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## Policies & Procedures Memorandum

**Date:** August 2, 2019  
**To:** Chief Academic Officers and Provosts  
**From:** Vivek Upadhyay, University Executive Registrar   
**Subject:** Credit Hour Guidelines

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CUNY adheres to the state and federal guidelines for awarding credit per semester. Below are the state and federal credit hour definitions.

### NYSED – Credit Hour Definition

**Source:** <http://www.nysed.gov/college-university-evaluation/education-law-rules-and-regulations>

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.

### United States Department of Education – Credit Hour Definition

**Source:** <https://ifap.ed.gov/dpccletters/attachments/GEN1106.pdf>

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:

- 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,
- 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.

If there are any questions about this memorandum, please contact me at [our@cuny.edu](mailto:our@cuny.edu).