

GUIDANCE ON CREDIT HOURS

Generally, one credit represents the equivalent of one hour of lecture or recitation or at least two hours of laboratory work each week for one semester or the equivalent in honors study. The number following each course title; e.g., (3), indicates the credits offered for that course.

According to NYSED (NYS Education Department):

Credit means a unit of academic award applicable towards a degree offered by the institution. 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). 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.

*The University at Albany utilizes 55 minutes per credit hour.

How to calculate contact hours for a term/semester:

Number (#) of credits x 55 minutes per week x 15 weeks/ 60 = total hours per semester (inclusive of final exam). Final Exams are two hours long.

| Credit | Total Contact Minutes/week | Total Hours Per Semester (includes two hour final exam) | Total Contact Hours Per Semester (without final exam) |
|---------------|-----------------------------------|--|--|
| 1 | 55 minutes | 13.75 hours | 11.75 hours |
| 2 | 110 minutes | 27.5 hours | 25.5 hours |
| 3 | 165 minutes | 41.25 hours | 39.25 hours |
| 4 | 220 minutes | 55 hours | 53 hours |
| 5 | 275 minutes | 68.75 hours | 66.75 hours |
| 6 | 330 minutes | 82.5 hours | 80.5 hours |
| 7 | 385 minutes | 96.25 hours | 94.25 hours |
| 8 | 440 minutes | 110 hours | 108 hours |
| 9 | 495 minutes | 123.75 hours | 121.75 hours |
| 10 | 550 minutes | 137.5 hours | 135.5 hours |
| 11 | 605 minutes | 151.25 hours | 149.25 hours |
| 12 | 660 minutes | 165 hours | 163 hours |
| 13 | 715 minutes | 178.75 hours | 176.75 hours |
| 14 | 770 minutes | 192.5 hours | 190.5 hours |
| 15 | 825 minutes | 206.25 hours | 204.25 hours |

If there is to be a variance from the State standard, the rationale should be proposed to the College, supported and documented.