



SCHOOL OF MEDICINE POLICY ON CREDIT HOURS

Dated: January 25, 2021

Supersedes: January 1, 2011

I. PURPOSE

It is the purpose of the policy to define the value of an academic credit and demonstrate the acceptable and consistent methods for evaluating and assigning credit hours in all courses and programs of study in the New York Medical College School of Medicine (“SOM”).

II. SCOPE

This policy applies to all courses and programs of study offered by the SOM.

III. POLICY

The U.S. Department of Education defines, and the SOM adopts such definition, a “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 each week for approximately fifteen weeks...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”.

The SOM recognizes that courses in the SOM consist of a variety of instructional techniques and are often delivered in longitudinal segments rather than traditional semester periods. The assignment of credit hours is based upon total contact time in class and associated out-of-class requirements in accordance with requirements by the Department of Education and approved by the Education and Curriculum Committee of the SOM. The over-arching principle established by the Education and Curriculum Committee is that 16 hours of substantive educational activity for a class is equivalent to one semester credit hour. Credits are articulated by aggregating all contact hours for a class (regardless of type) and dividing by 16. For preclinical courses, actual contact hours are used. For clinical courses a 40-hour week is assumed, and credits are calculated as weeks in rotation times 40 divided by 16.

The SOM does not award transfer credits or academic credit for prior experiential learning.

IV. PROCEDURES

New courses and electives are reviewed by the SOM Education and Curriculum Committee for approval and must adhere to these guidelines. Approved courses are sent to the Registrar's Office for inclusion in the school's catalog. Ongoing courses are evaluated annually to ensure ongoing compliance with these guidelines.

V. RELATED POLICIES AND/OR ACCREDITATION STANDARDS

- A. United States Department of Education
- B. Middle States Commission on Higher Education (MSCHE)
 - 1. Standard III, Criterion 1: Design and Delivery of the Student Experience
 - 2. Standard IV, Criterion 2: Support of the Student Experience

VI. EFFECTIVE DATE

This Policy shall be effective immediately.

VII. POLICY MANAGEMENT

Responsible Officer:	Dean, School of Medicine
Responsible Executive:	Senior Associate Dean for Medical Education
Responsible Office:	Undergraduate Medical Education