



Assignment of Credit Hours

Credit Hour Assignment Policies

All semester / credit hours awarded by RIT must conform with the applicable New York State and Federal regulations, which indicate that:

Codes, Rules and Regulations of the State of New York, Title 8 – Education Department, Chapter II – Regulations of the Commissioner, Subchapter A – Higher and Professional Regulations, Part 50 – General, Section 50.1 (o) stipulates the following: *“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.”*

RIT follows a semester system with fall and spring semesters consisting of a minimum of 14 weeks, with an additional week for exams. Summer terms are typically less than 14 weeks but adhere to the policy in terms of meeting time and the amount of work required. Terms for certain academic programs (for example, accelerated schedules) have been adjusted but nonetheless adhere to the policy in terms of the amount of work required.

The faculty and program administrators are responsible for developing, maintaining and evaluating the curriculum within an academic program. Assignment of credit hours for courses is determined within the program based on faculty expertise and course learning objectives. Existing courses will be evaluated for adherence to the federal credit hour regulation using an annual audit. New courses will, upon review and approval at the program level, be reviewed by the appropriate college Curriculum committee and recommended for approval or denial.

The College Curriculum Committee is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying that the expected student learning for the course meets the credit hour standard.

Approved courses are sent to the Registrar’s Office for inclusion in the University Bulletin. 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, or otherwise notes when course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the appropriate department for correction or explanation.

The following general guidance on the how the credit hour translates to the particular instruction method should be used in developing and approving courses. 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 only.

Lecture and Seminar: Courses with multiple students which meet to engage in various forms of group instruction under the direct supervision of a faculty member.

| Lectures and Seminars: Classroom / Faculty Instruction and Outside Student Work | | | | | |
|--|-------------------------------|---|--|--|---|
| Credits awarded | Minimum contact time per week | Minimum instructional time Total for 14 Weeks (Contact time X Weeks) | Minimum Out of Class Student Work per week | Minimum Out of Class Student Work Total for 14 Weeks (Outside Work X Weeks) | Total of instructional contact time and out of class student work |
| 1 | 55 contact minutes | 770 contact minutes | 110 minutes | 1540 minutes | 2310 minutes (38.5 hours) |
| 2 | 110 contact minutes | 1540 contact minutes | 220 minutes | 3080 minutes | 4620 minutes (77.0 hours) |
| 3 | 165 contact minutes | 2310 contact minutes | 330 minutes | 4620 minutes | 6930 minutes (115.5 hours) |
| 4 | 220 contact minutes | 3080 contact minutes | 440 minutes | 6160 minutes | 9240 minutes (154 hours) |

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

| Laboratory: Classroom / Faculty Instruction and Outside Student Work | | | | | |
|---|-------------------------------|---|--|--|---|
| Credits awarded | Minimum contact time per week | Minimum instructional time Total for 14 Weeks (Contact time X Weeks) | Minimum Out of Class Student Work per week | Minimum Out of Class Student Work Total for 14 Weeks (Outside Work X Weeks) | Total of instructional contact time and out of class student work |
| 1 | 110 contact minutes | 1540 contact minutes | 55 minutes | 770 minutes | 2310 minutes (38.5 hours) |
| 2 | 220 contact minutes | 3080 contact minutes | 110 minutes | 1540 minutes | 4620 minutes (77.0 hours) |
| 3 | 330 contact minutes | 4620 contact minutes | 165 minutes | 2310 minutes | 6930 minutes (115.5 hours) |

| Laboratory: Classroom / Faculty Instruction and Outside Student Work | | | | | |
|---|-------------------------------|---|--|--|---|
| Credits awarded | Minimum contact time per week | Minimum instructional time Total for 14 Weeks (Contact time X Weeks) | Minimum Out of Class Student Work per week | Minimum Out of Class Student Work Total for 14 Weeks (Outside Work X Weeks) | Total of instructional contact time and out of class student work |
| 4 | 440 contact minutes | 6160 contact minutes | 220 minutes | 3080 minutes | 9240 minutes (154 hours) |

Mixed Format (Lecture and Lab; Lecture and Studies): Courses with a mix of lecture and lab or studio under the direct supervision of a faculty member should follow the ratio of contact and outside student work as given in the example below for a 3 credit hour mixed format course:

| Laboratory: Classroom / Faculty Instruction and Outside Student Work | | | | | |
|---|-------------------------------|---|--|--|---|
| Credits awarded | Minimum contact time per week | Minimum instructional time Total for 14 Weeks (Contact time X Weeks) | Minimum Out of Class Student Work per week | Minimum Out of Class Student Work Total for 14 Weeks (Outside Work X Weeks) | Total of instructional contact time and out of class student work |
| 1 (Lecture) | 55 contact minutes | 770 contact minutes | 110 minutes | 1540 minutes | 2310 minutes (38.5 hours) |
| 2 (Lab/Studio) | 220 contact minutes | 3080 contact minutes | 110 minutes | 1540 minutes | 4620 minutes (77.0 hours) |
| 3 Total Credit Hours (in lecture and lab or studio combined) | 275 contact minutes | 3850 contact minutes | 220 minutes | 3080 minutes | 6930 minutes (115.5 hours) |

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

| Clinicals: Classroom / Faculty Instruction and Outside Student Work | | | | | |
|---|-------------------------------|---|--|--|---|
| Credits awarded | Minimum contact time per week | Minimum instructional time Total for 14 Weeks (Contact time X Weeks) | Minimum Out of Class Student Work per week | Minimum Out of Class Student Work Total for 14 Weeks (Outside Work X Weeks) | Total of instructional contact time and out of class student work |
| 1 | 165 contact minutes | 2310 contact minutes | 0 minutes | 0 minutes | 2310 minutes (38.5 hours) |
| 2 | 330 contact minutes | 4620 contact minutes | 0 minutes | 0 minutes | 4620 minutes (77.0 hours) |
| 3 | 495 contact minutes | 6930 contact minutes | 0 minutes | 0 minutes | 6930 minutes (115.5 hours) |
| 4 | 660 contact minutes | 9240 contact minutes | 0 minutes | 0 minutes | 9240 minutes (154 hours) |

Independent Study: Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact. Minimum credit hours are determined based on faculty instructional contact minutes and student outside work time. In all such instances, such courses must 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/Practica/Field Experience: 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 site supervisor or preceptor and directed activity/learning will occur outside of a lecture setting. Contact time and outside student work requirements must be established and documented, and must match the total amount of work using the example above. The faculty member or program director responsible for the experience is required to keep records of amount of supervised work and the amount of outside work assigned so that contact hours can be calculated.

Accelerated Courses: Courses offered outside of a standard 14 week semester in which the credit hours offered are the same as standard semester courses and the content and substantive learning outcomes are the same as those in the standard semester. These courses must meet the total amount of instructional and student work time as the examples above even if delivered within an accelerated time frame.

Online Courses: Courses offered entirely online without any on-site face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture / seminar

course with an alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: a.) regular instruction or interaction with a faculty member once a week for each week the course runs. b.) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

Hybrid Courses: Courses offered in a blended format with 1 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 definitions 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 even if delivered online or asynchronously.