



Title

Credit Hour Policy

Header

Policy Number: HCCP 5.228
Effective Date: May 11, 2024
Prior Dates Amended: May 11, 2012
Review Date: May 1, 2029

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 Honolulu Community College ("HonCC" or "College") ensures reliability and accuracy of the assignment of credit hours to activities earning academic credit.

II. Related Policies, Procedures, and Guidelines

- [UH Executive Policy, EP 5.228, Credit Hour](#)
- [UHCC Policy 5.228, Credit Hour](#)

III. Policy

Honolulu Community College's policy on credit hours follows the system policies of University of Hawai'i and University of Hawai'i Community Colleges.

IV. Responsibilities

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.

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.

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.

V. Approval

Chancellor Approval Date: May 11, 2024