



Presidencia

June 28, 2011

**DEANS
DIRECTORS OF ACADEMIC COLLEGES
DIRECTORS OF ADMINISTRATIVE OFFICES**

POLICY FOR DETERMINING CREDIT HOURS IN POST-SECONDARY NON-UNIVERSITY PROGRAMS ELIGIBLE FOR TITLE IV

Introduction

The United States Department of Education published October 29, 2010 federal legislation 75FR66832 requiring postsecondary educational institutions to establish policies and procedures for determining credit hours for academic programs eligible for Title IV.

Scope

The Federal Register (Vol 75. No 209, 66 832) of October 29, 2010 establishes, in parts 600.2 a credit hour is the basic measure of work done by a student who is granted Title IV financial aid. Therefore, the credit hour includes an appropriate level of content that justifies the granting of aid.

This federal law delegates the responsibility to the institution of assigning credit hours to an appropriate level of content.

In keeping with this policy, all certificate academic programs of Central Institute will be governed by the rules contained in this policy.

Purpose

This policy is intended to establish uniform standards for the number of credit hours for all post-secondary non-university programs developed by Central Institute.

Procedure

Post-secondary non-university programs will use the following conversion of credit hours: an hour-credit for one quarter equals 25 contact hours. The unit of measurement of credit hours establishes the academic rigor and the minimum time required to fulfill the requirements of a course.

This unit of measurement is also used to establish faculty course loads, the cost per credit and the student's work load in the course. To comply with federal definition of credit hour, for one (1) hour

of classroom instruction there are two (2) hours of assignments per week for a 12-week academic term equivalent to one quarter.

1. BCU / Central Institute restructured its academic programs to increase from 720 to a minimum of 900 contact hours in order to ensure the level of appropriate competencies of its graduates.
2. BCU / Central Institute allows students enrolled prior to July 1, 2011 to complete their academic program under the current regulations of credit hours.
3. Students who enroll for the academic term August 2011 shall be governed by the new Federal regulations.

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:


Lillian Negrón Colón, Ph.D.
President

LVC/djm