

**AMENDMENT #11 TO INSTITUTIONAL CATALOG 2017-2020  
Reviewed CREDIT HOURS DEFINITION POLICY  
(Rev. April 17, 2019)**

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Amendment to catalog 2017-2020 effective April 17, 2019

Page 53 CREDIT HOURS DEFINITION POLICY should read:

**CREDIT HOUR DEFINITION POLICY**

**Introduction**

Credit hours are the basic unit utilized by the federal government to determine student eligibility for financial aid. In order to prevent fraud and abuse when utilizing financial aid, the U.S. Department of Education established, effective July 1, 2011, that there should be a federal definition of credit hours that serves as the standard so that educational institutions can develop their own definition to be utilized in all courses they offer. To this end, and in compliance with regulation 34CFR 600.2 of October 29, 2010, the Office of the Vice-President for Academic Affairs has established the Credit Hour Definition Policy.

**Definition of credit hours**

CCU utilizes the formulas of the Carnegie Foundation and the U.S. Federal Government to define credit hours as the amount of work represented in expected learning outcomes and which are evidenced by student achievement. For the certificate level, CCU utilizes the Federal Government measurement to calculate credit hours. It establishes that one (1) credit is equivalent to 37.5 hours. For the university level (associate, bachelor's, and master's degree), the Carnegie Foundation measurement to calculate credit hours is utilized. It establishes that one (1) credit is equivalent to 15 hours of theoretical instruction, or 30 hours of laboratory, or 45 hours of practice.

## **Additional Independent Component (CIS, by its Spanish acronym)**

The Federal Government, as well as the Carnegie Foundation, establish the formulas to calculate the approximate time the student will take for outside study. For the certificate level, the Federal Government establishes 7.5 hours of outside study for every 30 hours of theory and laboratory. On the other hand, for the university level, the Carnegie Foundation establishes two hours of outside study for each hour of theory and laboratory. The practice (outside the university) is not included in the calculation of CIS hours for any of the levels.

### **Applicability**

This policy applies to all programs CCU offers in its campuses, regardless of their level or study modality.

### **Provisions of the Policy**

1. The definition of credit hours will be utilized to develop new programs, update existing ones, and develop course programming as established in the course outline and syllabus guide.
2. The faculty will ensure compliance with the CIS hours assigned to his/her course, according to the level and regardless of the study modality.
3. The faculty will evidence in the grade register compliance with the CIS.
4. Incorporating CIS in the course outline:
  - a. The CIS will be included in the following areas:
    - i. General information – under contact hours, write the total CIS hours.
    - ii. Methodology (as it applies to the program)
      1. CIS section: the work that may be utilized, together with the assigned hours

2. Evaluation section: identify evaluation criteria that correspond to the CIS
  3. Next to each evaluation criteria, place the acronym CIS in parentheses.
5. Incorporating CIS in the syllabus
- a. Select the (CIS) tasks that will be utilized in the corresponding academic term, including the assigned hours, in each of the areas mentioned in section 4 above.
  - b. The faculty will ensure that the total sum of the assigned hours of the tasks is equal to the total number of CIS hours assigned to the course.
6. At the end of each academic term, the faculty will include in the grade register a key with the evaluation criteria established in the syllabus.
7. Identify the evaluation criteria that correspond to the CIS.
8. Next to each evaluation criteria, write the CIS acronym in parentheses.