

HOURS/MINUTES OF INSTRUCTION PER SEMESTER
Based on Total Instructional Days

Number of Days	Class Length	Equivalent Hours	Equivalent Minutes (3 Credits)	Equivalent Minutes Per Credit
45	50 minutes	37.50	2250	750
44	50 minutes	36.67	2200	733
43	50 minutes	35.80	2150	717
31	75 minutes	38.75	2325	775
30	75 minutes	37.50	2250	750
29	75 minutes	36.25	2175	725
28	75 minutes	35.00	2100	700
27	75 minutes	33.75	2025	675
14	150 minutes	35.00	2100	700
13	150 minutes	32.50	1950	650

NOTE: Unit of Credit as defined in the Handbook of Accreditation 2008, by the Accrediting Commission for Senior Colleges & Universities, Western Association of Schools and Colleges, page 121.

Credit, Unit of: A quantification of student academic learning. One semester unit represents how much time a typical student is expected to devote to learning in one week of full-time undergraduate study (at least 40-45 hours including class time and preparation). Thus a six-week summer session might, if full-time, equate to six units. An alternative norm is one unit for three hours of student work per week (e.g., one hour of lecture and two of study or three of laboratory) for ten weeks per quarter or 15 weeks per semester. A full-time undergraduate student program should normally be 14 to 16 units, and, if full-time, no less than 12 units. More time is expected to be devoted to study at the graduate level, typically more than three hours of study for every hour in class. A full-time graduate program is normally nine units or less. Considerable excess allowed on grounds of student ability should be subject to special analysis and approval.

Types of UH Community College Certificates

From CCCM 6004 -- Academic Credentials: Degrees and Certificates, (02/01/02)
 at http://www.hawaii.edu/ccs/Docs/CCCM_PDF/6004-020102.pdf

Certificate	Purpose	Credit and/or Non-credit	Minimum-maximum time	Minimum Requirement for awarding certificate
Certificate of Achievement (C.A.)	Provide students with entry-level skills or job upgrading.	Credit only	24-45 credit hours (unless external employment requirements exceed this number).	GPA of 2.0 or better for all courses
Certificate of Completion (C.C.)	Provide students with entry-level skills or job upgrading.	Credit only	10-23 credit hours	GPA of 2.0 or better for all courses
Certificate of Competence (CoC):	Provide students with entry-level skills or job upgrading.	Credit or non-credit*	4 but less than 10 <i>60-hour minimum</i>	GPA of 2.0 or better for all courses
Certificate of Professional Development (C.P.D.)	Provide students with entry-level skills or job upgrading.	Credit or non-credit*	less than 4 credit hours	?
Certificate of Participation (C.P.)	General education and life-long learning	Non-credit	none	This certificate does not reflect academic performance and no performance evaluation is implied by its issuance.
Academic Subject Certificate (A.S.C.) (with AA degree)	Provide students with knowledge and skills in a focused area of study	Credit only	At least 12 credits	GPA of 2.0 or better for all courses

***Credit / Contact Hour Equivalencies**

- 1 credit hour lecture = 1 contact hour for 15 weeks (Total: 15 contact hours)
- 1 credit hour lecture-lab = 2 contact hours for 15 weeks (Total: 30 contact hours)
- 1 credit hour mainly lab = 3 contact hours for 15 weeks (Total: 45 contact hours)