



Credit Hour Assignment Policy

Bank Street Graduate School of Education degree and certificate programs are approved by the New York State Education Department (NYSED). The GSE's credit hour calculations for degree and certificate programs follow NYSED guidelines, which are based on the U.S. Department of Education's definition of credit hour.

NYSED – Credit Hour Definition

All courses and degree programs at Bank Street Graduate School of Education comply with Section 50.1 of the New York State Commissioner of Education Regulations:

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. (Source: <http://www.highered.nysed.gov/ocue/50.1.htm>)

Academic Periods

Four-semester academic year with 14 sessions over 15 calendar weeks in the fall and spring, and two summer semesters each of approximately 5 weeks in duration.

Three-semester academic year with 14 sessions over 15 calendar weeks in the fall and spring, and one summer semester of approximately 11 weeks in duration.

Calculating Instructional Hours

Credit Load	Instructional Hours
3 credit courses	37.5 hours of instructional time are required. This time is not inclusive of the time students will spend on readings and assignments.
2 credit courses	28 hours of instructional time are required. This time is not inclusive of the time students will spend on readings and assignments.

1 credit courses	12.5 hours of asynchronous instructional time are required. This time is not inclusive of the time students will spend on readings and assignments.
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If the published schedule does not total to the credit hours outlined above, then the additional asynchronous instructional hours **must be described on the syllabus**. As many variations are possible according to the number of credits of the course, the semester the course runs, and/or the course and program structure, **instructors are responsible** for:

- Calculating the total number of synchronous hours on the schedule for their course each term.
- Calculating the total amount, if any, of additional asynchronous time required according to the credit load of their course each term.
- As needed, documenting on the syllabus how students will engage in asynchronous learning activities that total any required asynchronous hours required each term.

Recommended time on assignments and readings

In keeping with NYSED requirements, out-of-class non-instructional time (time on assignments and readings) should total approximately twice the number of instructional hours required for each course.