	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-AC-03.2	Title: Credit Hour Policy	
	Rev # : 03	Approved By: Chief Executive Officer (CEO)	Date : 09 Oct 2017

**1. Purpose**

1.1 This policy states the guidelines for credit units that are evaluated based on the academic engagement and preparation outside the classroom.

**2. Scope**

2.1 This policy applies to all our university programs which are 3 credits or 4 credits course with 15 weeks delivery model.

**3. Definitions**

3.1 Credit hour (1 credit = 45 hours)


Credit units	Academic engagement	Preparation outside the class room	Total hours
3 credits	45 hours	90 hours	135 hours
4 credits	60 hours	120 hours	180 hours

3.2 Academic engagement includes

- Listening to or reading course lecture
- Reading additional website documents
- Audio and video
- Reading discussion forums and making responses
- Presenting and reading students reports
- Taking quizzes and exam

3.3 Preparation and review (outside the class) includes

- Required text book reading
- Reaction and reflection papers and book reports
- Case studies
- Research papers
- Study for quizzes and exams
- Project, journaling or other assignment

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**4. Responsibility**

4.1 The Chief Academic Officer (CAO) is responsible for the effective implementation of the policy.


**5. Procedure/Process**

5.1 Course developers are to ensure that the quantity of student learning required per credit coursework through activities that address and demonstrate student competency in the defined learning outcomes; and draw upon recommended instructional practices identified by each Instructor/faculty.

5.2 Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:

- a) Time required by students to complete assigned learning activities, taking into account expectations based on degree level, discipline, and weight in students’ final course grade;
- b) Time required by students to read and understand content developed by course faculty, excluding time required to read assignments in a course syllabus;
- c) Time required by course faculty to respond to student questions received via e-mail, posted in the online classroom, and/or discussed in the online class chat room; and
- d) Time required by course faculty and students to participate in online conference activities; and
- e) Time required by students to participate in internships, project work, etc.

5.3 Student learning outcome equivalencies reflect differences in delivery methods, type of instruction and interaction, degree of supervision, measurements of student work, academic disciplines, academic calendars, and degree levels.

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**6. Review**

The credit hour policy is reviewed every year by University of Pasadena.