



## Online Credit Hour Standards for Online Education

### **TERMINOLOGY**

**Synchronous Instruction:** Teachers and Learners in the same place at the same time

**Asynchronous Instruction:** Teaching and Learning taking place at different times

**Directed Instruction:** Academic instruction that engages the learning community in activities to achieve specified learning outcomes. The instructor's curricular design and direction are integral to the student learning experience and meeting the established student learning outcomes. Directed instruction can occur through Synchronous and Asynchronous Instruction

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### **UNIVERSITY'S CREDIT HOUR POLICY**

All courses at the University must meet the federal requirement for credit hour.

<https://www.pepperdine.edu/about/administration/provost/policies/credit-hour-policy-and-procedure.htm>

In a traditional face to face or online course the following definitional metrics apply:

- 1 unit equals 15 hours of directed instruction.
- 2 units equals 30 hours of directed instruction.
- 4 units equals 60 hours of directed instruction.

For every one hour of directed instruction, there should be at least 2 hours of outside-the-class student work (homework)

Directed Instruction elements and teaching techniques that can be considered in the calculation of credit hours:

**SYNCHRONOUS INSTRUCTION: examples**

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<b>IN-PERSON INSTRUCTION</b>	<b>ONLINE INSTRUCTION: Direct Instruction live/ real-time digital instruction</b>
<ul style="list-style-type: none"><li>• Instructor-led time occurring in-person in a traditional classroom environment</li><li>• Experiential Learning (labs, field trips, simulations)</li><li>• Practicing new competencies</li><li>• Instructor facilitated group discussions</li><li>• Assessments (Exams and Quizzes) and Presentations</li></ul>	<ul style="list-style-type: none"><li>• Instructor-led time occurring online (for example, using Zoom)</li><li>• Experiential Learning (virtual labs, virtual field trips, simulations)</li><li>• Practicing new competencies</li><li>• Instructor facilitated group discussions</li><li>• Assessments (Exams and Quizzes) and Presentations</li></ul>

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**ASYNCHRONOUS DIRECT INSTRUCTION: examples**

**Student is engaged in instruction  
but the teaching and learning are taking place at different times**

Asynchronous class activities (instructor-directed) such as:  
video lectures, case studies, simulations, collaborative, instructor-facilitated group discussions, practice exercises, knowledge checks, formative assessments

Assessments (Exams and Quizzes) and Presentations (e.g. using Voicethread)

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**OUT OF CLASS ACTIVITIES: examples**

**OTHER TIME ON TASK ACTIVITIES:  
For every one hour of directed instruction, there should be at least 2 hours of outside-the-class student work (homework)**

- Reading assignments
  - Research and completing major projects
  - Writing Assignments
  - Independent or Collaborative work on projects
  - Reviewing notes
  - Preparing classroom presentations
  - Meeting with the instructor during office hours
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### **EXAMPLE TABLE FOR CREDIT HOUR CALCULATION**

3 Units = 45 Hours of Directed Instruction, 180 of total hours

<b>Directed Instruction Activity</b>	<b>Hours</b>
Synchronous Instruction (In-person or online)	35
Asynchronous Instruction	10
<b>TOTAL</b>	<b>45</b>
Homework	135
<b>COMBINED TOTAL</b>	<b>180</b>