

	Universidad Central del Caribe	Policy #	
		Implementation Date/ Effective Date:	January 25, 2016
		Contact:	Office of the Dean of Academic Affairs
		Date Approved:	December 29, 2019
	Equivalency of Contact Hours to Credit Hours Policy and Procedural Compliance	Last Reviewed/Update:	January 25, 2016 June 30, 2006
		Next Revision:	January 1, 2022
		Approval by:	Dean of Academic Affairs

Rationale

This document represents a revision of the current Institutional Policy for Equivalency of Contact Hours to Credit Hours that was initially approved on June 30, 2006 and reviewed and updated on January 25, 2016. Recent revisions and internal audits of academic records, in compliance with healthy administrative processes, federal regulations and accrediting bodies, have led to reformulating the following regarding the assignment of credit hours.

Policy Statement

The credit hour serves as the University's common measure of instruction based on the expected number of contact hours of coursework during the academic period (semester/quarter). All credit hours awarded by the Universidad Central del Caribe (UCC) will conform with the definitions and guidance outlined by the U.S. Department of Education (CFR, Title 34: Education, Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A-General, Section 600.2 §602.24 and §668.8), and the Middle States Commission on Higher Education (Credit Hour Policy, 2012).

The UCC establish and define the standards and procedures for assigning semester/credit hours to the courses offered by all academic programs at the University. In addition, establishes the method by which the University ensures compliance with its credit hour assignment policy.

Definitions

Academic period (term): At the UCC, two types of academic periods are in place, consisting of semesters and quarters.

Semester: consisting of a minimum fifteen weeks of coursework, and examinations represents a semester.

Quarter: consisting of a minimum twelve weeks of coursework, and examinations represents a quarter.

Credit hour: 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 hour of credit, or twelve weeks for one quarter hour of credit.

Contact hour: Refers to a 60-minute period of academic experience.

Assignment of Credit Hours for Course Types and Instructional Methods

Lecture/Seminar: Courses or teaching method with multiple students, which meet to engage in various forms of group scheduled instruction or examination under the direct supervision of a faculty member. The minimum contact time per week is 60 minutes plus a minimum of 120 minutes of out of class student work time per week in an academic period for an assignment of one credit hour.

Laboratory: Courses or teaching method with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting for scheduled instruction or examination. The minimum contact time is typically twice that of a lecture/seminar (2:1 ratio) or a minimum of 120 contact minutes per week plus a minimum of 60 minutes of out of lab/class student work time per week in an academic period for an assignment of one credit hour.

Scientific Laboratory/Research: Courses with a focus on experiential learning under minimal direct supervision of a faculty member where students are working on independent projects, such as in thesis/dissertation hours and independent studies wherein the student performs substantive independent work in a scientific laboratory setting. The minimum contact time is typically fivefold that of a lecture/seminar (5:1 ratio) or a minimum of 300 contact minutes per week and 60 minutes of out of class student work time per week in an academic period for an assignment of one credit hour.

Clinical experience: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive scheduled work and instruction, and examination in a clinical setting. The minimum contact time per credit is typically five times that of a lecture/seminar (5:1 ratio) which is also dependent upon the amount of outside work and professional accreditation requirements. Specifically, a minimum of 300 contact minutes per week and 60 minutes out of class student work time per week in an academic period results in an assignment of one credit hour for graduate or professional programs. For undergraduate programs, a minimum of 480 contact minutes per week and 60 minutes out of class student work time per week in a standard semester results in an assignment of one credit hour.

Internship/Practicum/Field Experience: Courses in which a faculty member regularly interacts and directs students' outcomes with periodic contact, but where the actual learning environment takes place off-campus at an approved site. The learning experience will typically involve a site supervisor and directed activity/learning will occur outside of a lecture setting. Contact time and outside student work requirements must be established and documented. The faculty member or program director responsible for the experience keeps the records of the amount of supervised

