Albert Einstein College of Medicine

Graduate Course Credit Hour Calculation Procedure (GRAD)

I. Purpose

This Procedure establishes the institutional method for calculating course credit hours based on scheduled in-class instructional time for graduate courses offered as part of the graduate curriculum of the Graduate Programs in the Biomedical Sciences ("Graduate Division") of Albert Einstein College of Medicine.

This document pertains to Middle States Commission on Higher Education (MSCHE) Standard III (Design and Delivery of the Student Learning Experience), criterion 3.1.

II. Scope

This Procedure applies to graduate courses and to the faculty, staff, and academic administrators who calculate, review, approve, or record course credit values.

III. Procedure

Faculty, staff, and/or academic administrators must calculate graduate course credit hours using scheduled in-class minutes, the number of class meetings per week, and the number of weeks the course meets. The method applies to in-person, hybrid and virtual graduate courses.

The course leader confirms the meeting schedule of their course. The registrar calculates the course credits based on the total amount of in-class or face-to-face contact time as confirmed on the schedule.

Graduate course credit hours are recalculated if there is a change in the scheduled in-class instructional time, i.e., the number of weeks, a change in the length of time for meeting sessions, or number of meeting sessions per week.

Calculations are made using the following sequence for in-class instructional time:

Step 1. Determine weekly instructional minutes (X) by multiplying minutes per session by the number of class meetings per week.

Step 2. Multiply X by the number of weeks the course meets to calculate the total number of instructional minutes (Y).

Step 3. Convert instructional minutes into instructional hours (Z) by dividing Y by 50.

Step 4. Determine the course credit value by dividing Z by 15 and rounding that value to the nearest quarter-credit increment: .25, .50, .75, or a whole-credit value.

Final authority of credit values is determined and recorded by the Registrar.

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IV. Definitions

Credit hour: A unit assigned after 15 contact hours have been calculated for the course. Fifty minutes of in-class time equals one contact hour.

V. Effective Date

Effective as of: 31 July 2026

History:

2 Sep 2026: Added MSCHE references.
31 Jul 2026: Initial publication.

VI. Policy Management and Responsibilities

The Graduate Division of Biomedical Sciences (Graduate Office) is the Responsible Office under this Procedure. The associate dean for graduate programs is the responsible officer for the management of this Procedure. The vice dean for education is the responsible executive for this Procedure.

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