

# Appendix B

## Credit Hour Guidelines (Adopted by the Senate Courses of Study Committees)



Office of the  
**University Registrar**

MEMORANDUM

August 20, 2014

TO: Chief Academic Officers and Provosts  
Vice Presidents for Finance and Administration  
Campus Registrars  
Campus Directors of Student Financial Aid

FROM: Annamarie Bianco, University Registrar

RE: **Credit Hour Guidelines**

All City University of New York (CUNY) degree and certificate programs are approved by the New York State Education Department (NYSED). The University's method for awarding credit for courses in degree and certificate programs follow NYSED guidelines which are based on the U.S. Department of Education's definition of *credit hour*.

Below are the state and federal credit hour definitions and URL to their source documents.

### **NYSED – Credit Hour Definition**

All courses and degree programs at the University must comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations:

- *Semester hour* means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

Source: [http://www.highered.nysed.gov/ocue/title\\_8\\_chapter\\_ii\\_regulations\\_o.htm](http://www.highered.nysed.gov/ocue/title_8_chapter_ii_regulations_o.htm)

### **United States Department of Education – Credit Hour Definition**

The U.S. Department of Education defines *credit hour* as: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work,