



# California Health Sciences University

UNIVERSITY

## CHSU CREDIT HOUR, TRANSFER CREDIT AND COURSE LOAD POLICY

### **PURPOSE**

This policy establishes guidelines for determining the number of credit hours for courses at California Health Sciences University (CHSU). It ensures consistency, fairness, and identifies the rules applicable to transfer credits.

### **SCOPE**

The Policy is applicable to all students enrolled at CHSU.

### **POLICY STATEMENT**

California Health Sciences University (CHSU) is committed to ensuring consistency, fairness, and transparency in the assignment of credit hours to courses. This policy outlines the criteria for determining credit hour allocation, review procedures, course load expectations, transfer credit for course work schedule changes, and elective course offerings. By adhering to these guidelines, CHSU upholds consistent academic standards, supports student progress, and facilitates successful completion of academic programs.

### **RELATED INFORMATION AND PROCEDURES**

#### **I. CREDIT HOUR ASSIGNMENT**

During each semester, one (1) unit of credit is assigned per hour each week of classroom or direct faculty didactic instruction (that is, per hour of instruction or student in-class time) along with a minimum of two (2) hours of out-of-class student work (pre-class work). For courses that include additional workshop and/or laboratory sessions, one (1) unit of credit is assigned per three (3) hours each week of student time spent in these activities.



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A Semester is defined as not less than 15 weeks of instruction. Courses offered in shorter timeframes must have an equivalent number of hours dedicated to instruction and student work as that spent in an equivalent semester-based class.

For experiential education and for clinical clerkships in the DOCTOR of OSTEOPATHIC MEDICINE degree program one (1) unit of credit is assigned for each 40 contact hours, as defined by the appropriate accreditation agency.

### II. CREDIT HOUR REVIEW PROCEDURE

The assignment of credit hours to courses is reviewed and approved by the appropriate Curriculum Committee for an academic program annually. This review takes place after the syllabi and schedule of courses are created and finalized.

### III. COURSE LOAD

Each semester, students are expected to carry the normal full-time course load. In special circumstances, pursuant to each college's policies and procedures, such as prior course failures or readmission, students may be placed on temporary part-time status due to lack of availability of courses; however, continuous part-time study is not an option. A first, second, third or fourth year professional- year student carrying less than 12 semester hours is not considered as full-time status.

CHSU uses the following standard to determine a student's status:

Full-time	12 or more units
Three-quarter time	9-11 units
Half-time	6-8 units
Less than half-time	5 or less

### IV. SCHEDULE CHANGES OR WITHDRAWAL FROM A COURSE

Due to block scheduling, schedule changes are generally not possible. The only exceptions where schedule changes may be allowed are for reasons that are of an academic nature, or for elective courses. Students should be aware that dropping (withdrawing) a course may result in a significant extension of the students' professional program. Before dropping (withdrawing) a course, students should discuss the issue with their faculty advisor and Office of Student Affairs.



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### V. ELECTIVE COURSES

The decision of whether to offer an elective course will be based upon the availability of faculty to teach the course, as determined by the department chairs, and by a minimum number of students (set by the faculty presenting the course) enrolling in the course and being present on the first day of class.

### VI. TRANSFERABILITY OF COURSE CREDITS

CHSU does not accept transfer students. In addition, CHSU does not approve or accept transfer credits for coursework completed at other institutions. However, students who are transferring out of CHSU may seek approval of course credits earned at CHSU by the receiving institution.

### RESPONSIBILITIES

This policy is the responsibility of the Office of Academic Affairs of the respective colleges.

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### HISTORY (R\*)

Approval Date(s):

June 05, 2024

Revision Dates:

May 30, 2024

**R:** Chief Academic Officer

**A:** Office of Academic Affairs of the respective colleges

**C:** Associate Dean of Academic Affairs, respective college Deans and Program Directors

**I:** All CHSU students and faculty