

Credit Hour Policy

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:*

1. *One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;*
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.”*

At the College of Staten Island one credit hour will consist of 50 minutes of direct or guided Interaction* plus 100 minutes of independent learning per week during the course of a normal 15-week semester, which includes one week for exams.

Other combinations of time are possible, where appropriate such as a higher proportion of instructional/interactional time for a laboratory or a lower proportion of instructional/interactional time for independent research.

For example:

- Laboratory hours are two contact hours per credit
- Independent Study students are required to spend at least three hours of work per week per credit
- Internship students are expected to spend at least two hours per week per credit at the on-site location and at least one additional hour per week per credit in reading, study, and preparation

**Direct instruction or guided interaction is the amount of time a student is expected to be engaged in direct or guided interaction with an instructor and includes in person and online lectures, seminars, discussions, art design studios, supervised group work, and examinations, and combinations thereof.*

The Credit Hour Policy applies equally to courses of varying credits, duration, and modes of instruction.

Classes may exceed these minimums to ensure students meet course learning goals.

SCHEDULING CONTACT HOUR TEMPLATES: TRADITIONAL, SUMMER AND WINTER SEMESTERS

TRADITIONAL 15 WEEK SEMESTER

- **3 credit course** (3 contact hours X 15 weeks) = 45 contact hours
- **4 credit course** (4 contact hours X 15 weeks) = 60 contact hours

** The above is for lecture hours; Lab hours are 2 contact hours per credit. One "contact hour" is 50 minutes.

WINTER SEMESTER-15 MEETINGS

The session will run for 15 meetings as follows:

- **2 credit courses** will meet 1 hour, and 40 minutes every day for 15 meetings
- **3 credit courses** will meet 2 hours and 30 minutes every day for 15 meetings
- **4 credit courses** will meet 3 hours and 20 minutes every day for 15 meetings

The following are suggested time patterns to follow:

| Two credit courses | Three credit courses | Four credit courses |
|--------------------|----------------------|---------------------|
| 9:30am-11:10am | 9:00am-11:30am | 9:00am-12:20pm |
| 1:00pm-2:40pm | 1:00pm-3:30pm | 1:00pm-4:20pm |
| 6:00pm-7:40pm | 6:00pm-8:30pm | 6:00-9:20pm |

SUMMER SESSION TEMPLATES

The Summer sessions at CSI consist of one eight week session, one first four week session and one second four week session:

EIGHT WEEK SESSION: TWO DAYS/WEEK

Mon/Wed or Tues/Thurs → 15 meetings total

FIRST OR SECOND FOUR WEEK SESSIONS: FOUR DAYS/WEEK

Mon/Tues/Wed/Thurs → 15 meetings total

The summer class meeting times are as follows:

| Session | Beginning Time | Ending Time by Contact Hours | | | | | |
|-----------|----------------|------------------------------|-------|-------|-------|------|------|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| Morning | 9:00 | 9:50 | 10:40 | 11:40 | 12:30 | 1:20 | 2:10 |
| Afternoon | 1:00 | 1:50 | 2:40 | 3:40 | 4:30 | 5:20 | 6:10 |
| Evening | 6:30 | 7:20 | 8:10 | 9:10 | 10:00 | | |