



Volume 2: Volume Title: Academic Affairs

Chapter 2: Chapter Title: Academic Credit

Section 1: Policy Name: Semester Length, Credit Hour, and Instructional Time Equivalencies

Approval Authority: President

Interpreting and Implementing Authority: Vice President for Academic Affairs

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Semester Length, Credit Hour, and Instructional Time Equivalencies

Policy Statement

The Middle States Commission on Higher Education, in its Credit Hour Policy, requires institutions to verify compliance with Credit Hour regulations. Manhattanville College complies with U.S. Department of Education and Middle States Commission of Higher Education (MSCHE) regulations pertaining to degree requirements and Credit Hours.

Entities Affected by the Policy

Students and faculty

Policy Background

College is in compliance with the 34 CFR Section 600.2 as well as the MSCHE regulations pertaining to degree requirements and Credit Hours.

Policy Procedures

Minimum Credit Hours for degree completion

- Undergraduate degrees require the successful completion of a minimum of 120 Credit Hours.
- Master of Fine Arts degree in the School of Arts and Sciences requires the successful completion of 36 Credit Hours.
- Master of Arts in Teaching and Masters of Professional Studies require the successful completion of 35 to 49 Credit Hours, depending on which certificate chosen.
- Advanced certificate programs leading to a college recommendation for certification, including the Professional Diploma in Education Leadership, require the successful completion of 11 to 36 Credit Hours.
- Master of Education Studies, not leading to certification, requires the successful completion of 30 Credit Hours.
- Doctor of Education requires the successful completion of 59 Credit Hours.

Minimum Semester Length

- All formats, including traditional semester-length classes and the accelerated and summer formats, must comply with the Credit Hour definition.
- Undergraduate – School of Arts and Sciences
 - Fall, spring and summer semesters.
 - Fall and Spring semester are fifteen (15) weeks in length.
 - Summer semester is five weeks.
- School of Business (MSB)
 - Accelerated undergraduate degree completion program works on seven week “modules.”
 - Two seven-week modules in each (regular) 15 week semester (fall, spring and summer).
 - Each accelerated class meets once a week and has a full day session on Saturday; also additional hours of equivalent instructional activities required.
- MSB graduate degree programs require the successful completion of 36 to 39 Credit Hours, depending on which MS degree is chosen.
 - Two graduate programs meet in three traditional terms, e.g., Sports Business Management and Finance.
 - Four graduate programs are offered in a weekend intensive format that includes fall, spring, summer and a full winter term, e.g., Business Leadership, Human Resource Management and Organizational Effectiveness, International Management, and Marketing Communication Management
- School of Education
 - Fall, winter, spring, and summer semesters.
 - Fall and spring semesters are fifteen (15) weeks.

- Summer semester is between five and ten weeks.
- Winter semester is three weeks.

Course Credit Hour Assessment

- All new courses are vetted by the appropriate curriculum committees (School of Arts and Sciences, School of Education, School of Business) to ensure requirements meet with Credit Hour regulations.
- Existing courses are reviewed periodically by the School Deans, Office of the Registrar, and assessment committees to ensure that the work load is consistent with the potential Credit Hours to be earned.
- Approval for online courses requires approval of not only the appropriate School Curriculum Committee but also the Vice President for Academic Affairs.

Manhattanville College Course Delivery and Levels of Synchronicity Methods

Delivery Method:

1. Onsite
 - All classes meet at a site (can be a combination of campus and another site – ex. Clinical Rotation or Student Teaching)
2. Hybrid
 - Reduced number of face-to-face meetings. Blends online and face-to-face meetings. Hybrid courses will have meeting dates onsite.
3. Online
 - All content is delivered online. There are no required face-to-face meetings.

Levels of Synchronicity:

1. Completely Synchronous
 - Regardless of whether the faculty member and students are in the same location or are online, they have at least 45 hours together *at the same time* (in real time) for a 3 credit lecture or seminar course.
2. At least 50% synchronous
 - Regardless of whether the faculty member and students are in the same location or are online, they have at least 22.5 hours but less than 45 hours together *at the same time* (in real time) for a 3 credit lecture or seminar course.
3. Less than 50% synchronous
 - Regardless of whether the faculty member and students are in the same location or are online, they have more than 0 but less than 22.5 together *at the same time* (in real time) for a 3 credit lecture or seminar course.
4. Completely Asynchronous
 - Faculty member and students have no (real time) together. This would be a pure online section with no (real time) meetings.

Definitions

The U.S. Department of Education, at 34 CFR Section 600.2, defines “Credit Hour” as: “...an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,

(2) at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of Credit Hours.”

Accelerated

- 3 hours per week over 8 week format, plus additional hours of equivalent instructional activities. 135 total hours for three credits.
- The Masters programs in the School of Education under the JUMP START format offer 3 credit courses for 7.5 hours (of 50 minutes) per week for 5 weeks in Spring semester, for a total of 45 Credit Hours (of 60 minutes.) School of Education also offers intensive courses meeting six times for 7.5 hours per meeting.

Clinical

- 1 credit per 60 hours of clinical contact

Credit Hour

- Unit measure of instruction for awarding credit.
- Equivalent to one hour of classroom instruction (50 minutes) with a normal expectation of two hours of outside study for each class session. Typically, a three-semester Credit Hour course meeting for 45 total hours over 15 weeks requires 90 total hours of out of class academic engagement.
- College adheres to the federal standard of a total expectation of 45 total learning hours (15 hours for every 1 Credit Hour earned) in a semester regardless of time frame of delivery.

Field Experience

- SOE:
 - Activities that place certification candidates in contact with K-12 students, schools, and/or communities, in diverse settings prior to student or supervised teaching.
 - Total of 100 hours across a Master's degree or Advanced Certificate program leading to initial certification. Courses have a rubric, which is completed by the course instructor, verifying that hours have been completed. Rubric collected and reviewed by the Associate Dean for Accreditation.

Independent Study

- Credits vary; contact hours will vary based upon program and or program requirements and will meet minimum Credit Hour requirements. All independent studies will require regular meetings.
- MSB
 - Students must work with their professor who designs the independent study syllabus in line with the MSB guidelines and Manhattanville College policies regarding Credit Hours. MSB Independent Study requires review and approval by the Dean.
- SAS
 - Students must work with their professor who designs the syllabus in line with departmental, SAS Guidelines, and Manhattanville College policies regarding credit hours. SAS Independent Study requires review and approval by the Dean.
- SOE
 - Require a fixed meeting time with a fixed number of minimum hours as specified on the "Independent Study Contract," which is completed by the instructor, signed by the student and the instructor, and approved by the SOE Associate Dean for Graduate Programs.

Internship

- MSB
 - 3 credits, 45 hours in field per credit. MSB internships require review and approval by the MSB Dean's office. Internships are graded by a faculty supervisor on a pass/fail basis against the requirements of the internship.
- SAS
 - 1-6 credits, 45 hours in field per credit.
 - SAS students must work with their professor who designs the syllabus in line with departmental, SAS Guidelines, and Manhattanville College policies regarding Credit Hours. SAS internships require review and approval by the Dean and the College Career Development office.
- SOE

- Educational Leadership - 200 hours of fieldwork/instructor; equivalent to 2 credits; minimum of two semesters.
- Meets the NYS ED mandated minimum number of hours totaling 400, including a school and/or a district based internship and a community-based internship.
- Attend seminar meetings at regularly scheduled times requiring 30 Credit Hours; 25 clock hours in-seat, as required by NYS ED per semester.
- Maintain a Time Log; submitted at the completion of each internship; and signed at regular intervals by the cooperating K-12 building or district administrator.
- Maintain a Journal in the form of a written narrative of their experiences throughout the internship. Daily and hourly personal account of the Intern's reflections, beginning when the first hour is logged.
- Maintain a Portfolio incorporating "additional required school building leader/school district leader activities," including but not limited to: two on-site meetings with the College Internship Supervisor, at least two classroom observations of full instructional periods, planning, implementing, and evaluating a professional development session, facilitating a faculty meeting, participating in a CSE or CPSE meeting, and attending at least one School Board meeting.
- Time logs, Journals, and Portfolio are collected, reviewed, and evaluated by the Internship Coordinator and the faculty mentor for the internship.

Lab

- 1 credit, 2-4 hours per week (depending on the program) with 2 or more hours of student prep time per week over 15 week format

Lecture/Seminar

- 3 credits, 1 hour of classroom instruction and two hours of outside study per credit (45 total hours per credit with 90 total hours of out of class academic engagement equaling 135 total hours for three credits) over 15 week format.
- SOE
 - 45 hours (or minutes as per NYS ED) of face-to-face contact for in-person courses and the equivalent for hybrid and online courses. This equals 2.5 hours per week, in one or two meetings, for a total of 15 weeks.

Online

- Refer to calculating Credit Hours for synchronous and asynchronous environments

Student Teaching

- 12 credits per semester, 640 hours of total student teaching. 14 weeks, 6 hours per day/5 days per week of presence in K-12 classrooms and a weekly seminar of 15 weeks

Studio

- 3 credits, 50 minute clock hours (60 total hours) over 15 week format

Thesis or Dissertation

- Credits vary; contact hours will vary based upon program and or program requirements and will meet minimum Credit Hour requirements. All dissertation and thesis supervisions will require regular meetings.
- MSB:
 - Thesis/final project - five graduate programs require a final project.
 - Students submit and have approved, in advance, a formal final project proposal following accepted academic writing standards. A Final Project Advisor guides students through the early stages of the final project, including the development of a formal thesis proposition. A dedicated part time writing assistant works one-on-one with students.
 - Students with 18 credits or more are required to attend a two-part final project workshop. Part one focuses on the identification and development of an effective final project proposition: part two provides support on how to do quality scholarly research and how to follow accepted citation guidelines to meet the rigorous requirements established for the final project.
 - All final projects require review and final sign off by the MSB Dean's office.
- SAS
 - Thesis - Students work with their professor who designs the syllabus in line with departmental, SAS Guidelines, and Manhattanville College policies regarding Credit Hours. SAS thesis work requires review and approval by the Dean.
- SOE
 - Dissertation - Contact hours will vary based upon program requirements and will meet minimum Credit Hour requirements. All dissertation supervisions will require regular meetings.

Responsibilities

Academic Policy Committee

- Responsible for reviewing, vetting, and approving proposed course curriculum that affects two or more schools or the College as a whole. This review ensures compliance with 34 CFR Section 600.2 as well as the MSCHE regulations pertaining to degree requirements and Credit Hours.

College Curriculum Committees and School Curriculum Committees

Responsible for reviewing, vetting, and approving proposed course curriculum. This review ensures compliance with 34 CFR Section 600.2 as well as the MSCHE regulations pertaining to degree requirements and Credit Hours.

Registrar

- Responsible for monitoring compliance with 34CFR Section 600.2 as well as the MSCHE regulations pertaining to degree requirements and Credit Hours.

SOE Chairs Council

- Reviews and approves new courses, new programs, changes in the number of credits for a course, and substantive revisions of course content (whether or not leading to a change in course title and number.) All proposals to the Council must include a rationale and a syllabus using the SOE syllabus template, which requires inclusion of weighted assignments, readings, alignment with relevant standards, (requested or revised) credit hours, a course schedule, and other policies that affect course grading. Subsequent to approval by Chairs, new and/or revised courses are also presented to the SOE Faculty as a “committee of the whole,” for final oversight
- Council consists of five full-time faculty department chairs, three Associate Deans, and the Dean.

College Curriculum Committees and School Curriculum Committees

Responsible for reviewing, vetting, and approving proposed course curriculum. This review ensures compliance with 34 CFR Section 600.2 as well as the MSCHE regulations pertaining to degree requirements and Credit Hours.

Vice President of Academic Affairs

- Responsible for ensuring compliance with 34CFR Section 600.2, MSCHE regulations pertaining to degree requirements and Credit Hours, and this policy.

Violations of the Policy

Violations of this Policy will be handled in accordance with existing College policies.

Interpreting and Implementing Authority

Vice President of Academic Affairs

Statutory or Regulatory References

U.S. Department of Education, at 34 CFR Section 600.2

Policy Adoption Review and Approval Authority

Recommended approval by President's Cabinet on July 19, 2016
Approved by President on July 19, 2016