

# CHRISTIE'S

EDUCATION | NEW YORK

## CREDIT HOUR POLICY

Assignment of credits and scheduling for Christie's Education's academic programs is guided by the Credit Hour Policy. All courses and credit assignments at Christie's Education are approved by the program faculty, by the faculty's curriculum committee, by the Academic Director under the authority of the Board of Directors of Christie's Education, and by the New York State Education Department, to assure that the credit hours awarded are appropriate to Christie's Education policy and that the student learning outcomes and course requirements accurately reflect the amount of credit to be awarded for each course.

### DEFINITION OF CREDIT HOURS

Christie's Education policies and regulations in regard to credit hours adhere to all guidelines of the New York State Education Department (NYSED), whose guidelines, in turn, adhere to all guidelines of the United States Department of Education (USDE). All courses and programs are submitted to and approved by the NYSED. Official Christie's Education guidelines for the assignment of credit hours are as follows, and are available online at the Christie's Education website.

The New York State Board of Regents requires its members to adhere to the U.S. Department of Education definition of a "credit hour."

*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 ... 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 (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.

*\*Christie's Education's credit-bearing academic programs are scheduled on quarter calendars*

### STATEMENT OF POLICY

In accordance with federal guidelines set forth in the U.S. Department of Education definition of a "credit hour," Christie's Education defines one quarter credit hour as approximately equivalent to a minimum of one scheduled hour of classroom instruction with a minimum of two hours of out-of-classroom study each week per credit hour over a Christie's Education ten-week term of study.

Christie's Education's definition of a credit hour is applied in the following manner:

***Lecture or seminar:*** 1 credit of a lecture or seminar course equals the equivalent of a minimum of 1 hour of scheduled class time and two hours of out-of-classroom study each week over the course of a ten-week term.

***Internships:*** 1 credit of an internship is equivalent to a minimum of 30 hours of a supervised curricular internship over the course of a ten-week term

***Thesis / Capstone Project / Independent Study:*** 1 credit is equivalent to a minimum of 6 hours per week over the course of a ten-week term.

#### **POLICY REVIEW**

Christie's Education will periodically review the application of this credit-hour policy across the institution to ensure that credit hour assignments are accurate, reliable, appropriate to the graduate-degree level and that they conform to commonly accepted practices in higher education, as well as to regulatory guidelines.