

Lincoln Seminary: Credit Hour Policy and Procedures

Academic Terms (Semester) and Credit Hours

All Lincoln Seminary courses are taught within 13-week terms populated with instruction and assignments necessary for the content of each course. Our academic calendar is built around three 13-week terms (“trimesters”) throughout the calendar year: Fall term, Spring term, Summer term.

In keeping with the industry standard Carnegie Unit, a credit hour is defined by the US Department of Education as: “One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit...or the equivalent amount of work over a different amount of time.” Each 3-hour course is designed for course work to be completed within approximately 135-150 hours across the 13-week term.

Learning Modalities

Lincoln Seminary courses will use one of the following learning modalities:

- **Online courses.** These courses are entirely online and do not require travel. They include weekly videoconference meetings as well as various asynchronous learning elements.
- **Hybrid (Intensive) courses.** These courses include both online and in-person elements, and so require travel. Students will meet in-person with professor and classmates in a 2.5 to 5 day intensive, supplemented by semi-weekly videoconferencing and various other learning elements.
- **Field Experience courses.** These courses offer seminary credit for students serving in ministry contexts. Students will complete additional coursework under the supervision of a Lincoln Seminary professor.
- **Independent Study courses.** Students in these courses will complete a master’s thesis or capstone project under the supervision of a Lincoln Seminary professor. A separate independent study course may be arranged for especially capable students under the immediate direction of a faculty member. The approval process requires that the student obtain and complete a “Request for Independent Study” form from the Seminary Office.

Assignment of Credit Hours

Credit hours for current courses are listed in the Courses of Instruction section of the Academic Catalog. Any change to the credit hours for a course in the Academic Catalog must be approved by the Seminary Council and Seminary Faculty. Credit hour assignment for new courses are submitted with new course proposals as outlined in the Faculty Handbook.

Course schedules are set by the Seminary Office for each term. The Registrar verifies the credit hours assigned. Faculty are required to complete a course workload calculator to ensure adherence to assigned credit hours and the Carnegie Unit.