



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
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CMI POLICY NO. 383

CREDIT HOUR

Status:	Active
Effective Date:	December 5, 2023
Approval Date:	December 5, 2023
Steward:	Board of Regents
Approval Authority:	Board of Regents

Policy Statement

The College of the Marshall Islands awards credit based on the completion of 45 hours of student effort, including instructional contact hours and work outside of class, per credit hour at a sufficient level of quality to merit the designated passing grade for the course.

Reason for the Policy

This policy guides curriculum development and scheduling of course hours by designating the required hours that must be completed for a credit to be earned, in compliance with federal regulations and with consideration for the needs of CMI's students.

Definitions

Instructional Contact Hour: At least fifty minutes within a sixty minute period, during which the instructor leads learning activities via any modality, or an equivalent amount of asynchronous online instruction.

Expected Work Outside of Class: Independent work conducted by students to meet the requirements of a course. Faculty are not expected to verify the hours worked but rather to assign an appropriate amount of work given the expected hours.

Statements of Elaboration of Policy

The 45 hours of student effort per credit awarded are typically distributed as follows depending on the type of instructional activity:



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Type of Instructional Activity	Instructional Contact Hours	Expected Work Outside of Class
Lecture/Seminar/Workshop	15 hour	30 hours
Clinical	45 hours	0 hours
Practicum	45 hours	0 hours
Lab	45 hours	0 hours
Fieldwork	45 hours	0 hours
Studio Time	45 hours	0 hours

For clock hour programs, the total instructional contact should, through any combination of the above, include a minimum of 30 instructional contact hours per credit.

Exceptions to the above distribution of hours require written justification and the approval of the Curriculum Committee and the Vice President for Academic and Student Affairs.

Procedures

1. Using the templates and processes in the Curriculum Manual, instructional departments should develop or revise course outlines that include the appropriate number of instructional contact hours for each credit course, and these hours should be verified by the Curriculum Committee, the Dean responsible for the program, and the Vice President for Academic and Student Affairs.
2. Each semester, department chairs should schedule courses in a manner that will allow the required number of instructional hours to be met. For instance, a 3-credit course that will meet for the full semester in which all instructional contact hours are designated as Lecture/Seminar/Workshop should meet for three instructional contact hours per week. The same course scheduled for a half semester would need to meet for six hours each week.
3. That the course schedule meets these requirements should be verified by the Dean responsible for the program.



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4. The Dean of Academic Affairs drafts a three-year academic calendar, with a new academic year added to the calendar on an annual basis. The calendar must include a minimum of fifteen weeks, or partial weeks, for fall and spring semester and must include for each semester a minimum of fifteen of each day of the week when courses meet in order to ensure the minimum course hours are met. It should also be structured to ensure that half-semester modules are able to meet for the required number of hours. The academic calendar shall be reviewed by the Enrollment Management Committee and Executive Council for compliance and any other factors.

Cross References to Other Policies and Regulations

Policy 361: Grades and Grading

34 CFR § 600.2

Responsible Officer

Vice President for Academic and Student Affairs

Key Offices to Contact Regarding the Policy and its Implementation

Department Chairs, Curriculum Committee, Dean of Academic Affairs, Dean of WAVES, Enrollment Management Committee, Executive Council

Date of Initial Policy

Dr. Elizabeth Switaj, Interim President

December 5, 2023

Date