



Credit Hour Policy **Approved November 2013**

CBU Definition of a Credit Hour

CBU defines a credit hour as a minimum of 45 hours of engaged learning time over the course of a semester based on an hour of instructional time and 2 hours of engaged learning outside the classroom each week. This engaged learning time may be in face-to-face meetings, in a prescribed lab or internship/practicum setting, in synchronous or asynchronous online learning activities, or in independent reading, research, or writing activities. Assignment of credit hours for a particular course are reviewed and evaluated using a Course Design Worksheet, required when new courses are developed or when existing courses are modified. Adherence to the institutional credit hour policy is evaluated regularly as part of the Annual Review and Program Review process.