



**DIRECTOR
INTER-AMERICAN DEFENSE COLLEGE
FORT LESLEY J. McNAIR
WASHINGTON, DC 20319-5066**

CID/20-19
January 25, 2019

MEMORANDUM FOR ALL IADC PERSONNEL

FROM: DIRECTOR

SUBJECT: Awarding of Course Credit Policy

1. References:

- (a) Accrediting Council for Independent Colleges and Schools (ACICS)
Accreditation Criteria: Policies, Procedures, and Standards, March 2018,
Sections 3-1-412 (a), 3-1-701, 3-1-703, and Appendix C
- (b) Current Inter-American Defense College (IADC) Course Catalog and Student Handbook

2. Purpose: This Policy provides updated guidance on the awarding of course credit for the IADC's master of science and diploma programs, in accordance with reference (a) and as reflected in reference (b).

3. Applicability: This policy applies to all students in IADC Class 58 and future classes, as well as to all current and future IADC Faculty and Staff.

4. Definitions:

a. Credit and Credit Hour. Used to measure the amount of academic work representing the course learning outcomes of IADC courses, which range in value from 0.5 to 4.0 credits, depending upon the course. One credit is equal to a minimum combination of 15 contact hours and 30 hours of student work for a total of 45 hours. For example, a 3-credit course will have a minimum of three times this amount, or no less than 135 hours of combined contact time and student work.

b. Contact Time. An activity taught or supervised by the faculty. This comprises all classroom time and group work actively facilitated by faculty, including academic engagement opportunities during study trips or visits.

c. Student Work. Typically includes, but is not limited to, reading, writing, study and research time, activities related to individual or group presentations, and special assignments related to the Country Study or other projects.

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5. Policy:

a. The IADC offers two separate academic programs: a Master of Science degree and a Post-Secondary Professional Diploma Program in Inter-American Defense and Security.

(1) A total of 36.5 credits is awarded upon successful completion of the master's degree program to all students enrolled in this program.

(2) A total of 32.5 credits is awarded upon successful completion of the diploma program to all students enrolled in this program.

b. The IADC will not issue partial credits for a course that is not 100 percent completed, nor will the IADC completely excuse a student from completing a 0.5-credit course or activity.

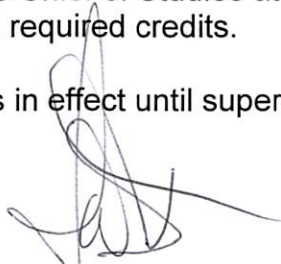
c. Graduates will receive a transcript that reflects the courses taken to complete all required credits for their corresponding program (36.5 or 32.5 credits). In the event that a student requests, and receives approval, to take more than one elective, a second transcript will reflect the additional courses completed, which will not be counted as part of their corresponding program.

6. Responsibilities:

a. The point of contact for this policy is the Chief of Studies, who will ensure the students of each IADC Academic Class are aware of its contents, and ensure awareness of and compliance with the policy by IADC faculty and staff.

b. The IADC Registrar will notify the Chief of Studies at the first indication that any student is in peril of not completing all required credits.

7. **Effective date:** This Policy remains in effect until superseded in writing.



JAMES E. TAYLOR
Major General, USA
Director

