

Le Moyne College Credit Hour Policy

All courses taken for credit at Le Moyne College and applied toward the completion of degree or certificate completion requirements conform to the New York State Education Department (NYSED) and Federal Regulations concerning the assignment of credit (semester) hours. The following includes information regarding Le Moyne College's credit hour assignment policies.

Credit Hour Assignment:

Le Moyne College complies with New York State Education Department (NYSED) and Federal Regulations credit (semester) hour standard as follows for fall and spring semesters: One semester credit is equivalent to one period of lecture (50 minutes) and two hours of student preparation for fifteen weeks per semester. Students receive an additional 150 minutes of contact time during the sixteenth week, Le Moyne College's final examination week, which presents opportunities for presentations, examinations, projects, etc. that support a student's learning experiences. It is recognized that such a unit measures only a portion of a full learning experience, based upon formally structured and informal interactions among faculty and students. Other academic activities, including online, hybrid, labs, studio work, practica, internships, etc., are expected to complete the equivalent amount of work as specified above for lecture-based courses. Courses offered over a condensed time frame, such as J-mester, May-mester, Summer I, Summer II, or Summer III sessions, or in an online format meet the required 37.5 contact hours with additional out-of-class time expectations. Every Le Moyne College course and program of study has defined student learning outcomes. The intended expectations for the outcome of students' learning achievements remain as they would during regular, condensed timeframes, and virtually-delivered courses, regardless of the mode of course delivery. These are monitored and approved by the Le Moyne College Curriculum Committee. Each condensed and online course syllabus must show conformance and equivalency in course content with a supporting full 15-week syllabus offered in a traditional classroom setting in order for a course to be approved.

The Curriculum Committee follows this credit hour policy during their review and approval process for all proposed courses and curricula. The Curriculum Committee certifies that the expected student learning for the course corresponds with the following credit (semester) hour standards:

"Credit (Semester) Hour" as defined by the U.S. Department of Education:

"...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 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."*

“Credit (Semester) Hour” as defined by the New York State Department of Education:

The Regulations of the New York State Commissioner of Education defines a semester hour in NYS Regulation CR 50.1 (o) as follows:

NYS Regulation CR 50.1 (o) 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.

Middle States “Credit (Semester) Hour” Policy:

Le Moyne College is accredited by the Middle States Commission on Higher Education and therefore comply with the MSCHE credit hour policy (2012). To review this policy, please visit: <http://www.msche.org/documents/CreditHourPolicyRev112012.pdf>.

Le Moyne College Lab course:

A typical lab course will meet for three hours per week. Additional credit may be assigned to the “lecture” portion/section of a course to compensate for the fact that no credit is given for a “lab” portion/section. For example, instead of a 3 credit BIO lecture and a 1 credit BIO lab, the sections may be recorded as a 4 credit hour lecture and a 0 credit hour lab.

Le Moyne College Internship course:

Internship courses must be approved by the sponsoring department faculty member, the Department Chair, and the Dean as well as agreed upon by the student. Each Internship course must include a syllabus following credit hour guidelines. Syllabi demonstrate, that at the course level, the requirements for expected time on task meet the requirements of NYS Regulation CR 50.1 (o); that all work for credit is college-level, and of appropriate rigor; and that credit will be granted only to students who have achieved the stated learning objectives.

Le Moyne College Independent Study:

Independent Study courses must be approved by the sponsoring department faculty member, the Department Chair, and the Dean as well as agreed upon by the student. Each Independent Study course proposal must include a syllabus following credit hour guidelines. Syllabi demonstrate, that at the course level, the requirements for expected time on task meet the requirements of NYS Regulation CR 50.1 (o); that all work for credit is college-level, and of appropriate rigor; and that credit will be granted only to students who have achieved the stated learning objectives.

Le Moyne College Condensed Courses:

Condensed courses must be approved by Le Moyne College’s Curriculum Committee. Condensed courses submitted for approval to the Curriculum Committee must show equivalency with traditional classroom course offerings. To demonstrate this equivalency, a sample syllabus for the 15-week classroom-based version of a course is required to be submitted to the Curriculum Committee along with the syllabus for the course in the proposed condensed format. Syllabi must demonstrate, that at the course level, the requirements for expected time on task meet the requirements of NYS Regulation CR 50.1 (o); that all work for credit is college-level, and of appropriate rigor; and that credit will be granted only to students who have achieved the stated learning objectives.

Le Moyne College Distance Education Courses:

Distance education courses must be approved by Le Moyne College’s Curriculum Committee. Online and hybrid courses submitted for approval to the Curriculum Committee must show equivalency with traditional classroom course offerings. To demonstrate this equivalency, a sample syllabus for the 15-week classroom-based version of a course is required to be submitted to the Curriculum Committee along with the syllabus for the course in the proposed condensed format. Syllabi must demonstrate, that at the course level, the requirements for expected time on task meet the requirements of NYS Regulation CR 50.1 (o); that all work for credit is college-level, and of appropriate rigor; and that credit will be granted only to students who have achieved the stated learning objectives.

Le Moyne College Typical Course Schedule:

Le Moyne College requires all departments to submit a schedule grid following the approved times listed below. A typical 50 minute course will meet three times a week. A typical 75 minute course will meet two times a week for 15 weeks. An additional week is scheduled for final exams.

M/W/F	T/TH
Block 1: MW/MF/WF 8:00-9:15 MWF 8:00-8:50 MWF 8:30-9:20	T/TH 8:30-9:45
Block 2: MW / MF / WF 9:30-10:45 MWF 9:30-10:20 MWF 10:00-10:50	T/TH 10:00-11:15
Block 3: MWF 11:00-11:50	T/TH 11:30-12:45
Block 4: MWF 12:00-12:50	
Block 5: MW/MF/WF 1:00-2:15 MWF 1:00-1:50	T/TH 1:00-2:15
Block 6: MW/MF/WF 2:30-3:45 MWF 2:30-3:20 MWF 4:30-3:50	T/TH 2:30-3:45
Block 7: MW/MF/WF 4:00-5:15 MWF 4:00-4:50 MWF 4:30-5:20	T/TH 4:00-5:15 T/TH 4:00-7:00

M/W Evenings	T/TH Evenings
MW 5:30-6:45	T/TH 5:30-6:45
MW 7:00-8:15	T/TH 7:00-8:15
M 5:30-8:30	T 5:30-8:30

W 5:30-8:30	TH 5:30-8:30
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Le Moyne College Graduation and Degrees Awarded:

Undergraduate Degree Programs:

All Le Moyne College undergraduate Bachelor's degree programs require students to complete a minimum of 120 credit hours. Some degree programs may require more than 120 credit hours due to additional course and degree requirements.

Graduate Degree Programs:

All students enrolled in a Le Moyne College graduate degree program are required to complete the required credit hours as specified by the program of study. Graduate degree programs require a minimum of 30 credit hours.

Graduation:

All credit hours are verified when the degree is conferred by Le Moyne College's Registrar's Office.