

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

UHCCP #5.228 Credit Hour

May 2012

I. 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 the University of Hawai'i Community College System ensures reliability and accuracy of the assignment of credit hours to activities earning academic credit.

II. Related University Policies and Regulations

- A. U.S. Department of Education, Federal Register October 29, 2010, Final Regulations on Program Integrity Issues (75FR 66832)
<https://www.federalregister.gov/articles/2010/10/29/2010-26531/program-integrity-issues>
- B. Board of Regents Policy, Section 5-1b, Review of Established Programs <http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>
- C. UH Systemwide Executive Policy, E5.202 Review of Established Programs
<http://www.hawaii.edu/apis/ep/e5/e5202.pdf>
- D. UHCC Policy 5.202 Review of Established Programs, Attachment 1-B
http://uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.202_Review_Established_Programs.pdf
- E. UH Systemwide Executive Policy, E5.228 Credit Hours
<http://www.hawaii.edu/apis/ep/e5/e5228.pdf>

III. Responsibilities

It is the responsibility of the chancellor at each UH Community College to ensure that the college is in compliance with this policy and that documentation/evidence is compiled, maintained, and available for review. The chancellor may delegate compliance procedures.

All colleges will develop institutional policies and processes that comply with UHCCP 5.228 as required.

IV. Policy

- A. A credit hour is an amount of work represented in intended student learning outcomes and verified by evidence of student achievement. 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. Across the UHCC System, 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.

V. Procedures

- A. When course and/or activities earning academic credit are added to the curriculum, each college, through their curriculum development and course approval process, and comprehensive program review process, 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 institution's officially approved course outline.
- B. For existing courses, each college, 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 chancellor (or designee), working with the faculty of the college, will ensure:
1. The institutionally approved course outline and every class syllabus includes 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.

- D. Flexibility is granted to each college to design a process that meets the requirements of UHCCP #5.228.

VI. Assessment of the process for assuring reliability and accuracy of assignment of credit hours

The Office of the Vice President for Community Colleges and the chancellors will convene a joint meeting of the combined UHCC Faculty Senate Chairs and the vice chancellors of academic affairs, at least every two years, to assess the effectiveness of the process and revise as appropriate.