SUBJECT: Credit Hour Definition

1. Purpose:

   The purpose of this policy is to provide a consistent measure of the quality of a student’s academic engagement by defining a credit hour and identifying the process and evidence by which Honolulu Community College ensures reliability and accuracy of the assignment of credit hours to activities earning academic credit.

2. Related Policies:

   a. University of Hawai`i System Executive Policy, E5.228 Credit Hours
      http://www.hawaii.edu/apis/ep/e5/e5228.pdf
   b. University of Hawai`i Community Colleges Policy, UHCCP #5.228 Credit Hours
   c. University of Hawai`i Community Colleges Policy UHCCP #5.202 Review of Established Programs, Attachment 1-B

3. Policy

   It is the policy at Honolulu Community College that:

   A. A credit hour is an amount of work represented in intended student learning outcomes and verified by evidence of student achievement. It reasonably approximates but is not less than:

      1. Fifty minutes to one hour of class 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 the equivalent amount of work over a different period of time; or
      2. At least an equivalent amount of work for other academic activities such as distance education instruction (instruction delivered synchronously or asynchronously using one or more technologies that support regular and substantive interaction between students who are separated from the instructor), laboratory work, internships, practical, studio work and other work that earns academic credit.
B. A credit is defined as 45 hours of direct and indirect instructional, student work within a standard semester or equivalent term of study (accelerated terms, summer terms, etc.). In general, this reflects the expected work a student, prepared for the class, would need to achieve the intended student learning outcomes.

4. Responsibilities

A. The Committee on Programs and Curricula (CPC)
When course and/or activities earning academic credit are added to the curriculum, will ensure that:
1. The associated credits are in compliance with this policy, and
2. The means by which the policy is met will be spelled out in the officially approved course outline.

B. The Program Deans
For existing courses, each program, through its comprehensive program review process will ensure that all activities earning academic credit will be reviewed for compliance with this policy at least once within the review cycle.

C. The Vice Chancellor for Academic Affairs
Working with the deans and the faculty, will ensure that:
1. The institutionally approved course outline and every class syllabus include information on the expected amount of work;
2. A course offered in a time frame different from the standard semester shall contain the same total hours – contact hours, preparation time, content, and requirements – as the same course offered in the standard semester; and
3. Regardless of the mode of instruction, courses should be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same department code, number, and course title.

This policy supersedes all existing HCC policies and procedures related to credit hours.

APPROVED

Michael T. Rota, Chancellor

May 11, 2012