

## Definition of Course Credit by Hours

The determination of course credit within each school or college of the university is informed by **New Jersey Administrative Code Title 9A Sub-Chapter 1 General Standards: 1.2**

### Definitions:

"Semester credit hour" means 150 minutes of academic work each week for 15 weeks in one semester, which is typically accomplished by a minimum of 50 minutes of face-to-face class activity each week complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length) but may also be accomplished through an equivalent amount of academic work, which may include additional class time, laboratory work, internships, practical studio work, and other forms of academic work.<sup>1</sup>

At NJIT, the New Jersey Code establishes the minimum for credit hour assignment.

### UNITS OF CREDIT

A. The course credit shall be the academic currency to be used in all schools and colleges of NJIT in measuring a student's progress towards a degree and shall be the official unit of record.

B. The number of credits granted a student for any course at NJIT shall be determined by the college or school, authorizing the course and approved by the Committee on Undergraduate Education (CUE) or the Committee on Graduate Education (CGE), as appropriate to the course level. The credit value of a course shall be assigned on the basis of the estimated amount of time a median student can be expected to devote to the course, at the rate of three hours a week per credit, including time in class, in laboratory, in conference with the teacher, or in reading, writing and preparing for class.

C. Within NJIT, credits are consistently assigned based on a combination of classroom time and outside effort. They apply equally to all schools and colleges. Two exceptions currently apply: 1) Lab work requires more hands on experience than lecture classes. Therefore, for laboratories, NJIT assigns one credit hour for a minimum of two hours (100 minutes) of class time plus 50 minutes of homework time. 2) Studio courses in the College of Architecture and Design require building and design in the studio. They follow the laboratory credit assignment practice with a minimum of two class time hours (100 minutes) plus 50 minutes of homework per credit hour; 3) Preparatory courses where significant remedial work is required may also exceed the normal NJIT effort per credit hour.

### Minimum Minutes per Credit Hour

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<sup>1</sup> [NEW JERSEY ADMINISTRATIVE CODE TITLE 9A - HIGHER EDUCATION](#) New Jersey Secretary of Higher Education CHAPTER 1. LICENSURE RULES (amendments effective 10/17/16), p. 5.

Number of credit hours	Number of Meetings per Week	Number of Minutes per Meeting
1	1	50
	2	25
3	1	150
	2	75
4	1	200
	2	100

Assigning credit hours for online and hybrid courses constitutes a special case. The approval process, involving CUE and CGE is the same as for face-to-face courses.

- a. The course syllabus for all online and hybrid courses must document that the course covers the same amount and type of material that would be expected if the class were a traditional face-to-face course. Clear documentation includes the course objectives, the course topics, and the stated expectations for readings, projects, and other assignments in addition to the stated learning outcomes. This should be stated for each week of the course. It is the responsibility of departmental faculty teaching in an online or hybrid environment to assure that the course content delivered is commensurate with the comparable face-to-face course. If there no comparable face-to-face course exists, content is compared to what the face-to-face course would look like.
- b. During the planning and development of an online or hybrid course, faculty estimate the time a typical student will spend interacting with the course content. This should be equivalent to the number of contact hours normally expected in a campus-based course, and should be documented in the course syllabus. Hours for completing homework assignments, working on projects, studying for examinations, etc., should be considered outside the contact hour requirements for the course. (See item d.)
- c. Faculty are encouraged to determine class attendance and participation by the evaluation of student contributions in scheduled online discussions, required interaction with the faculty as well as other classmates, and the timely submission of class assignments rather than simply by the number of logins provided in the statistics measured by the course management system.
- d. Time spent on course related work is assessed based on required assignments, work on projects, assigned reading, expected study time, and other course activities in a manner consistent with the process followed for 'face-to-face' courses.