



California Institute of Integral Studies

Unit of Credit Policy

(approved 03/09/2015)

Credit Hour at California Institute of Integral Studies

At California Institute for Integral Studies, one credit hour is defined as a minimum of 3 hours of work by an average student for a 15-week semester (i.e., 45 hours for a full semester). That work is to be supervised by an instructor, represented in intended learning outcomes, and verified by evidence of student achievement. An hour of direct faculty instruction is defined as being the equivalent of 50 minutes of classroom time. CIIS' definition of a credit hour is consistent with federal regulation (CFR section 600.2) which defines a credit hour as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required in paragraph (1) of this definition above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

This work can be fulfilled in a variety of ways, including, but not limited to: direct faculty instruction and systematic outside reading; research under the supervision of an instructor; studio, field, clinical, or laboratory work; internships, service learning, or directed study.

One credit hour would be granted for specific types of courses are as follows (this list is not intended to be exhaustive:

- At least 15 contact hours of lecture, discussion, or seminar, as well as a minimum of 30 hours of student work outside the class are required for each unit of student credit.

- For courses in which classroom time does not apply (e.g., online or hybrid courses) one hour of direct faculty instruction is expected each week along with two hours of additional student work each week.
- For courses wholly occupied with studio, field, clinical or laboratory work, internships, service learning, or directed study, the amount of student work for the semester should constitute 45 hours for a 15-week semester, supervised by an instructor.
- For courses in which direct faculty instruction is less than 50 minutes per week but that is supplemented with additional student work (e.g., outside reading, directed research or projects, or experiments) so that the total is at least 45 hours for a 15-week semester.
- For courses offered in fewer than 15 weeks, the same number of total hours must be completed as during the standard 15-week semester (i.e., 45 hours of combined direct faculty instruction plus student work per unit).
- For workshops require that have at least 15 contact hours and sufficient student work outside the workshop to comprise a total of at least 45 hours of work.

It is understood that the hour requirements specified above represent minimums for average students and that considerable deviation in excess of these requirements may occur, particularly at the graduate level.

Review of the Credit Hour Policy

Department Chairs are expected to review courses on an ongoing basis to ensure compliance with the credit hour policy. Review of compliance with the credit hour policy should be incorporated into the academic program review process. New programs should be reviewed by CARC for compliance with the credit hour policy.