
CREDIT HOUR POLICY

Introduction

The credit hour defines the number of contact hours of coursework during the academic period. This credit hour follows the definition and guidance of the US Department of Education and the Middle States Commission on Higher Education. The President of San Juan Bautista along with the Curriculum Committees establish and define the procedures for assigning the credit hours to the course offered by all academic programs at the Institution. The Academic Dean ensures compliance with its credit hour assignment policy.

Instructional Methods

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.

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.

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.

Internship: The learning experience will typically involve a faculty member of the Institution and 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.

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.

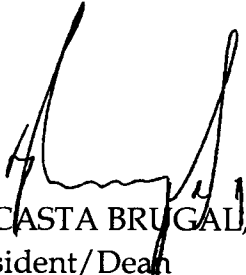
Responsibility for implementation

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 evaluating the curriculum 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 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 curriculum committees.

The Academic Deanship 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 dispositions contain in this Executive Order will be effective immediately.



YOCASTA BRUGAL, MD
President/Dean

Approved: September 9, 2011
Revised: September 12, 2019
January 27, 2020
February 22, 2021