



## CREDIT HOUR POLICY

005-2025

### I. BACKGROUND

#### 1.1 Federal Mandate

The US Department of Education requires, that each institution define a credit hour according to the guidelines provided by the Federal Government, and the Higher Education Act as amended and by the state authorization agency that for EDP University is the Puerto Rico Council of Education. This mandate is part of the program integrity initiative of the USDE.

#### 1.2 Puerto Rico Council on Education Regulations

The Puerto Rico Council on Education establishes the amount of credit hours according to its 2012 Regulations Handbook. It states that:

- One (1) Lecture credit = 15 contact hours
- Three (3) lecture credits = 45 contact hours
- One (1) laboratory credit = 30 contact hours
- One (1) internship credit = 45 contact hours

#### 1.3 Middle States Commission on Higher Education Accreditation Requirements

The Middle States Verification of Compliance Report requires evidence that credit hours are defined and strictly monitored by IHE. The Commission's Requirements of Affiliation stipulate that accredited institutions comply with all applicable Federal, state and other relevant government policies, regulations, and requirements, which generally include requirements and expectations for degrees and credits.

Institutions must demonstrate that its academic offerings are of appropriate academic content, breadth, length, and rigor, and also demonstrates compliance with all applicable government policies, regulations, and requirements.

## 2 POLICY

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EDP University of Puerto Rico, Inc. (EDP-U) Credit Hour Policy was approved in the spring of 2016. The Carnegie definition of "Credit Hour" is adopted by EDP-U to define its credit hour policy based on the number of classroom hours per week throughout a term. Credit hours are used by most U.S. higher education institutions to calculate, record, and interpret the amount of earned academic or training credits that students accumulate on route to earning certifications, diplomas, degrees, and other qualifications. Institutions typically use credit hours to record all types of academic work including independent research and not just taught courses. *Source: USNEI*

## 2.1 Definitions

Table 1. Definitions as stated by the USDE

Contact hour or clock hour	A unit of measure that represents an hour of scheduled instruction given to students.	Source: IPEDS
Credit or credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other award.	Source: IPEDS
Semester credit hour or semester hour	A semester hour must include at least 30 clock hours of instruction.	Source: 34 CFR 668.8
Academic year in weeks for a course of study that measures its programs length in credit hours	30 weeks	
Academic year in weeks for a course of study that measures its programs length in clock hours	26 weeks	
Minimum Semester Credit Hours to be Completed by Full Time Students for a Course of Study that Measures its Program Length in Credit Hours	24 Semester Credit Hours	
Minimum Credit Hours to be Completed by Full Time Students for a Course of Study that Measures its Program Length in Clock Hours	Minimum 900 Clock Hours	



**2.2 Credit Hour Standards by Instructional Method** *Table 2: Lecture, Seminar or Discussion: Faculty Instruction Hours & Student Preparation Hours Total*

LECTURE, SEMINAR OR DISCUSSION: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Lab Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
1	1	0	50 minutes x 1 day a week =50 minutes/50minutes =1 hrs	1 hrs per week x 15 weeks = 15 hours per semester	0	15 + Lab Hours = 15	1 hr per week x 1 credits course x 15 weeks = 15 hours per semester	15 hours Faculty Instruction Per Semester + 15 hours Student Preparation Per Semester = 30
2	2	0	50 minutes x 2 days a week =100 minutes/50minutes =2 hrs	2 hrs per week x 15 weeks = 30 hours per semester	0	30 + Lab Hours = 30	1.5 hrs per week x 2 credits course x 15 weeks = 45 hours per semester	30 hours Faculty Instruction Per Semester + 45 hours Student Preparation Per Semester = 75
3	3	0	50 minutes x 3 days a week =150 minutes/50minutes =3 hrs	3 hrs per week x 15 weeks = 45 hours per semester	0	45 + Lab Hours = 45	2 hrs per week x 3 credits course x 15 weeks = 90 hours per semester	45 hours Faculty Instruction Per Semester + 90 hours Student Preparation Per Semester = 135
4	4	0	50 minutes x 4 days a week =200 minutes/50minutes = 4 hrs	4 hrs per week x 15 weeks = 60 hours per semester	0	60 + Lab Hours	2.5 hrs per week x 4 credits course x 15 weeks = 150 hours per semester	60 hours Faculty Instruction Per Semester + 150 hours Student Preparation Per Semester = 210
5	5	0	50 minutes x 5 days a week =250 minutes/50minutes = 5 hrs	5 hrs per week x 15 weeks = 75 hours per semester	0	75 + Lab Hours	3 hrs per week x 5 credits course x 15 weeks = 225 hours per semester	75 hours Faculty Instruction Per Semester + 225 hours Student Preparation Per Semester = 300

LECTURE, SEMINAR OR DISCUSSION: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Lab Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
6	6	0	50 minutes x 6 days a week =300 minutes/50minutes = 6 hrs	6 hrs per week x 15 weeks = 90 hours per semester	0	90 + Lab Hours	3.5 hrs per week x 6 credits course x 15 weeks = 315 hours per semester	90 hours Faculty Instruction Per Semester + 315 hours Student Preparation Per Semester = 405

Table 2. Lecture, seminar or discussion

Table 3: LECTURE - Laboratory: Faculty Instruction Hours & Student Preparation Hours Total

LECTURE - LABORATORY: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Lab Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
2	1	1	50 Instruction minutes + 50 minutes Lab Experience = 100 x 1 day a week =100 minutes/50minutes =2 hrs	2 hrs per week x 15 weeks = 30 hours per semester	15	15 + 15 Hours = 30	2 hr per week x 2 credits course x 15 weeks = 30 hours per semester	30 hours Faculty Instruction Per Semester + 30 hours Student Preparation Per Semester = 60



LECTURE - LABORATORY: FACULTY INSTRUCTION HOURS & STUDENT PREPARATION HOURS TOTAL								
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Table 4. Practice, Internship or Apprenticeship Credit Hour per Week: Faculty Supervision Hours & Student Preparation Hours Total

PRACTICE, INTERNSHIP OR APPRENTICESHIP CREDIT HOUR PER WEEK: FACULTY SUPERVISION HOURS & STUDENT PREPARATION HOURS TOTAL								
<i>(Supervised Clinical Rounds, Visual and Performing Art Studio, Supervised Student Teaching, Field Work, Etc)</i>								
Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Practice Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
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**PRACTICE, INTERNSHIP OR APPRENTICESHIP CREDIT HOUR PER WEEK: FACULTY SUPERVISION HOURS & STUDENT PREPARATION HOURS TOTAL**

*(Supervised Clinical Rounds, Visual and Performing Art Studio, Supervised Student Teaching, Field Work, Etc)*

Catalog Credit Hours	Instruction Credit Hour	Lab Credit Hours	Total Contact Hours Per Week	Faculty Instruction Per Semester (Credit Hours)	Practice Hours	Total Clock Hours	Student Preparation Hours Per semester	Total Faculty/student hours Per Semester on a given 1, 2, 3, 4, 5 or 6 credit hours course
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### 3 EDP-U Application of the Credit Hour Policy

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Accelerated Sessions: Courses offered within the standard 15-week semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered (750 minutes per credit).

Lecture/Seminar: Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two (2) hours of student preparation time outside of class per week throughout the semester. *A typical three (3) -credit hour course meets for three (3), 50-minute sessions or two (2), 75-minute sessions a week for fifteen weeks. Most lecture and seminar courses are awarded three (3) credits.*

Laboratory: Practical application type courses where the major focus is on "hands on" experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory). One to two (1- 2) *Laboratory credits represents a minimum of one (1) hour per week of lecture or discussion plus a minimum of two to four (2 – 4) hours of scheduled supervised or independent laboratory work.*

Internship/Field Experience: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the university, student assignments, and time supervised by a university instructor.

- Undergraduate: Minimum number of hours varies based on credits
  - *Three (3) credit internship – 150 hours throughout the semester*
  - *One (1) credit internship - 50 to 100 hours throughout the semester*
  - *Student teaching ranges from one (1) – 12 credits - 87.50 – 562.50 hours per semester*
- Graduate: Minimum number of hours varies by academic program
  - *School of Business: Minimum 150 hours for a three (3) - credit internship*

Clinical Placement: Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments (See above).

Independent Study: Courses that permit a student to study a subject or topic in considerable depth beyond the scope of a regular course. Students meet periodically, as agreed upon with the faculty member, for the duration of the course. University faculty provides guidance, criticism, and review of the student's work. Students demonstrate competency through the completion of a final assessment either by submitting a final paper, project or portfolio, etc. as required by the faculty member. *Credit hours are assigned based on the amount of activity associated with the course, faculty supervision, and amount of student outside work.*

Thesis/Dissertation: Courses, where students are working on independent projects such as



thesis/dissertation, will conform to the standard minimum of 50 minutes of student work per credit hour, per week, throughout the course of the semester or the equivalent amount of work distributed over a different period of time. *For a 15-week semester this would be a minimum of 37.50 hours for a three-credit course.*

Hybrid: A course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course. *No less than 51% of the course is to be scheduled as face-to-face, and no more than 49% of the course is to be scheduled as online. For a three-credit course, no less than 76.50 minutes (1.275 hours) a week can be scheduled face-to-face and no more than 73.50 minutes (1.225 hours) per a week can be scheduled online equaling a total of 150 minutes of instruction per week.*

Online (Asynchronous): Courses where "instructors and students do not meet in the same space". Regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students, does not constitute active student learning. *Credit hours are equivalent to credit hours when the course is delivered through face-to-face modality*

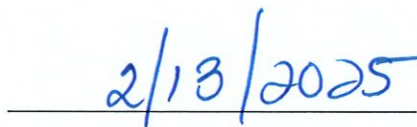
#### **4 Compliance Monitoring and Review**

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The Associate Vice President of Licensing, Accreditations ... regularly audits scheduled course offerings to ensure compliance with credit hour requirements through scheduled sampling of academic programs each semester. This review is conducted across all schools, disciplines, and course levels, and modes of instruction. The AVP maintains historical tracking of data reviewed each semester.



Ing. Gladys T. Nieves Vázquez  
President  
EDP University of PR, Inc.



Date