



## **ALLOCATION OF CREDITS HOURS POLICY**

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### **Purpose**

The purpose of the Credits Hours Allocation Policy is to standardize the processes to be followed in determining the credit hours to institutional courses in all programs and instructional modalities.

This policy is designed to ensure that the allocation of credits of Atenas College courses are consistent with US Department of Education standards and are accepted by vocational and higher technical education institutions.

### **Introduction**

#### **1. Hours Credits**

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A credit is the unit that measures the time of the academic work of the student according to the competencies that must develop and demonstrate, to be suitable in his professional performance. It is also a systematic way of organizing and describing an academic program, assigning value and weight to its various components, with parameters that recognize the face-to-face, online hybrid and independent and autonomous work of the student.

Academic credit is a criterion for defining and measuring the academic work of the student, in each course or other possible learning modalities and in the curricular program as a whole. In practical terms, it is an indicator that allows assessing and accounting for the academic effort made by the student to achieve a defined set of learning, in a given period of time and at the same time reasonable.

According to the US Department of Education, "credit hours" refers to a quantity of work represented in expected and verified learning outcomes by student performance tests

which is an established institutional equivalency that reasonably approximates to no less than:

- a. Fifty (50) minutes of class or direct instruction of the faculty and a minimum of two (2) hours of off-campus work each week for approximately fifteen weeks, for one (1) semester credit hour, or Equivalent amount of work over a different set of time.
- b. At least an equivalent amount of work for other academic activities established by the institution including laboratory studies, internships, practice, study work and other academic work leading to obtaining credit hours.
- c. The US Department of Education has also ruled that credit instruction should include "regular and substantial interaction" between faculty and students.

## 2. **Academic Period**

Academic periods or terms at Atenas College are stipulated at 15 weeks of instruction plus one week of examinations at each term.

## 3. **Time Teaching Contact**

It refers to teaching hours, hours of supervised laboratories, simulated practices and clinical practices in which the student is instructed in face-to face modality as in distance/hybrid modality. This definition should be used in all courses at all levels (Technical Programs, Associated Degrees, Baccalaureate) that grant academic credits, ie any course that appears in an official transcript issued by Atenas College, regardless of the type of instruction, including , Conferences, online or hybrid, seminars, laboratories and practices

- a. Teaching Hours: Refers to the actual hours of theoretical instruction in direct contact with the student whether is face-to-face or distance/hybrid.

- b. Supervised laboratory hours: Refers to the hours of teaching skills or skills in the laboratory in direct contact with the student and his instructor in the face-to-face mode.
- c. Simulated practice hours: These are teaching hours in simulated scenarios of situations and clinical cases, virtual or acted, for the development of competencies in the laboratory in direct contact with the student.
- d. Clinical Practices: These are the hours of exposure in the actual work scenario, which can be supervised directly by a clinical instructor assigned by Atenas College or an instructor assigned by the practice center.

**Hours of work outside the classroom:** They are the hours assigned to make the assignments.

### **General requirements**

Atenas College uses acceptable and consistent methods for assigning credit hours in all its courses and curricula, regardless of the form or modality of teaching-learning. The number of hours per credit assigned to the courses complies with the federal credit allocation policy of the US Department of Education Office of Post-Secondary Education

### **Requirements and Procedures for the Assignment of Hours for courses that are offered both in face-to-face mode and in the distance / hybrid course mode**

The Institution defines hours per credit for academic term as:

- a. One credit for every fifteen (15) hours of class
- b. One credit for every thirty (30) laboratory hours
- c. One credit for every forty-five (45) hours of simulated practice
- d. One credit for every forty-five (45) hours of clinical practice or internship
- e. One credit for every ninety (90) hours of internship or internship in radiology technology programs: (Associate Degree and Baccalaureate).
- f. One credit for every sixty (60) hours of clinical practice or internship in the ultrasound programs Diagnosis in its three modalities: Cardiac, General and Vascular.

In the courses that have laboratories and in the courses of internships and professional practices the allocation of hours contact for hour's credits varies according to the nature of the course or are assigned according to the requirements of professional accreditations in those programs that are accredited.

**Validity**

This policy shall be effective immediately upon its approval.

**Recommended by:**

Academic Council

Date: February 10, 2017  
Month Day Year

Administrative Council

Date: February 24, 2017  
Month Day Year

**Approved by**



María L. Hernández Nuñez, MSN, Ph.DH, DHC  
President

Date: March 1, 2017  
Month Day Year