



## POLICY ON ASSIGNMENT OF CREDIT HOURS AND TIME REQUIREMENTS

### Statement of Purpose

The purpose of this statement is to define “credit hour” and the assignment of credit hours based on work completed at the institution to course and other types of academic work at the Escuela de Artes Plásticas y Diseño de Puerto Rico (EAPD).

The EAPD is licensed by the Board of Post-Secondary Institution (JIP, by its Spanish acronym) which regulates credit hours, consistent with federal requirements, in its *Reglamento para el licenciamiento de instituciones de educación superior en Puerto Rico* (available at: [www.pr.gov](http://www.pr.gov)). Its credit policy is also consistent with the accrediting agencies’ requirement, such as Middle States Council on Higher Education (MSCHE) and National Association of Schools of Art and Design (NASAD).

The assignment of Credit Hours and Time Requirements Policy is published in the Academic Catalogue, in the section title “Unit of Instruction”. This catalogue is published in the institutional web site at: [www.eap.edu](http://www.eap.edu)

### Definition of Credit Hour

A “credit hour” is a measure of academic work represented in intended learning outcomes and verifies by evidence of student achievement during a specific amount of time. The credits awarded for a course or educational experience are appropriate and applicable to the institution’s own educational programs.

### Overview of Credit Time Requirements Calculations

Courses at the EAPD are primarily studio-based or lecture. Credit time requirements for studio-based or lecture courses are calculated in the following way:

Lecture courses			Studio-based courses		
Hours	=	Credits	Hours	=	Credits
16	=	1	32	=	1
32	=	2	64	=	2
48	=	3	96	=	3
96	=	6	192	=	6

For lecture courses one (1) credit hour equals sixteen (16) contact hours of instruction for a semester period of sixteen (16) weeks. For studio-based courses, one (1) credit hour equals thirty-two (32) contact hours of instruction for a semester period of sixteen weeks.

Credit hour time requirements also define the length of class meeting. Three (3) credit lecture courses meet for three (3) hours per week during a sixteen (16) week semester; whereas studio-based courses must meet for six (6) hours during the same period.

Program Course sequences published in the Academic Catalogue establish total amount of credits to accomplish each degree. Students must complete a program of 129 credits in all art and design majors.

### **Credit Time Requirements**

The EAPD has the following definitions for determining credit hours in studio-based, lecture and other types of courses:

- *Studio-based credit hours:* A studio-based semester credit hour represents 32 hours of scheduled studio workshop instruction time for a semester-period of 16 weeks. Most studios-based courses are three (3) credit hours; this formula represents 96 hours of scheduled studio workshop instruction time in a semester.

The actual amount of academic work that goes into a single studio-bases semester credit hour is calculated as follows:

1. One studio-based credit hour represents two hours per week of scheduled studio workshop instruction time and one hour of student preparation time.
  2. Four a weekly three (3) credit hour studio-based course, this represent six (6) hours of scheduled studio workshop instruction time and three (3) additional hours of student preparation.
  3. Over an entire semester, this represent 96 hours of scheduled studio workshop instruction time and 48 additional hours of student preparation for a three (3) credit hour studio-based course.
- *Lecture credit hours:* A lecture semester credit hour represents 16 hours of scheduled classroom instruction for a semester-period of 16 weeks. Most lecture courses are three (3) credit hours. This formula represents 48 hours of scheduled classroom instruction in a semester.

The actual amount of academic work that goes into a single lecture semester credit hour is calculated as follows:

1. One lecture credit hour represents one hour per week of scheduled classroom instruction and two hours of student preparation time.
  2. For a weekly three (3) credit hour lecture credit hour, this represents three (3) hours of scheduled classroom instruction and six (6) additional hours of student preparation.
  3. Over an entire semester, this represent 48 hours of scheduled classroom instruction and 96 additional hours of student preparation for a credit hour lecture course.
- *Teaching Practicum and Studio Internship Credit Hour:* For Teaching Practicum and Internship, the semester credit hour for a semester-period of 16 weeks is as follows:

Teaching Practicum Credit Hours: This represents 41.6 hours of student supervised practice in a 16-week semester. In turn, this represents 250 hours of teaching practicum work per semester for a six (6) credit course. In Teaching Practicum, students work an average of 15 hours per week of supervised practice in a 16-week semester.

Studio Internship Credit Hours: The studio internship credit hours are determined by studio credit hour equivalency, where one (1) credit represents 32 hours of internship-based work. For theory (lecture) courses, one (1) credit hour equals one (1) hour of in class instruction each week. For studio (workshop) courses, one (1) credit hour equals two (2) contact hours of studio instruction weekly.

### **Procedure for Awarding Credits**

Credit and time applicability in both lecture and studio-based courses are defined by one credit time requirements policy of the institution and published in the Academic Catalogue and awarded according to it. Awarding of credits of learning gained through alternative methods of delivery such as course challenge and course agreements (“por acuerdos”) are consistent with the same credit time requirements policy.

The following procedure describe the EAPD’s process for determining the assignment of credit hours to courses:

1. When a new course is being developed, sufficient information and detail in the syllabi must establish clearly the minimum amount of work expected of students, in consistency with the assignment of credit hours to the course.
2. The new course must be discussed and approved at the department level, then submitted to the Curriculum Committee, for review and approval. This Committee in turn must present for final approval to the Academic Council.

3. Once approved by the Academic Council, it is submitted by the Department Chair to the Registrar's Office for final verification that the course and/or academic work is scheduled in a way that conforms to the credit hour policy of the institution.

As stated in the Academic Catalogue, the Registrar's Office is in charge of implementing the academic regulations established by the EAPD's authorities and applicable legislation.

### **Transfer of Credit Validation**

Each course transferred to the EAPD must correspond in terms of objectives course and category to those offered at the institution in order to be validated. The EAPD accepts a maximum of sixty (60) credits from accredited institutions. In the case of international students requesting transfer/convalidation of credits, the credits must have been taken in an Institution recognized by the corresponding nation's Ministry of Education or equivalent with comparable accreditation processes. All coursework information should be in English or a verified translation from a foreign languages and should be reviewed and compared to courses offered in the USA educational system by a credential evaluation service affiliated to the National Association of Credential Evaluation Services or recognized by the US Department of Education.