

Academic Credit Unit Policy

1.0 Purpose

This policy establishes guidelines for assigning the number of credits earned through satisfactory fulfillment of requirements for academic courses. Reaffirming Humacao Community College commitment to educational quality in terms that certify compliance with applicable government regulations and accreditation standards, the policy makes explicit the relationship between the credits assigned to an individual course and the expected work of a student completing that course.

2.0 Background

Humacao Community College use the "Credit Hour". A contact hour is fifty (50) to sixty (60) minutes long. Credit hour is a unit by which an institution may measure its course work. The number of credit hours assigned to a traditionally delivered course is usually defined by a combination of the number of hours per week in class, the number of hours per week in a laboratory, and/or the number of hours devoted to externship times the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study and outside preparation, two hours of laboratory experience, or three hours of internship or practicum, or a combination of the three times the number of weeks in the term. The number of credit hours assigned to a nontraditionally delivered course must be determined and justified by the institution and approved by the Council.

3.0 Policy

3.1 A semester is an academic term of at least fourteen (14) weeks.

3.2 An hour-credit per quarter is equal to fifteen (15) conference hours in the classroom and thirty (30) laboratory hours.

3.3 The practice hour varies depending of the study program curricula and the Examination Boards requirements – when apply.

3.4 Nevertheless, a Practice credit is equivalent to at least 45 hours per term. The majority of the Institution's courses are equivalent to three credit hours.

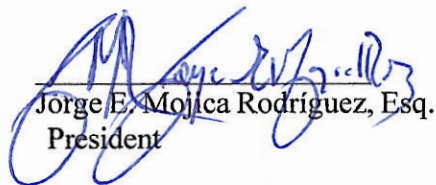
3.5 Some courses are a combination of conference and laboratory.

3.6 The regular academic year consists of three (3) terms consisting of approximately four (4) months of duration.

3.7 In each academic term, the student can enroll in a maximum of fifteen (15) credits - hours per quarter without requiring special permission.

4.0 Length for completion of each program

Program Title	Program Length in Months
Bachelor Degree in Science of Nursing	48
Bachelor Degree in Business Administration with Major in Accounting	48
Bachelor Degree in Business Administration with Major in Management	48
Bachelor Degree in Business Administration with Major in Computerized Information Systems	48
Associate Degree in Biotechnology	24
Associate Degree in Dental Assistant with Expanded Duties	24
Associate Degree in Pharmacy Technician	24
Associate Degree in Office Administration	24
Associate Degree in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers	24
Associate Degree in Electric Technology with Technical Drawing in Computer	24
Associate Degree in Business Administration in Accounting	24
Associate Degree in Secretarial Sciences with Concentration in Medical Insurance Billing and Collection	24
Associate Degree in Management of Computerized Information Systems	24
Certificate in Office Assistant in Medical Insurance Billing and Collection	12
Certificate in Electrical Technology with PLC	12
Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computer	12


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 President

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