

Credit Hour Policy

National University has a variety of degree offerings that award semester credit hours.

Students at NU have the opportunity to enroll in programs that are onsite, online, or a hybrid combination of the onsite and online modalities. The length of the classes attached to programs will vary by the modality, degree level, and programmatic requirements.

Distance Education Classes

The online modality National University provides students is defined as distance education, which means that one or more of the technologies listed below is used to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- The internet;
 - One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.
- Audio conference; or
- Other media used in a class in conjunction with any of the technologies listed above.

(Department of Education - <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/subpart-A/section-600.2>)

Programs in which fifty percent (50%) or more of the classwork is delivered online shall meet the substantive change requirements related to distance education programs as established by the WASC Senior College and University Commission (WSCUC).

The following activities are examples of contact hours in the online environment but are not limited to:

- Attending an online synchronous class, lecture, recitation, or field or laboratory activity;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

- Participating in a study group, group project, or an online discussion that is assigned by the institution.

Note: Please see the information below about class classification, credit hour/unit determination, and contact or non-contact hours of instruction at National University.

Semester Credit Hours

NU offers Undergraduate, Graduate, and Doctoral degrees, which use semester credit hours.

The University offers students the option to enroll in Undergraduate, Graduate, and Doctoral level programs in the onsite, online, and hybrid modalities.

Per WSCUC, 1 semester credit hour = 1 hour of classroom instruction identified as a contact hour and 2 hours of out-of-class non-contact student work each week for approximately 15 weeks for a semester. Contact hours include but are not limited to activities such as interactions with instructors in person or online, content discussions, and working with fellow students. Non-contact hours include hours spent reading, writing papers, or creating presentations.

Semester credit hours vary and are based on the hours of instruction for each class and the hours a student should reasonably expect to devote to preparing for each hour of instruction. Depending upon the degree level, students are generally expected to complete 10 to 15 hours in class and 20 hours of outside preparation each week.

Undergraduate Classes - Associate and Bachelor's Level

Classes in National University's Undergraduate programs are predominantly lecture-based 3 semester credit hours or laboratory 1 semester credit hours. Students should refer to the University catalog to verify class classification, award type, award amount, contact, and non-contact information.

Graduate Classes - Master's Level

Classes in National University's Master's programs are predominantly lecture-based, seminar, or capstone 3 semester credit hours or laboratory 1 semester credit hours. Students should refer to the University catalog to verify class classification, award type, award amount, contact, and non-contact information.

Graduate Classes - Doctoral Level

Classes in National University's doctoral programs are predominantly categorized as core, foundation, or dissertation 3 semester credit hours. Students should refer to the University

catalog to verify class classification, award type, award amount, contact, and non-contact information.

Fieldwork, Internship, and Practicum Classes

Typically, at least 40 hours of internship work are assigned throughout the class 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, Council on Social Work Education, Commission on Accreditation for Marriage and Family Therapy Education, State Bar of California, etc.).

Practical training classes may take the form of internship, practicum, 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 class.

Note: Please see program for specific requirements Independent or Guided Study Programs in the Group-Based Catalog.

One unit of credit is assigned to a minimum of 45 hours of work, including discussion with 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 the class of Independent Study must be approved by the faculty lead, the department chair, and the dean.

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

JFK School of Law at National University Credit Information

The JFK School of Law at National University awards credit earned based on semester credit hours. Most required classes carry 3-semester credit hours. Consistent with the Rules and Guidelines of the Committee of Bar Examiners of the State of California: A "semester unit" includes at least 15 hours of verifiable academic engagement and a total of 45 hours of engagement.

Students in the JFK School of Law at National University may earn credit for verifiable academic engagement via the D2L Learning Management System, including, but not limited to, any of the following:

- Participating in a synchronous class session;
- Viewing and listening to recorded classes or lectures;
- Participating in a live or recorded webinar offered by the law school;
- Participating in any synchronous or asynchronous academic assignment in any class monitored by a faculty member;
- Taking an examination, quiz, or timed writing assignment;
- Completing an interactive tutorial or computer-assisted instruction;
- Conducting legal research assigned as part of the curriculum in any class; and
- Participating in any portion of an approved clinical or experiential class or activity offered through distance learning technology totaling no more than 12.5 percent of the hours required for graduation; and/or
- Student participation in an experiential or clinical program where the student's participation is pre-approved, a faculty member reviews the student participation to ensure educational objectives are achieved, the amount of credit is commensurate with the time spent, and the total credit does not exceed 12.5 percent of the total hours required for graduation.

It is expected that a student taking a 3-credit class will need to spend approximately 135 to 144 hours on verifiable academic engagement and independent work/academic engagement, including reading and study; research; faculty-student interaction; demonstration of defined learning outcomes through assignments, papers, and projects; examinations; outlining; case briefing; doing practice hypotheticals and any other work necessary to ensure meeting the learning objectives.

Note: For more information on specific program requirements, please see the [Juris Doctor Catalog](#).

Periodic Review of Standard Classes and Other Academic Activities

A number of processes under the purview of the Office of the Provost contribute to the periodic review of the credit hour assignments to ensure that they are accurate and reliable:

- Class development (and re-development) checklist – a review of the Credit Hour Policy against class syllabi and online class shells in the Learning Management Systems (LMS) (when in the online or hybrid format) is completed as part of the class development and re-development process.

- Each class provides students with a general statement of student expectations based on the degree level and modality of the class and information on specific activities required to be completed during that class.
- Five-Year Program Review – built into the Five-Year Review is a review of all class syllabi against the Credit Hour Policy to ensure accuracy and reliability.