



Credit Hour Policy

Academic units at the University of the Virgin Islands are measured in semester credit hours. One semester credit hour represents 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, or the equivalent amount of work over a different period of time.

In practice, one semester credit hour typically reflects about 50 minutes of lecture and discussion plus two hours of independent study each week, or three hours of laboratory activity during a university term.

Interpretation of Class Type Codes	
A,B	In Person/On Campus Only, with time and place designated with sections A,B, etc.
HY-Z	Choice of attending in person on campus or by zoom or teams. There are designated meeting times.
Z	Zoom/Teams-No on Campus Option. They are designated meeting times.
HY-C	Some in person and some not in person. However, there are times when students will have to be in person on campus.
ONL	Asynchronous with no designated meetings times.

Definition of Class Schedule Codes	
C(Campus)	In person with time and place designated
HY-Z(Hybrid and Zoom)	Attend in person on campus or by zoom or teams. There are designated meeting times.

Z(Zoom)	Zoom virtually with a designated day and time. No on-campus option.
HY-C(Hybrid and Campus)	In person and some not in person. However, there are times when students will have to be in person on campus.
ONL(Online)	Asynchronous no on-campus option. There are no designated meetings times.
V(Videoconference)	In person with time and place designated.
ADL(Asynchronous Learning)	No on campus option. There are no designated meeting times.
I(Independent Study)	To be determined with the individual faculty/instructor.
T(Teams)	Meet by Teams virtually with a designated day and time. No on-campus option.

The credit hour policy applies to all courses at all academic levels (doctoral, graduate, professional, and undergraduate) and to all modes of course delivery. This includes, but is not limited to, lecture, seminar, laboratory, hybrid, online, self-paced, and independent study formats.

“Contact hours” refer to the scheduled instructional time during which students engage directly with faculty instruction or structured learning activities that correspond to the course credit hours. For example, a three-credit course requires approximately three contact hours of instructional time each week. In a traditional course format, a three-credit course might meet in the classroom on a Tuesday/Thursday schedule from 8:00 a.m. to 9:15 a.m. In a hybrid format, the course may meet in person on Tuesday from 8:00 a.m. to 9:15 a.m., while the Thursday portion is replaced by structured online learning activities. These online activities are considered part of the course’s contact hours and are distinct from homework assignments. Students are also expected to complete additional homework or independent study outside of scheduled instructional time each week.

Distance courses including asynchronous distance learning, independent study, and fully online courses are assigned the same number of credit hours as equivalent face-to-face courses. These courses are delivered through the University’s Blackboard learning management system. Faculty members are responsible for posting course materials, assignments, and learning activities that ensure the required contact hours and academic engagement are met each week.

The University of the Virgin Islands follows this credit hour policy and periodically reviews and audits courses through faculty oversight to ensure that credit hour assignments are accurate, consistent, and aligned with institutional and accreditation standards.

Credit Hour Calculation (per semester):

1 Credit hour equates to 50 in class minutes times 15 semester weeks = 750 in-class minutes

2 Credit hours equates to 100 in class minutes times 15 semester weeks = 1500 in class minutes

3 Credit hours equates to 150 in class minutes times 15 semester weeks = 2250 in class minutes

4 Credit hours equates to 200 in class minutes times 15 semester weeks = 3000 in class minutes

5 Credit hours equates to 250 in class minutes times 15 semester weeks = 3750 in class minutes

6 Credit hours equates to 300 in class minutes times 15 semester = 4500 in class minutes

Semester Course Credits	Semester In Class Minutes	Semester Out of Class Minutes	Total Minutes
1	750	1500	2250
2	1500	3000	4500
3	2250	4500	6750
4	3000	6000	9000
5	3750	7500	11,250
6	4500	9000	13,500