

# CREDIT HOUR POLICY

This policy is the responsibility of the Dean of the College and the Dean of the Seminary. This policy was approved by the Education Team on May 23, 2014 (there were changes to the Academic Planning Committee in August of 2014) and is reviewed annually.

This policy was reviewed on February 19, 2021 by the Academic Planning Committee.

## POLICY OVERVIEW

This policy outlines the process involved for undergraduate and graduate credit hour definition.

## PRINCIPLES

This policy is guided by the principles of integrity and transparency.

## SCOPE

The policy applies to all undergraduate and graduate, on- and off campus, credit hours.

## POLICY STATEMENT

A credit hour is a value assigned to a course that indicates its relative weight within the student program. In order to achieve the intended learning outcomes, students should expect to invest 40-50 hours per credit hour (including lectures, tutorial and labs, research and writing, etc.). In a typical 3 credit hour class, then, students should expect to invest 120-150 hours in course-related work. How those hours are invested will of course vary depending on both the nature of the course and the nature of the delivery.

## PROCEDURES

### *Application of credit hour policy*

This credit hour policy applies to all courses at all levels (undergraduate and graduate) that award academic credit (i.e., any course that appears on an official transcript issued by Briercrest College and Seminary) regardless of the mode of delivery including, but not limited to, specialized study, online, hybrid, lecture, seminar, and laboratory. Faculties are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

Courses that have less structured classroom schedules, such as research seminars, specialized studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should state clearly learning objectives and expected outcomes and workload expectations that meet the standards set forth above.

## APPENDIX A

Related Forms/Policies	
Where is this policy published	
Contact Information	Dean of the College Dean of the Seminary