

CREDIT HOUR POLICY

Policy Number:	2011-09
Title:	Credit Hour Policy
Effective:	October 2023
Policy Sponsor:	President
Responsible Office:	Academic Deanship
Responsible Officer:	Academic Dean

Policy Statement

This policy sets the guidelines and procedures for assigning credit hours for all types of courses, disciplines, programs, credential levels, formats and modalities at San Juan Bautista School of Medicine, and how the Institution maintains ongoing compliance with this policy through regular evaluation of internal procedures.

This policy ensures ongoing compliance with federal, state, and accreditation requirements, San Juan Bautista School of Medicine uses the credit hour as the measurement of academic credit granted for course work completed. These requirements were published on October 20, 2023 by the CFR 34 Subtitle B Chapter VI Part 600 of the Regulations of the Offices of the Department of Education and in the MSCHE Credit Hour Policy of July 2022.

Scope

This policy applies to all academic programs at San Juan Bautista School of Medicine.

Definitions

1. Clock hour: (1) A period of time consisting of (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; or (iv) In distance education, 50 to 60 minutes in a 60-minute period of attendance in- (A) synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or (B) An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity. (federal definition in 34 § 600.2).
2. Credit hour. An amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that (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 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, practice, 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).

3. Distance education. Education that uses one or more of the following technologies to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between students and the instructor or instructors, either synchronously or asynchronously: (i) the internet; (ii) one-way or two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audio conference; or (iv) Other media used in a course in conjunction with any of the technologies listed above. Please see the complete federal definition of distance education, including substantive interaction in the Substantive Change Guidelines. (federal definition in 34 CFR § 600.2)

Policy and Procedures

The award credit that is based on a student's completion of required educational experiences and demonstrated achievement as evaluated by qualified faculty or other appropriately qualified individuals that are associated with student learning outcomes at course, program, and, institutional levels.

1. Lecture: Active teaching method with a group of students under the direct supervision of a faculty member of the Institution. The minimum contact time per week is 1 hour with a minimum of 2 hours of out of class student work time per week in an academic period for an assignment of one credit hour.
2. Laboratory: Experiential teaching method with a group of students under the direct supervision of a faculty member of the Institution in a laboratory setting. The minimum contact time per week is 1 hour with a minimum of 2 hours of out of class student work time per week in an academic period for an assignment of one credit hour.
3. Clinical: Experiential teaching method with a group of students under the direct supervision of a faculty member of the Institution in a clinical setting. The minimum contact time per week is 5 hours with a minimum of 10 hours of out of class student work time per week in an academic period for an assignment of one credit hour.
4. Internship: The learning experience will occur outside of a lecture setting. Contact time and outside students work requirements must be established and documented. The faculty member 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 similar to the other instructional methods.
5. Distance Learning: The minimum contact time per week is 1 hour with a minimum of 2 hours of out of class student work time per week in an academic period for an assignment of one credit hour.

Responsibility for implementation

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

The curriculum committees are responsible for developing, maintaining and the annual evaluation of the curriculum, verifying the length of the educational program and credit hour requirements within an academic program and retains final control and approval of the curriculum. Assignment of credit hours for courses and clinical clerkships are determined within the program based course learning objectives and course content. Existing courses will be evaluated for adherence to the policy specified above. New courses credit hour assignment will, upon review and approval at the program level, be reviewed by the Program-Curriculum Committee and recommended for approval or denial by the curriculum committees. The Academic Deanship will review 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 dispositions contain in this Executive Order will be effective immediately.

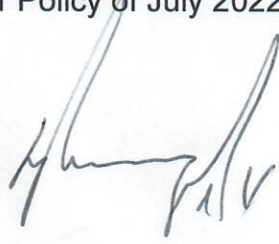
Related Policy Information/ Related documents and legislation

CFR 34 Subtitle B Chapter VI Part 600 of the Regulations of the Offices of the Department of Education 2023 and in the MSCHE Credit Hour Policy of July 2022

Appendices- NONE

History

Adopted: September 9, 2011
Revised: October 26, 2023

A handwritten signature in blue ink, appearing to be "H. ...", is written over the "History" section.