

Memorandum

To: Mary A.Y. Okada, President

From: Carmen K. Santos (Chair)
Clare Camacho (Co-Chair)
College Governing Council

Date: 3/20/12

Re: Credit Hour Policy

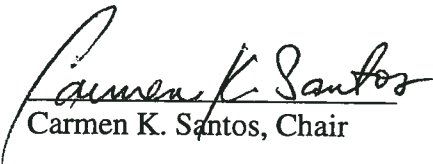
Guam Community College
RECEIVED

MAR 21 2012

PRESIDENT'S OFFICE
Initials: 

The College Governing Council met on 3/20/12 and unanimously approved the attached Credit Hour Policy. The creation of this policy has been completed with the collaboration of the Learning Outcome Committee, Faculty Senate, and the Registrar's Office.

Please let us know if you have any questions regarding the above.


Carmen K. Santos, Chair

3/20/12
Date


Clare Camacho, Co-Chair

3/20/12
Date

GUAM COMMUNITY COLLEGE CREDIT HOUR POLICY

Introduction

The Guam Community College operates under a semester system of approximately 15 weeks each semester in the academic year, or its equivalent in the summer session, whenever undergraduate level credit courses are conducted. This policy aims both to codify the College's requirement of course contact hours and keep it in compliance with Federal, State, and accrediting agency guidelines. The policy applies to all current and future courses.

Credit Hour at GCC

The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction existing or yet to be adopted.

One unit of credit in lecture, seminar, and discussion work should approximate one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week through a one 15-week semester.

Specifically, except as provided in 34 CFR 600.2¹, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. Furthermore, a credit hour reasonably approximates not less than the following:

- (1) 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 for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory, practicum, clinical, and other academic work leading to the award of credit hours. Alternately, if the time is wholly occupied by activities such as those identified above, then a minimum of 45 hours of student work is expected for each unit of credit being awarded.

Additionally, a clock hour, contact hour, or the number of minutes for one hour of classroom or direct faculty instruction is defined pursuant to 34 CFR 600.2¹ as follows:

¹ U.S. Code of Federal Regulations, Title 34 – Education, Chapter VI – Office of Postsecondary Education, Department of Education, Part 600 – Institutional Eligibility Under the Higher Education Act of 1965

GUAM COMMUNITY COLLEGE CREDIT HOUR POLICY

Clock hour: A period of time consisting of:

- (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- (2) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- (3) Sixty minutes of preparation in a correspondence course.

Guidelines

While exceptions may be necessary, guidelines are useful in the measurement of student and faculty effort. The summary of credit hour guidelines is as follows:

Please refer to the summary of credit hour guidelines below for details.

SUMMARY OF CREDIT HOUR GUIDELINES

Instructional Type	Minimum Contact Hours per Semester	Student Out of Class Work	Credits Awarded
Lecture, Lecture / Lab	15 hours	30 hours	1 credit hour
Laboratory, Practicum, Clinical, and other academic work leading to the award of credit hours	45	-0-	1 credit hour
Short course / conference	10	-0-	1 CEU*

* The Continuing Education Unit (CEU) is defined based on International Association for Continuing Education and Training (IACET) guidelines. Please refer to page 33 of the 2011-2012 GCC College Catalog for details.

Additionally, where classroom work is supplemented by systematic outside reading, experiment or research under the direction of the instructor, a reduction may be made in the actual laboratory, internships, practicum, clinical or classroom time as seems appropriate to the instructor with the approval of the pertinent department and/or school or college's curriculum committee.

Periodic Compliance Review of Credit Hour Policy

It is recommended that when each department conducts its periodic review of its programs and related courses, or as courses and programs are revised or created, that each department conduct a review to ensure that at a minimum, no less than 80% of its program courses related to program technical requirements are in compliance with this policy. It is further recommended that all course syllabi be revised to include the College's credit hour policy.

New programs/courses will be reviewed and approved pursuant to the college's program/course adoption process for compliance with GCC's credit hour policy.