

Yeshiva University Credit Hour Policy
November 1, 2018

All Yeshiva University 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.

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.

Section 52.2(c)(4) stipulates:

- A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only: (i) when approved by the commissioner as part of a registered

curriculum; (ii) when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution; or (iii) in the event of a temporary closure of an institution by the State or local government as a result of a disaster, as defined in section 50.1 (w) of this Title, when the commissioner has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.

U.S. DEPARTMENT OF EDUCATION (USDOE), CREDIT HOUR DEFINITION

Electronic Code of Federal Regulations, Title 34: Education, Part 600 - Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A - General, Section 600.2 stipulates the following:

- Credit hour: Except as provided in 34 CFR 668.8 (k) and (l), a credit hour is 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 - (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of 2 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 (2) 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, internships, practical, studio work, and other

academic work leading to the award of credit hours.

YESHIVA UNIVERSITY CREDIT HOUR POLICY

All credit hours awarded by Yeshiva University (YU) will conform to the guidelines listed above. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education (MSCHE).

The faculty and college/school administrators are responsible for developing, maintaining, and evaluating the curriculum within an academic program, although the Provost and Office of Academic Affairs ensures that all curricular proposals, changes, and policies conform with NYSED, USDOE, and MSCHE rules and regulations. Assignment of credit hours for courses are determined within the program based on faculty expertise and course learning objectives. Existing courses are evaluated for adherence to the federal credit hour regulation by the Office of Academic Affairs and by the Registrar as part of the building of the course schedule. New courses are approved by the schools and colleges and then forwarded to the Office of Academic Affairs for ensure compliance with the State of New York Department of Education (NYSED) rules. Courses that do not comply with the rules and regulations of NYSED, USDOE, and MSCHE are returned to the school or college for further review and revision.

Approved new courses are sent by the Office of Academic Affairs to the Registrar's Office for inclusion in the relevant school or college catalog. The Registrar's Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned. When course schedules do not match assigned credit

hours, the Registrar notifies the Office of Academic Affairs and the appropriate school or college for explanation and/or correction.

The following table provides general guidance on the how the credit hour translates to a particular instructional methodology. Note, however, that the credit-hour definition does not dictate particular amounts of classroom time versus out-of-class student work. The information below serves as general guidance for successful compliance with NYSED, USDOE, and MSCHE requirements.

Lecture: Courses that meet to engage in various forms of group instruction under the direct supervision of a faculty member.

Lectures: Faculty Instruction and Outside Student Work			
Credit Awarded	Minimum Instructional Contact Time per Week	Minimum Instructional Time Total for 15 Weeks	Recommended Student Study Time per Week
1	50 contact minutes	750 Contact Minutes	100 minutes
2	100 contact minutes	1500 contact minutes	200 minutes
3	150 contact minutes	2250 contact minutes	300 minutes
4	200 contact minutes	3000 contact minutes	400 minutes

Laboratory: Courses with a focus on experiential learning under the direct supervision of a faculty member in which the student performs substantive work in a laboratory setting. The minimum contact time per credit is twice that of a lecture (2:1 ratio).

Laboratory: Faculty Instruction and Outside Student Work			
Credit Awarded	Minimum Instructional Contact Time per Week	Minimum Instructional Time Total for 15 Weeks	Recommended Student Study Time per Week
1	100 contact minutes	1500 Contact Minutes	50 minutes
2	200 contact minutes	3000 contact minutes	100 minutes
3	200 contact minutes	4500 contact minutes	150 minutes
4	200 contact minutes	6000 contact minutes	200 minutes

- **Clinical:** Courses with a focus on experiential learning
- under the direct supervision of a faculty member in which the student performs substantive work in a clinical setting. The minimum contact time per credit is three times that of a lecture (3:1 ratio), depending upon the amount of outside work assigned.

Clinical: Faculty Instruction and Outside Student Work			
Credit Awarded	Minimum Instructional Contact Time per Week	Minimum Instructional Time Total for 15 Weeks	Recommended Student Study Time per Week
1	150 contact minutes	1500 Contact Minutes	50 minutes
2	200 contact minutes	3000 contact minutes	100 minutes
3	200 contact minutes	4500 contact minutes	150 minutes
4	200 contact minutes	6000 contact minutes	200 minutes

OTHER FORMS OF INSTRUCTION/DELIVERY METHODS:

Individualized Instruction: Courses of study to accommodate a student who cannot meet with a regularly scheduled class. The faculty member regularly meets with a student(s) and applies the same criteria as outlined in the course syllabus, but does not meet in a scheduled class. Credit hours are determined based on faculty instructional contact minutes as dictated by the course catalog. All courses match the total amount of work using the examples listed above, and the faculty member is required to keep records of the meeting times and student work assigned so that contact hours can be calculated.

Internship: Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact, but where the actual learning environment takes place off-campus at an approved site. The learning experience will typically involve a faculty member interacting with a site supervisor and directed activity/learning will occur outside of a lecture setting. Contact time and outside student work requirements are established to meet the time as listed in the tables above. The faculty member is responsible for the experience and is required to keep records of the amount of supervised work and the amount of outside work assigned so that contact hours can be calculated.

Online/Distance Learning Courses: Courses offered entirely online without any on-site face-to-face meetings required. These courses have the same learning outcomes and follow the same syllabus of a lecture course, but with online delivery methods. Contact time is satisfied by various means as outlined in each course's syllabus. These methods

can include, but are not limited to, online group discussions and projects, papers and exams, and singular faculty engagement. In all cases the courses meet instructional time and projected student engagement time.

Hybrid Courses: Courses offered in a blended format with one or more on-site face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a faculty member. Contact time is assessed using both on-site definitions (for the on-site portion), and online contact time is assessed as above (for the online portion). In all such instances, these courses must meet the total amount of instructional and student work time as the examples above whether delivered online or in class.

Policy Adherence: A review of credit hours and contact hours is conducted on a semester basis by the deans in association with the Registrar's Office, prior to the finalization of the course schedule(s). Any course that appears to be out of compliance with credit or contact hours shall be returned to the school or college for updating. An up-to-date school or college catalog of courses is housed in the Registrar's Office, which is the institutional depository for all active courses. The school or college catalog also serves as the official repository for all course information from course name to credit and contact hours.