

Webb Institute Policy on Assignment of Credit Hours

All courses taken for credit at Webb Institute which are applied toward completion of degree and certification completion requirements conform to applicable state and federal regulations concerning assignment of credit hours. The following provides information concerning credit hour assignment policies.

1. Credit Hour Definition

New York State:

All credit-bearing degree and certificate programs at Webb Institute are approved by the New York State Education Department (NYSED). Calculations of credit hours for these programs follows NYSED guidelines, which are consistent with the U. S. Department of Education's definition of a credit hour.

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.”

Section 52.2 (c)(4) stipulates: “A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only: (i) when approved by the commissioner as part of a registered curriculum; (ii) when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution; or (iii) in the event of a temporary closure of an institution by the State or local government as a result of a disaster, as defined in section 50.1 (w) of this Title, when the commissioner has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.”

U. S. Department of Education:

Electronic Code of Federal Regulations, Title 34: Education, Part 600–Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A–General, Section 600.2 stipulates the following: “Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is 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 each week 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 (2) At least an equivalent amount of work as required in paragraph (l) 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.”

U. S. Department of Education guidance on Program Integrity regulations related to the credit hour (<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html>) also stipulate: The credit-hour definition does not dictate particular amounts of classroom time versus out-of-class student work. Further note that the definition provides that a credit hour may be for an equivalent amount of work over a different period of time. There is no requirements that a 3-semester hour course meet 3 hours per week during a semester or a 3-quarter-hour course meet 3 hours per week during a quarter. The requirement is that the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter hour. For example, an institution with a semester-based calendar has a graduate seminar for which it awards 3 semester hours. The class meets only one hour per week over a 15-week semester with the students expected to perform a substantial amount of outside research that is the equivalent of 8 or more hours of student work each week of the semester. For purposes of the Federal definition, the institution would be able to award up to 3 semester hours for the course.”

II. Credit Hour Assignment Policies

All semester/credit hours awarded by Webb Institute will conform to the definitions listed above. Therefore, all units of credit awarded will conform to the federal and state definitions. These guidelines are in compliance with policies set forth by the Middle States Commission on Higher Education.

Webb Institute follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks, which includes one week for exams.

The Dean and faculty are responsible for developing, maintaining, and evaluating the curriculum within an academic program, although the Board of Trustees retain final control and approval of the curriculum. Assignment of credit hours are 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 of and approval of the program level, be reviewed by the Dean and a curriculum committee comprised of relevant faculty members and recommended for approval or denial. This 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 College Catalog. The Registrar’s Office reviews the class schedule 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 courses schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the appropriate department for correction or explanation.

The following provides general guidance on how the credit hour translates to the particular instruction method. 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.

Lectures and Seminars: Classroom/Faculty Instruction and Outside Student Work					
Credits Awarded	Minimum Contact time Per week	Minimum Instructional time total for 15 weeks (Contact time X weeks)	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks (Outside work X weeks)	Total of Instructional Contact time and out of class student work
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 contact minutes	1500 contact minutes	200 minutes	3000 minutes	4500 minutes (75.0 hours)
3	150 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 contact minutes	3000 contact minutes	400 minutes	6000 minutes	9000 minutes (150 hours)
5	250 contact Minutes	3750 contact minutes	500 minutes	7500 minutes	11250 minutes (187.5 hours)

Laboratory: Courses with a focus no 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 15 weeks (Contact time X weeks)	Minimum out of class student work per week	Minimum out of class student work total for 15 weeks (Outside work X weeks)	Total of Instructional Contact time and out of class student work
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
2	100 contact minutes	1500 contact minutes	200 minutes	3000 minutes	4500 minutes (75.0 hours)
3	150 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)
4	200 contact minutes	3000 contact minutes	400 minutes	6000 minutes	9000 minutes (150 hours)

Senior Thesis: Course 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.