



Credit Hour Assignment Policies

“Credit Hour: Except as exposed in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

(1) 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 amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.”

The University of Puerto Rico at Utuado generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks. Summer terms are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required. The University Board annually issues a certification in which the Academic Calendar is established. Academic program directors together with the faculty are responsible of developing, maintaining, and evaluating the curriculum.

Lectures and Seminars: Classroom/Faculty Instruction and Outside Student Work					
Credits awarded	Minimum contact time per week	Minimum instructional time total for 15 weeks (Contact time x weeks)	Minimum out of class work per week	Minimum out of class student work total for 15 weeks (Outside work x weeks)	Total of instructional contact time and out of class student work
1	1 hrs.	15 hrs.	2 hrs.	30 hrs.	45 hrs.
2	2 hrs.	30 hrs.	4 hrs.	60 hrs.	90 hrs.
3	2 hrs.	30 hrs.	4 hrs.	60 hrs.	90 hrs.
4	3 hrs.	45 hrs.	6 hrs.	90 hrs.	135 hrs.
5	5 hrs.	75 hrs.	0 hrs.	0 hrs.	75 hrs.

Independent Study

Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact. Minimum credit hours are determined based on faculty instructional contact minutes and student outside work time. Such courses must match the total amount of work using the examples listed above, and the faculty member is required to keep records of the meeting times and student work assigned so that the contact hours can be calculated.

Laboratory

Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory with a minimum of 0 hours of out-of class work. These courses are tied to a seminar that is usually worth between three and four credits.

Laboratory: Classroom/Faculty Instruction and Outside Student Work					
Credits awarded	Minimum contact time per week	Minimum instructional time total for 15 weeks (Contact time x weeks)	Minimum out of class work per week	Minimum out of class student work total for 15 weeks (Outside work x weeks)	Total of instructional contact time and out of class student work
0	0.5 hrs. – 4 hrs.	7.5 hrs. – 60 hrs	0 hrs.	0 hrs.	7.5 hrs. – 60 hrs.
1	3 hrs.	45 hrs.	0 hrs.	0 hrs.	45 hrs.

Internships/Practicum/Undergraduate Research

Courses of study 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 involves a site supervisor. Contact time and outside student work requirements must be established and documented. The faculty member or program director responsible for the experience is required to keep records of amount of supervised work and the amount of outside work assigned so that contact hours can be calculated.

In courses with internship and professional practice courses, the assignment of contact hours for credit hours varies according to the nature of the course or is assigned according to the requirements of professional accreditation agencies in programs they accredit.

Internships/Practicum/Undergraduate Research		
Academic Program	Course	Duration
Livestock Technology – Food Processing Technology	TEPA 1007 Summer Practicum	4 weeks / 120 hours
Livestock Technology – Agricultural Production Technology	TPAG 2011 (2 credits each) TPAG 2012	3 hours weekly / 15 weeks Total 45 hours each course
Livestock Technology – Livestock Technology	TEIP 2009 2 credits	3 hours weekly / 15 weeks Total 45 hours
Livestock Technology – Horticulture Technology	HORT 2013 (2 credits each) HORT 2014	3 hours weekly/15 weeks Total 45 hours each course
Livestock Technology – Pest Control Technology	TECP 2031 TECP 2032 (2 credits each)	3 hours weekly/15 weeks Total 45 hours each course
Business Administration -Accounting	CONT 4026 (elective)	15 weeks/350 hours
Office Systems	SOFI 4985 (5 credits)	15 weeks/240 hours
Elementary Education	EDPE 4025 OR EDPE 4340 6 credits each	15 weeks /320 hours

Courses that do not adhere to the Federal Definition of Credit Hour

The following table lists all the courses that do not adhere to the Federal definition of credit hour. The nature of these courses require that students have more instructional time than out-of-class work than expected, as stated in the Federal Definition of credit hour.

Courses that do not adhere to the Federal Definition of Credit Hour			
Course	Credits	Instructional Time	Out-of-class work
FRAN3191 - French I	4	6.5 hrs.	5.5 hrs.
FRAN3192 - French II	4	6.5 hrs.	5.5 hrs.
SOFI3005 - Basic Typing	3	4 hrs.	5 hrs.
SOFI4037 - Production of Documents	3	4 hrs.	5 hrs.
EDFI3645 - First Aid	2	3 hrs.	3 hrs.

INCO3025 - Conversational English SECR	1	2hrs.	1 hr.
INCO4055 - Advanced Conversational English	1	2 hrs.	1 hr.
TEIP1000 - Agricultural Orientation	0	1 hr.	1hr.
TEPA2025 - Seminar Food Processing	1	2 hrs.	1 hr.
TPAG1025 - Agricultural Workshop	2	3 hrs.	3 hrs.
SOFI3125 - Word Processing	2	5 hrs.	1 hr.
SOFI3105 - Production of Documents I	2	4 hrs.	2 hrs.
SOFI3218 - Production of Documents II	2	4 hrs.	2 hrs.
SOFI3305 - Information Processing	2	4hrs.	2 hrs.
BIOL1005 - MICROB Food Processing	3	6 hrs.	3 hrs.
QUIM3031 - Organic Chemistry I	4	7 hrs.	5 hrs.
QUIM3032 - Organic Chemistry II	4	7 hrs.	5 hrs.