



## NEW YORK UNIVERSITY

A private university in the public service

### Office of the Provost

Elmer Holmes Bobst Library  
70 Washington Square South, Room 1221  
New York, New York 10012-1091  
Telephone: 212 998 3077  
Facsimile: 212 995 3190  
david.mclaughlin@nyu.edu

**David W. McLaughlin** *Provost*

December 11, 2013

Memorandum to: Raghu Sundaram  
Chairperson, Faculty Senators Council, AY2013-14

From: David W. McLaughlin, Provost 

Subject: Policy on Assigning Course Credit Hours

As part of NYU's institutional compliance with the terms of the Federal student financial aid program authorized under Title IV of the Higher Education Act (so-called Title IV program), the Provost's Office developed a new "Policy on Assigning Course Credit Hours." The policy was prepared in conjunction with the ongoing Middle States accreditation and self-study process, an extensive effort to which many faculty from across the University contributed.

The Middle States Commission on Higher Education (MSCHE) is required to verify that we adhere to Title IV requirements, including established standards for awarding credit hours to courses and the publication on our website of the process for awarding credit hours. MSCHE typically asks for this verification in the same year the institution is asked to submit its self-study; the deadline for our posting this policy is January 13, 2014.

To address Federal requirements, the Provost's Office began the process by issuing a Provost's memo to deans and directors about administrative procedures. It subsequently became clear that a "university policy" is to be posted. To meet these requirements at this time and in advance of the deadline, the attached "Policy on Assigning Course Credit Hours" was posted at [University Policies and Guidelines](#) among the policies on "Academic Affairs and Faculty."

At this time, we seek your advice in finalizing the policy. We appreciate that the FSC will not have time to review the policy prior to the Federal deadline, but we would later welcome FSC comments if the FSC wishes to review the policy. Pending the FSC's decision to review the policy and any review the FSC may undertake, the policy is marked "Interim, pending review by the Faculty Senators Council." In your review, please note that the policy implements and is shaped by federal regulations.

In addition, we invite FSC to recommend whether the Policy should be incorporated (by link) into the Faculty Handbook.

I look forward to hearing from the FSC. Please let us know if you have any questions or concerns that we can address to help facilitate your review. Please consult directly with Vice Provost Cybele Raver or Assistant Provost Russ Hamberger, who developed the policy.

Cc: Awam Amkpa, FSC Vice Chairperson  
Charlton McIlwain, FSC Secretary  
Ted Magder, Immediate Past FSC Chair  
Michael Dinwiddie, FSC Educational Policies Committee Chair  
Bonnie Brier, Senior Vice President, General Counsel and Secretary  
Carol Morrow, Associate Provost for Academic Operations Planning  
Cybele Raver, Vice Provost for Research and Faculty Affairs  
Barnett Hamberger, Assistant Provost for Academic Program Review

Attachment

**Title:** Policy On Assigning Course Credit Hours  
**Effective Date:** December 11, 2013 (*Interim, pending review by the Faculty Senators Council*)  
**Responsible Authority:** Provost  
**Responsible Officer:** Vice Provost for Research and Faculty Affairs

## **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:
  - 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;
  - Hours of instruction proposed for the course; and
  - 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).