**

Distance education shall be defined as a formal educational process in which the primary instructional interaction occurs when student and instructor are not in the same physical location. Such instruction may be synchronous and/or asynchronous. Distance education includes computer technologies and requires Broadband internet access. Programs in which fifty percent (50%) or more of the coursework is delivered online shall meet the substantive change requirements related to distance education programs as established by the Western Association of Schools and Colleges (WASC).

### **Hybrid**

A hybrid program shall be defined as any WASC approved online program offered in a combination of online and onsite. If the program is approved, then up to 50% of scheduled class sessions are onsite at an approved NU campus (or “approved offsite” location) and up to 50% of scheduled class sessions are online. If the program is not approved for online, no courses may be offered in the hybrid mode. A hybrid is scheduled so that one night per week the faculty member and the students in the course all meet in person at an NU campus (or “approved offsite” location). A hybrid uses the course’s online eCollege course shell master course with complete functionality. A hybrid course includes computer technologies and requires Broadband internet access.

In order to teach a hybrid offering, the faculty member must be fully trained for eCollege and Class Live Pro (CLP) (i.e., in online). They must provide a Course Outline that explains to the students what will be done in each onsite meeting as well as what is to be done the rest of each week online. The Course Outline must include all the same types of activities as in a regular online course, but some of them can be done onsite. Additionally, attendance requirement\*, credit hours, office hours, etc, should be clearly explained in the Course Outline.

\*Attendance is required for the onsite portion of hybrid class.

The following guidelines shall apply to hybrid education and distant education courses:

1. Hybrid and distance education classes shall be offered following consultation with the department chair, school dean, and approved by the Office of the Provost.
2. Hybrid and distance education classes shall be so identified in the official schedule of classes, which shall notify students of any requirements for participation in synchronous class activities outside class session times indicated in the schedule.
3. The class schedule shall notify students of any software and hardware required for participation in class meetings taking place when the student and instructor will not be in the same physical location.

4. Regardless of how they are offered, classes should be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes with other classes bearing the same course number, course title, and course learning outcomes.
5. Students enrolled in distance education courses shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

### **Summer Intensive Courses**

A course offered in a term of less than 4 weeks shall contain the same contact hours, preparation time, content, and requirements as the same course offered over a 4-week term. The approval of the Department Chair, School Dean, and Provost shall be required to schedule all short-term courses.

### **Fieldwork, Internship, and Practica Courses**

One unit of credit hour is typically assigned to at least 40 hours of internship work throughout the course of one term. However, depending on the academic program, the number of required hours may be governed or regulated by that particular program's board of accreditation (e.g. American Bar Association, American Psychological Association, Board of Registered Nursing, Department of Education, Radiation Therapy, etc.). Practical training courses may take the form of internship, practica, or residencies, depending on the academic discipline in which a student is enrolled. This training may be accomplished in University facilities, or approved off-campus locations, depending on the specialty being pursued. Practical training experiences require significantly more time than a regular course.

### **Nursing Clinical Courses**

Students will take 9 credits over 8 weeks. Nursing Clinical courses are may be scheduled for 8 weeks to accommodate concurrently scheduling of theory course (4.5 credit hrs) and the clinical course (4.5 credit hours). A clinical course requires 3 times the contact hours of a 4.5 credit lecture course. Nurse clinical courses require 136 contact hours.

### **Independent or Guided Study Courses**

One unit of credit hour is assigned to a minimum of 25 hours of work, including, discussion with a faculty, time studying and doing homework or research per week throughout a four week term. The academic reasons justifying why the subject must be pursued in a course of Independent Study must be approved by the faculty lead, the department chair and the dean.

Students in guided study courses work independently under the guidance of an instructor and units vary based on individualized course work. Guided study courses that are listed for variable units must specify how unit value will be assigned. Requirements should be clearly delineated for each unit value offered.

### **Other Academic Activities (e.g. labs, studio)**

One unit credit hour is assigned for 10 or more of laboratory work per week throughout a four to eight-week term.

### **Maximum Allotment of Units**

Courses should not award more than 4.5 quarter units. Exceptions are limited to cases where intensive study is appropriate and practicable. Review by the graduate council or undergraduate council is required and approval of the Provost is required.

### **Periodic Review of Standard Courses and Other Academic Activities**

The Office of the Provost under the oversight of the Director of Instructional Services will monitor the credit hours and student workload in standard courses and other academic activities for conformance with the expectations specified above. An annual audit will be conducted in June of each year by the Provost's office.