

**CETYS University System
Credit Hour Institutional Policy
January 2012**

This policy defines the award of academic credits at CETYS University and it intends to satisfy a requirement for the international accrediting process with the Western Association of Schools and Colleges (WASC). CETYS awards credits through its academic programs following the requirements of the education authorities in México. Academic credits are an essential part of the academic programs. Currently, the criterion to award academic credits is contained in Agreement 279 of the Secretaría de Educación Pública (SEP).

Key elements considered to formulate this policy are:

- ◆ Inform internal and external publics how the institution defines, assigns and awards academic credits in its undergraduate and graduate programs.
- ◆ Fulfill the requirements established by Mexican education authorities in the SEP Agreement 279 of July 10, 2000, articles 12 to 15.
- ◆ Fulfill the requirements of national and international accrediting institutions.
- ◆ Identify the amount of academic work that students require to obtain each unit of academic credit.
- ◆ Verify that the amount of academic work is reasonable and congruent with the learning outcomes/competencies that the institution looks to develop in students.
- ◆ Ascertain that the amount of work can be evidenced through the work undertaken by students.
- ◆ Help identify similarities and differences among domestic and international institutions of equivalent policies to establish parameters for comparison, review and update purposes.
- ◆ Formalize criteria followed and/or to follow, for design and periodic review of academic programs.

Credit-Hour Institutional Policy

CETYS University congruent with its mission, student learning outcomes/competencies and the education authority requirements awards one (1) academic credit for graduate and undergraduate programs for two (2) hours a week of student learning activities during a sixteen (16) week semester or its equivalent. This one credit awarded for two hours of work includes one hour of student independent work, and one hour of student work supervised by a professor.

Student independent work includes reading, professional practice, homework, projects, social and community service, etc. Eight (8) credit courses have four (4) hours a week of independent work. The amount of independent work will be adjusted proportionally during academic terms not constituted by a semester.

Student work supervised by a professor may take place in the classroom or may be virtually mediated by technology. Eight (8) credit courses have four hours a week of student work supervised by a professor. The amount of student work supervised by a professor will be adjusted proportionally during academic terms not constituted by a semester.