University of Rochester – Credit Hour Policy and Compliance

All University of Rochester degree and certificate programs are approved by the New York State Education Department (NYSED). The University of Rochester’s credit hour calculations for degree and certificate programs follow NYSED guidelines, which are based on the U.S. Department of Education’s definition of credit hour.

The faculty in each school is responsible for all aspects of the curriculum and degree program requirements. Each school has a faculty curriculum committee that reviews proposed new and revised courses and degree programs, including the credit hours associated with each.

See below for further details regarding University of Rochester Policies for Credit Hours for Online Teaching and the Simon Business School.

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: NYSED Commissioner’s Regulations Concerning Program Registration: 50.1 Definitions

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:

1. 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,
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, practica, studio work, and other academic work leading to the award of credit hours.

Middle States Commission on Higher Education
The Middle States Commission on Higher Education expects all candidate and accredited institutions to demonstrate that they use acceptable and consistent methods for assigning credit hours to all courses and programs of study. The credit hour is defined by the U.S. Department of Education as a basic institutional measure of the level of instruction and academic rigor that establishes eligibility for federal funding.

Online Teaching and Learning Credit Hours

The University of Rochester is committed to making each online course equivalent to its face-to-face counterpart, which includes offering the same minimum level of instructional time and supplemental assignments as required by the New York State Education Department for each credit (i.e., at least 15 hours of 50 minutes each of instruction and at least 30 hours of supplementary assignments). However, in an online course instructional time may take different forms, including but not limited to, a combination of online synchronous sessions, recorded lectures and narrated PowerPoint presentations, instructor-facilitated asynchronous discussion boards, instructor-facilitated long-term projects, and one-on-one video chat communications with the instructors.

Simon Business School’s Policy for Credit Hours for Graduate Study

- Semester Credit Hours for Simon graduate-level courses are used even though the school follows a calendar based on quarters. This maintains compatibility with the rest of the campus that is on semesters.
- The typical course offered during the work day for full time students bears 3 Credit Hours, requiring 27 hours of in-class contact time over the term and 85.5 hours of time outside the class, for a total of 112.5 hours for 3 Credit Hours. (See calculations below based on NYSED defined 50 minute class periods.)
- Four of the courses for the MBA students have a 1 credit hour lab attached that meets for 50 minutes, once per week. Each hour of lab requires 4 hours outside the classroom.
- The evening courses, executive courses, and the courses offered at the NYC location for professional have in-class time of 24 hours. These courses are taught with an expectation of slightly higher out of class hours to bring the total to over 100 total hours for the 3 Credit-Hours course.
- As is common with business school/professional programs, each hours of in-class time requires between 3.16 and 4.0 hours of work outside the classroom in the form of individual study, team work, library/on-line research, and visits to and with business executives.

Credit Hour Calculations for the Simon Business School are summarized in the chart below.

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Semester Credit Hours</th>
<th>In class actual hours per term</th>
<th>Out of class expected hours per term</th>
<th>Total Hours</th>
<th>Effective Total Hours* (@ 50 minutes per hour)</th>
<th>Effective Hours / Credit</th>
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</thead>
<tbody>
<tr>
<td>Day</td>
<td>3</td>
<td>27</td>
<td>85.5</td>
<td>112.5</td>
<td>135</td>
<td>45</td>
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<tr>
<td>Lab</td>
<td>1</td>
<td>7.5</td>
<td>30.0</td>
<td>37.5</td>
<td>45</td>
<td>45</td>
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<tr>
<td>Evening</td>
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<td>24</td>
<td>88.5</td>
<td>112.5</td>
<td>135</td>
<td>45</td>
</tr>
<tr>
<td>Exec and Professional</td>
<td>3</td>
<td>24</td>
<td>88.5</td>
<td>112.5</td>
<td>135</td>
<td>45</td>
</tr>
</tbody>
</table>