POLICY ON CREDIT HOUR DEFINITION
IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: July 21, 2016
Supersedes: None

I. PURPOSE

To define minimum hours of direct instruction and out-of-class student work for awarding of course credit hours.

II. POLICY

All credit-bearing degree and certificate programs in the School of Health Sciences and Practice at New York Medical College are approved by the New York State Education Department (NYSED) and calculation of credit hours for these programs follows NYSED guidelines.

III. SCOPE

This policy applies to all courses taught in the School of Health Sciences and Practice.

IV. PROCEDURE

The SHSP follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks and a summer term of 12 weeks. All semesters conform to the policy in terms of meeting time and amount of work required.

Assignment of credit hours for a course is determined within an academic program based on faculty expertise and course learning objectives. New courses are reviewed by the SHSP Curriculum Committee and then presented to the SHSP by the Academic Policy Committee (APC) for final approval. The Curriculum Committee is responsible for ensuring that courses follow the policy on credit hours and that the expected student learning for a course meets the credit hour standard.

Approved courses are sent to the Registrar’s Office for inclusion in the school’s catalog. The Registrar’s Office reviews class schedules prior to the start of each semester to ensure that classes are scheduled for the minimum minutes appropriate to the credits assigned.

The following examples illustrate how credit hour reflects various instructional methods. These examples do not dictate particular amounts of classroom versus out-of-class student work, but serve only as a guide.
<table>
<thead>
<tr>
<th>Credits</th>
<th>Minimum Contact time/week</th>
<th>Minimum contact time/semester</th>
<th>Minimum out of class time/week</th>
<th>Minimum out of class time/semester</th>
<th>Total instructional time/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 minutes</td>
<td>750 minutes</td>
<td>100 minutes</td>
<td>1500 minutes</td>
<td>2250 minutes (37.5 hours)</td>
</tr>
<tr>
<td>2</td>
<td>100 minutes</td>
<td>1500 minutes</td>
<td>200 minutes</td>
<td>3000 minutes</td>
<td>4500 minutes (75 hours)</td>
</tr>
<tr>
<td>3</td>
<td>150 minutes</td>
<td>2250 minutes</td>
<td>300 minutes</td>
<td>4500 minutes</td>
<td>6750 minutes (112 hours)</td>
</tr>
<tr>
<td>4</td>
<td>150 minutes</td>
<td>2250 minutes</td>
<td>450 minutes</td>
<td>6750 minutes</td>
<td>9000 minutes (150 hours)</td>
</tr>
<tr>
<td>5</td>
<td>825 minutes</td>
<td>12,375 minutes</td>
<td>Variable</td>
<td>Variable</td>
<td>&gt;12,375 minutes (&gt;206 hours)</td>
</tr>
<tr>
<td>6</td>
<td>750 minutes</td>
<td>8,250 minutes</td>
<td>Variable</td>
<td>Variable</td>
<td>&gt; 8,250 min (&gt;137 hours)</td>
</tr>
<tr>
<td>7</td>
<td>1,050 minutes</td>
<td>15,750 minutes</td>
<td>Variable</td>
<td>Variable</td>
<td>&gt; 15,750 min (&gt;262 hours)</td>
</tr>
</tbody>
</table>

1 Only Doctoral-level courses are 4 credits and carry the expectation of more out-of-class time.
2 These courses involve Problem-Based Learning (PBL) sessions as well as lecture sessions. PBL sessions are interactive discussions.
3 This course combines lecture and gross-dissection laboratory sessions.

Table 2. Practicum: Direct faculty instruction and outside student work

<table>
<thead>
<tr>
<th>Credits</th>
<th>Minimum Contact time/week</th>
<th>Minimum contact time/semester</th>
<th>Minimum out of class time/week</th>
<th>Minimum out of class time/semester</th>
<th>Total instructional time/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Speech-Language Pathology</td>
<td>variable</td>
<td>variable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>variable</td>
</tr>
<tr>
<td>1 Public Health</td>
<td>variable</td>
<td>variable</td>
<td>Not applicable</td>
<td>8400 minutes (140 hours)</td>
<td>8400 minutes (140 hours)</td>
</tr>
<tr>
<td>7 Physical Therapy</td>
<td>variable</td>
<td>variable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>variable</td>
</tr>
<tr>
<td>8</td>
<td>variable</td>
<td>variable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>variable</td>
</tr>
</tbody>
</table>

1 Public health practicum requires a minimum of 140 out-of-class hours over not more than a three semester period.

**Independent/Directed Study:**
In these courses of study, a faculty member interacts regularly with a student to achieve course outcomes. Minimum credit hours are determined by faculty contact time and student outside work time. The faculty member will keep records of meeting times and student work assigned so that instructional hours can be calculated. The total instructional time must match the minimum required in in Table 1.

**Internship/Practica/Clinical Placement:**
In these courses of study, a faculty member interacts regularly with a student to achieve course outcomes, but the actual learning environment is at an approved, off-campus location. The learning
experience involves a site supervisor or preceptor and directed learning occurs outside of a classroom setting. Contact time and student outside work requirements must be established and documented and must match the total minimum instructional time in Table 2. The program director or Assistant Dean for Public Health Practicum is required to keep records of meeting times and student work assigned so that instructional hours can be calculated.

**Online courses:**
These courses are offered entirely online without any on-site, face-to-face meetings. These courses have identical learning outcomes and substance as standard lecture/seminar courses taught on campus. Contact time is satisfied by several means, including: (a) interactive tutorials, (b) discussions moderated by faculty, (c) peer-to-peer discussions monitored by the faculty, (d) virtual study groups and projects. These courses must meet the total minimum instructional and student work time requirements in Table 1.

**Course time lost to official school closings (holidays and inclement weather):**
Refer to SHSP Policy on Replacement of Missed Classes

V. POLICY MANAGEMENT

Responsible Executive: Dean, School of Health Sciences and Practice
Responsible Officer: Vice Dean, School of Health Sciences and Practice
Responsible Office: School of Health Sciences and Practice

**APPROVED:**

Robert W. Amler, M.D., M.B.A.
F.A.A.P., F.A.C.P.M.
Dean and Professor of Public Health, Pediatrics and Environmental Health Science

8/1/2016

Date