	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

work and the amount of outside work assigned so that contact hours can be calculated using the definitions above. Note: this should be consistent with best professional practices in the discipline and field.

Independent Study/Individualized Instruction: Courses or teaching method in which the faculty or mentor-guide the learning activities that will be performed by the learner outside of formal educational settings (classroom, lab, clinic). It is also the dedicated time on learner schedules to prepare for specific learning activities, e.g., case discussions, TBL, PBL, clinical activities, and research project(s). Minimally, these learning experiences follow the model of requiring the student to work in the placement or devote focused study contact time per week of 180 minutes in an academic period for an assignment of one credit hour.

Non-Traditional courses

Hybrid Courses: Courses offered in a blended format with one or more on-site face-to-face sessions and at least one or more online sessions, both containing direct interaction with a faculty member. Contact time is assessed using both on-site definitions (for the on-site portion) and online definitions (online course has the same learning outcomes and substantive components of a standard lecture/seminar/exam course). In any case, these courses must meet the total amount of instructional time, examination, and student work time as the definitions above even if delivered online, synchronously, or asynchronously.

Short Term/Accelerated Courses: Courses offered outside of a standard 15-week semester or 12-week quarter in which the credit hours offered are the same as standard semester/quarter courses and the content and substantive learning outcomes are the same as those in the standard semester/quarter. These courses must satisfy the total amount of instructional, examination, and out of class student work time as the definitions above even if delivered within an accelerated time frame.

Summary of Credit Hours for Different Course Types

The following standards are intended to specify the minimum contact time for the assignment of one (1) semester / credit hour. Some courses may exceed these minimum standards.

Type of Course or Teaching Method	Total Semester Hours (minimum)
Lecture/Seminar	15 Hr.
Laboratory	30 Hr.
Clinical Experience (Graduate/Professional)	72 Hr.
Clinical Experience (Undergraduate)	120 Hr.
Independent Study/ Individualized Instruction	45 Hr.
Internship/Practicum/ Field Experience	75 Hr.
Scientific Laboratory/ Research	72 Hr.

Applicability

This policy applies to all courses and clinical clerkships offered by the Universidad Central del Caribe.

Responsibility for implementation

The final responsibility for the establishment, maintenance, and enforcement of this policy rest in the Dean of Academic Affairs, but responsibility for implementation and compliance with the policy is also shared by the programmatic curriculum committees, and program directors/coordinators.

Procedures and Compliance Process

The faculty and program directors/coordinators are responsible for developing, maintaining and evaluating the curriculum within an academic program, although the Dean of Academic Affairs retains final control and approval of the curriculum. Assignment of credit hours for courses and clinical clerkships are determined within the program based on faculty expertise and course learning objectives. Existing courses will be evaluated for adherence to the policy specified above. New courses will, upon review and approval at the program level, be reviewed by the Program-Curriculum Committee and recommended for approval or denial by the Dean of Academic Affairs.

Each Program-Curriculum Committee is charged with following the policy in their review, and recommendations to the Dean of Academic Affairs of all courses/clinical clerkships and curricula and for certifying that the expected student learning for the course meets the credit hour standard.

The Office of the Dean of Academic Affairs maintains approved courses in the university catalog and student information system. The Office of the Dean of Academic Affairs will audit the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned, or otherwise notes when the course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the appropriate department for correction or explanation.

The revised policy aims to make uniform and adhere to observed institutional practices. This revision shall be in effect immediately.

Applicable accreditation standards


1. Middle States Commission on Higher Education (MSCHE), Standard II: Ethics and Integrity.

Standards for accreditation and requirements of affiliation thirteenth edition Middle, 2015.

References

- **Part 600—institutional eligibility under the higher education act of 1965, as amended**
<https://www.govinfo.gov/app/details/cfr-2017-title34-vol3/cfr-2017-title34-vol3-sec600-2/context>
- **MSCHE credit hour policy:** <https://www.msche.org/policies-guidelines/credit-hour-policy/>
- **34 CFR Parts 600, 602, 603, et al. Program Integrity Issues; Final Rule**
- **Institutional Eligibility for Participation in Title IV Student Financial Aid Programs**
<https://fas.org/sgp/crs/misc/R43159.pdf>
- **Credit hour issues (sec. 600.2; 602.24; 603.24; 668.8) (fr pp. 66946-7; 66949-50)**
- **Guidance to institutions and accrediting agencies regarding a credit hour as defined in the final regulations published on october 29, 2010**
<https://ifap.ed.gov/dpcletters/gen1106.html>
- **Program integrity questions and answers - credit hour**
<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html#credit>

Authority




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Date

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First revision 2016

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