



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



CID/020-23  
26 January 2023

MEMORANDUM FOR ALL IADC PERSONNEL

FROM: DIRECTOR

SUBJECT: Awarding of Course Credit Policy

**1. References:**

(a) U.S. Department of Education guidance on Program Integrity.  
(<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html>).

(b) GEN-11-06 Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010  
(<https://fsapartners.ed.gov/sites/default/files/attachments/dpclatters/GEN1106.pdf>).

(c) Middle States Commission on Higher Education Credit Hour Policy Effective Date: July 1, 2022.

(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 references (a), (b), (c), and as reflected in reference (d).

**3. Applicability:** This policy applies to all students in IADC Class 62 and future classes and to all current and future IADC Faculty and Staff.

**4. Background:**

The College complies with Federal Regulations, the Higher Learning Commission guidelines, and the Middle States High Education Commission Policy on "credit or credit hour" to measure the amount of academic work representing the desired learning outcome. A credit hour is a unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at an institution of higher education.

This policy meets the methodology for the assignment and award of credit hours in conformity with commonly accepted practices in higher education. It is consistent with applicable laws and regulations wherein the IADC operates.

The U.S. Department of Education guidance on Program Integrity Regulations related to credit hours, accessed on 3 November 2022, and the GEN-11-06 Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010, accessed on 3 November 2022, stipulate: ***the credit hour definition does not dictate the particular amount of classroom***

***time versus out-of-class student work.*** Nevertheless, considering the limits and particularities of the current academic program, the IADC will always try to meet the customary 1:2 ratio reasonably.

The IADC's core academic offering is a one-year study that focuses on the comprehensive understanding of governmental systems, the current international environment, the structure and function of the Inter-American System, and a broad-based study of defense and security issues affecting the Western Hemisphere. In addition to the benefits of studying diverse ideas and perspectives, students can develop close professional and personal relationships with classmates throughout the hemisphere.

For students who meet the minimum academic requirements, the IADC offers the opportunity to earn an accredited Master of Science Degree in Inter-American Defense and Security.

Students represent military officers (in the rank of Lieutenant Colonel or Colonel or their equivalent), National Police, and civilian officials with similar levels of professional experience.

Usually, the students enrolled in the IADC Master of Science Degree in Inter-American Defense and Security and Post-Secondary Diploma Program carry a full load of 16.5 credit hours in the first semester, and 20 credit hours in the second semester, which includes a four-credit Country Study group project that begins in the first semester.

## 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 successfully completing the master's degree program to all students enrolled in this program.

(2) A total of 32.5 credits is awarded upon successfully completing 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 reflecting the courses taken to complete all required credits for their program (36.5 or 32.5 credits). If 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.

d. In the IADC, a credit hour is an amount of student work that is consistent with commonly accepted practice in postsecondary education and that

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(1) reasonably approximates not less than:

(i) 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 a one-quarter hour of credit, or the equivalent amount of work over a different period of time; or

(ii) At least an equivalent amount of work as required in (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and

(2) permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels. (Federal definition in 34 CFR § 600.2).

e. IADC programs considering that clock hour is:

- **In-person attendance:** A period consisting of

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(i) A 50- to 60-minute class, lecture, or recitation in a 60-minute period;

(ii) A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period;

(iii) Sixty minutes of preparation in a correspondence course.

- **In distance education:** clock hour is 50 to 60 minutes in a 60-minute period of attendance in

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(i) A synchronous or asynchronous class, lecture, or recitation where there is an opportunity for direct interaction between the instructor and students; or

(ii) An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time the student participates in the activity. (Federal definition in 34 § 600.2).

f. Based on the statements above, in the IADC active adult learning environment and desired learning outcomes, students should expect the following in relation to credits:

**Current Credits per Course at IADC**

<b>Credits</b>	<b>Course Hours</b>
0.1	5 hours
0.2	9 hours
0.3	13 hours
0.4	18 hours
0.5	23 hours
<b>1.0</b>	<b>45 hours</b>
1.5	68 hours
<b>2.0</b>	<b>90 hours</b>

2.5	113 hours
<b>3.0</b>	<b>135 hours</b>

Table No 1: Current Credits per Course

**Reference of Subsequent Credits**

Credits	Course Hours
3.5	158 hours
<b>4.0</b>	<b>180 hours</b>
4.5	202 hours
<b>5.0</b>	<b>225 hours</b>
<b>10</b>	<b>450 hours</b>
<b>20</b>	<b>900 hours</b>
<b>30</b>	<b>1350 hours</b>
<b>35</b>	<b>1575 hours</b>
<b>40</b>	<b>1800 hours</b>

Table No 2: Reference of Subsequent Credits

Core course instructional time is typically three hours long, with appropriate break intervals. Afternoons are usually reserved for elective courses or individual study/research. Conferences, seminars, committees, and study trips/visits may be all-day activities with multiple longer breaks to allow more personalized interaction between the students and the invited scholars/experts.

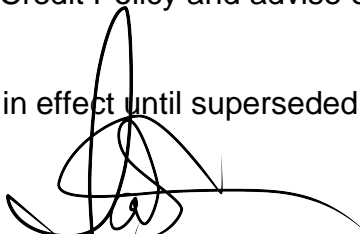
**6. Responsibilities:**

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.

c. The IADC Institutional Effectiveness Department must monitor the licensing and accreditation parameters related to the Credit Policy and advise on continuous improvement measures.

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

  
 JAMES E. TAYLOR  
 Major General, USA  
 Director.

