PURPOSE OF THIS POLICY

The purpose of this policy is to establish the principles and procedures by which Schools of New York University (“NYU”) assign time-based credit hours to academic courses.

SCOPE OF THIS POLICY

This policy applies to all Schools of NYU, which includes for purposes of this policy each NYU school, college or institute that functions similarly to a school or college [such as Institute for Fine Arts (IFA), Institute for the Study of the Ancient World (ISAW), Courant Institute of Mathematical Sciences], interschool units [such as the Center for Urban Science and Progress (CUSP)], each NYU comprehensive campus (such as New York, Abu Dhabi and Shanghai) and NYU’s Global Network University sites, to the extent that it creates a course and proposes assignment of credit for that course.

POLICY STATEMENT

As part of NYU’s commitment to providing the best educational experience possible for our students, and to ensure compliance with applicable academic accreditation standards and legal requirements, each School of NYU must assure that it has clear procedures and that it maintains appropriate records with respect to assigning an appropriate number of credit hours per course based on the criteria set forth in this policy.

Maintaining appropriate procedures for establishing course credits has critical importance, including: for students’ progress toward their degrees; for students who transfer between institutions who seek to maximize the likelihood that credits will be accepted by their new academic homes; for facilitating school credit hour review in connection with NYU’s internal review and approval of programs at the graduate and undergraduate levels, including review by the Graduate Commission, the Undergraduate Curriculum Advisory Committee, and the Office of Academic Program Review; and for meeting requirements of governmental and accrediting agencies, including the U.S. Department of Education, the Middle States Commission on Higher Education, and the New York State Education Department.

PROCEDURES FOR IMPLEMENTATION

Each School Dean is responsible for assuring that his or her School establishes, maintains, and follows appropriate procedures and protocols for assigning credit hours. The procedures and protocols must meet these minimum guidelines:

- Each School must maintain procedures, written and web-accessible, pertaining to the assignment of credit hours for all courses offered, regardless of the format or modality of
instruction. This includes but is not limited to traditional lectures, individual voice or music instruction, on-line courses, and any other offering that can result in earning credit.

- Each School must document that its procedures provide for the assignment of credit hours for each course the School offers based on the following criteria:
  
  o Stated objectives for student learning, including (but not limited to) acquisition of content knowledge, key competencies (such as skill in oral or written communication), or analytic reasoning skills;
  
  o Hours of instruction proposed for the course; and
  
  o Hours of supplementary assignments and student effort that are anticipated to take place outside the classroom. Hours of anticipated student effort outside the classroom can include estimated time spent on reading, writing, laboratory or studio assignments, preparation for examinations, etc.

- Each School must maintain an annual record of reviews of proposed new courses. Records should include the outcome of the reviews, including the proportion of courses approved versus returned for revision and resubmission and the mean and range of credits assigned to new courses.

- Schools also must maintain records of all actions recommended and taken to maintain high standards for instruction and student learning at the course level, consistent with School policy. This may include minutes from School committees charged with support for instruction at the graduate and undergraduate levels, resolutions passed through faculty meetings on guidelines and policies for monitoring the quality and range of course offerings, and the like.

DEFINITIONS

1. “NYU” includes the schools, colleges, institutes, and other administrative units of NYU, NYU’s Global Network University sites, and all University Affiliates, as each term is defined in NYU’s Policy on Policies.

2. “School” means each NYU school, college or institute that functions similarly to a school or college (such as IFA, ISAW, Courant Institute), interschool units (such as CUSP), each NYU comprehensive campus (such as New York, Abu Dhabi and Shanghai), and NYU’s Global Network University sites to the extent that it creates a course and proposes assignment of credit for that course.

3. “School Dean” means the dean, or his or her designee, of each NYU school and college, the director of each NYU institute that functions similarly to a school or college (such as IFA, ISAW, Courant Institute), interschool units (such as CUSP), and the Vice Chancellor of each NYU comprehensive campus (such as New York and Abu Dhabi).