

Millersville University

Credit Policies

Credit and Time Requirements

NASM Handbook 2012-13

Standard III.A.2.:

Awarding Credit

- a. Credit shall be awarded consistently according to the published credit policies of the institution and in compliance with NASM standards. Institutional policies shall establish the credit hour in terms of time and achievement required. The minimum time requirement shall be consistent with or reasonably approximate the following: (1) a semester hour of credit represents at least three hours of work each week, on average, for a period of fifteen to sixteen weeks, (2) a quarter hour of credit represents at least three hours of work each week for a period of ten or eleven weeks. Credit for other kinds of academic requirements or offerings that are in different formats, use different modes of delivery, or that are structured to take a different amount of time is computed on the same basis in terms of representing at least the equivalent amount of work. Policies concerning achievement shall be consistent with the principle that credit is earned only when curricular, competency, and all other requirements are met and the final examination or equivalent is satisfactorily passed.

NOTE: The above standard does not (i) require that a credit hour definition at any institution for any course or purpose duplicate exactly the definition provided in items a. (1) and (2), or that all programs or courses within a single institution follow the same credit hour policies; (ii) restrict an institution from requiring more student work per credit hour than indicated in items a. (1) and (2); (iii) dictate the ratio of in-class versus out-of-class work; or (iv) prevent an institution from establishing means and methods for equating the direct assessment of student learning to the awarding of one or more credit hours.

- b. In lecture-discussion courses, normally one hour of credit is given for one period of recitation (50 minutes) plus two hours of preparation each week of the term. In laboratory courses, normally one hour of credit is given for two to three 50-minute recitation periods per week. Institutions vary significantly in ways credit is granted for ensembles. Some regard ensembles as laboratory courses, either implicitly or explicitly; others grant credit based on factors such as, but not limited to the nature and size of the ensemble; whether the ensemble is coached or conducted; the amount of student preparation required; and relationships to other credit requirements in the total curricular program.
- c. It is recommended that one credit hour be given for each three hours per week of practice, plus the necessary individual instruction, with a

maximum of six credits per term allowed for the major subject in music performance.

- d. When institutions offer programs and courses for abbreviated time periods, or in independent study, they must ensure that students completing such programs or courses acquire levels of knowledge, competence, and understanding comparable to that expected of students completing work in the standard time period. For example, in order to earn one hour of credit during a summer session, students must attend approximately the same number of class hours and make the same amount of preparation as they would in attending a one-hour-per-week course for one term during the regular academic year.
- e. Institutions or curricular programs using a clock-hour system must ensure that their system for dealing with matters such as clock hour assignments or requirements and the relationship of clock hours to program completion is consistent with and equivalent, but not necessarily identical, to credit and time requirements as stated in Section III.A. See also Note, Section III.A.2.a. Meeting this standard does not require the conversion of clock hour based programs to credit hour based programs. Normally, institutions participating in federal Title IV programs also follow federal regulations regarding clock hour definitions, calculation, equivalencies, and policies.

The University addresses *Standard III.A.2.a - c* by utilizing the Middle States Commission of Higher Education (MSCHE), the accrediting agency, guidelines for credit and time: <http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL%5B1%5D.pdf>

Per the MSCHE link above, credit is defined as (for the entire document, please follow the link above):

Semester credit hour or semester hour. A semester hour must include at least 30 clock hours of instruction. *Source:* 34 CFR 668.8

The actual amount of academic work that goes into a single semester credit hour is often calculated as follows: *Source:* USNEI

- One lecture, seminar, or discussion credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours. Over an entire semester, this formula represents at least 45 hours of class time and 90 hours of student preparation.
- One laboratory credit hour represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student preparation time. Most laboratory courses are awarded up to 4 credit hours. For a laboratory course earning 3 credit hours, this formula represents at least 45 hours of class time, between 45 and 90 hours of laboratory time, and 90 hours of student preparation per semester.

- One practice credit hour (supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.) represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per semester. Blocks of 3 practice credit hours, which equate to a studio or practice course, represent between 135 and 180 total hours of academic work per semester.
- Internship or apprenticeship credit hours are determined by negotiation between the supervising faculty and the work supervisor at the cooperating site, both of whom must judge and certify different aspects of the student's work. The credit formula is similar to that for practice credit.

Quarter credit hour or quarter hour. Quarter credit hours represent proportionately less work than semester hours due to the shorter terms, about two-thirds of a semester credit hour. *Source:* USNEI

A quarter hour must include at least 20 hours of instruction. *Source:* 34 CFR 668.8

Independent study credit hour. One independent study (including thesis or dissertation research) hour is calculated similarly to practice credit hours (see "Semester credit hour" above). *Source:* USNEI

For the purposes of direct assessment programs (see the section below on "Federal Regulations Regarding Competency-Based Programs"), independent study occurs when a student follows a course of study with predefined objectives but works with a faculty member to decide how the student is going to meet those objectives. The student and faculty member agree on what the student will do (e.g., required readings, research, and work products), how the student's work will be evaluated, and on what the relative timeframe for completion of the work will be. The student must interact with the faculty member on a regular and substantive basis to assure progress within the course or program. *Source:* 34 CFR 668.10

The University addresses *Standard III.A.2.d.* through the published policies regarding Independent Study: <http://www.millersville.edu/about/administration/policies/pdf/academics/Academic%20Policy%20-%20Independent%20Study.pdf>

The University addresses *Standard III.A.2.e.* through utilizing the MSCHE guidelines for credit and time: <http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL%5B1%5D.pdf>

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[Standard III.A.3.](#)

Transfer of Credit

- a. Presentation of a satisfactory transcript from a collegiate institution accredited by an agency or association recognized by the U.S. Secretary of Education is one criterion for transferring credit.

- b. In granting course credit to transfer students, the receiving institution shall maintain policies to assure that the overall educational experience of the transferring student is at least equal in quality to that of the student taking all of his or her work at the member school.
- c. Transfer credit shall be granted for courses taken at another institution only when the coursework involved and the level of the transfer applicant's achievement in it permit the student to complete the remaining coursework successfully.
- d. Accreditation by the Association carries with it

The University addresses *Standard III.A.3a-d* through published policies for Transfer Credit: <http://www.millersville.edu/about/administration/policies/pdf/academics/Academic%20Policy-UD%20-Transfer%20of%20Credit.pdf> and on page 12 of the University Undergraduate Catalog (<http://www.millersville.edu/~ucatalog/index.pdf>).

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Standard III.A.4.

Published Policies

The institution must publish clear policies concerning program length and credit-granting policies, including indications of courses that carry or do not carry credit in specific circumstances (see Section II.I.).

The institution shall have transfer of credit policies that (1) are publicly disclosed, and (2) include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

The University addresses *Standard III.A.4* through published policy on page 40-44 in the University Undergraduate Catalog: <http://www.millersville.edu/~ucatalog/index.pdf>

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Standard III.A.6.

Institutional Procedures. The institution must have procedures to make credit hour assignments for courses, programs, and other requirements consistent with its credit hour policies applicable to those offerings, and the means to ensure accurate and reliable application of its credit hour policies and procedures. Consistent with the Note in Section III.A.2.a., it is recognized that institutions may have different policies or procedures for different types of programs or delivery systems.

The University addresses *Standard III.A.6* utilizing the Middle States Commission of Higher Education (MSCHE), the accrediting agency, guidelines for credit and time: <http://www.msche.org/documents/Degree-and-Credit-Guidelines-062209-FINAL%5B1%5D.pdf>

Below are tables outlining the disbursement of credit hours within the Department of Music to students as well as faculty paid, prep, and contact hours. Everything below has gone through approval processes approved by Millersville University.

Music Lecture Courses						
Course Number	Course Title	Student Cr. Hrs.	Faculty Paid Hours	Faculty Prep	Faculty Contact Hrs	Additional Comments
	Studio Master Class		0.333333 per group (see comments)		1.0	0.333333 is awarded for 1-8 students; 0.666666 is awarded for 9+ students
MUSI 108, 109, 208, 209, 308, 309, 408, 409	Private Applied Instruction	0.5	0.333333 per student	0.5	0.5	0.5 prep is regardless of the amount of students
MUSI 134, 135, 234, 235, 334, 335, 434, 435	Major Performance (Piano)	1.0	0.333333 per student	0.5	1.0	0.5 prep is regardless of the amount of students
MUSI 134, 135, 234, 235, 334, 335, 434, 435	Major Performance (Piano)	2.0	0.666666 per student (BA - no option)	0.5	2.0	0.5 prep is regardless of the amount of students
MUSI 136, 137, 236, 237, 336, 337, 436, 437	Major Performance (Organ)	1.0	0.333333 per student	0.5	1.0	0.5 prep is regardless of the amount of students
MUSI 136, 137, 236, 237, 336, 337, 436, 437	Major Performance (Organ)	2.0	0.666666 per student (BA - no option)	0.5	2.0	0.5 prep is regardless of the amount of students
MUSI 144, 145, 244, 245, 344, 345, 444, 445	Major Performance (Voice)	1.0	0.333333 per student	0.5	1.0	0.5 prep is regardless of the amount of students
MUSI 144, 145, 244, 245, 344, 345, 444, 445	Major Performance (Voice)	2.0	0.666666 per student (BA - no option)	0.5	2.0	0.5 prep is regardless of the amount of students
MUSI 154, 155, 254, 255, 354, 355, 454, 455	Major Performance (Instrument)	1.0	0.333333 per student	0.5	1.0	0.5 prep is regardless of the amount of students
MUSI 154, 155, 254, 255, 354, 355, 454, 455	Major Performance (Instrument)	2.0	0.666666 per student (BA - no option)	0.5	2.0	0.5 prep is regardless of the amount of students
MUSI 112	Solfege, Harmony and Analysis I	3.0	3.0	1.0	3.0	
MUSI 190	Introduction to Careers in Music	3.0	3.0	1.0	3.0	
MUSI 212	Solfege, Harmony and Analysis II	3.0	3.0	1.0	3.0	
MUSI 300	Co-Op in Music	3.0				
MUSI 312	Solfege, Harmony and Analysis III	3.0	3.0	1.0	3.0	
MUSI 315	Music Composition	1.0	1.0	1.0	1.0	
MUSI 347	Choral Methods	2.0	2.0	1.0	2.0	
MUSI 362	Music History and Literature I	3.0	3.0	1.0	3.0	
MUSI 363	Music History	3.0	3.0	1.0	3.0	

	and Literature II					
MUSI 391	Music Business for the Pop Musician	3.0	3.0	1.0	3.0	
MUSI 392	Music in the Non Profit Sector	3.0	3.0	1.0	3.0	
MUSI 393	Electronic Music	3.0	3.0	1.0	3.0	
MUSI 394	Advanced Recording	3.0	3.0	1.0	3.0	
MUSI 400	Co-Op in Music	6.0	varies	0.0	0.0	
MUSI 411	Orchestration	2.0	2.0	1.0	2.0	
MUSI 412	Solfege, Harmony and Analysis IV	3.0	3.0	1.0	3.0	
MUSI 461	Student Teaching Seminar	9.0	0.6 per student	0.0	varies	
MUSI 498	Independent Study	1.0 - 3.0	0.4 per student	0.0	varies	
MUSI 499	Department Honors	varies	varies	0.0	varies	

Music Lab Courses						
Course Number	Course Title	Student Cr. Hrs.	Faculty Paid Hours	Faculty Prep	Faculty Contact Hrs	
MUSI 120, 121, 220, 221, 320, 321, 420, 421	Applied Musicianship in Symphonic Band	0.5	2.0 Lab	0.5	3.0	
MUSI 122, 123, 222, 223, 322, 323, 422, 423	Applied Musicianship in Orchestra and Chamber Ensemble	0.5	2.0 Lab (Orchestra), 0.666667 Lab (Chamber)	0.5	2.0	
MUSI 124, 125, 224, 225, 324, 325, 424, 425	Applied Musicianship in Jazz Ensemble	0.5	2.0 Lab	0.5	3.0	
MUSI 126, 127, 226, 227, 326, 327, 426, 427	Applied Musicianship in Choir	0.5	2.0 Lab	0.5	3.0	
MUSI 128, 228, 328, 428	Applied Musicianship in Marching Band Workshop	0.5	2.0 Lab	0.5	3.0	
MUSI 129, 229, 329, 429	Applied Musicianship in Marching Band	0.5	2.0 Lab	0.5	3.0	
MUSI 141	Vocal Methods	1.0	1.33 Lab	1.0	2.0	
MUSI 151	Strings I (Violin/Viola)	1.0	1.33 Lab	1.0	2.0	
MUSI 152	Woodwinds I	1.0	1.33 Lab	1.0	2.0	
MUSI 153	Percussion I	1.0	1.33 Lab	1.0	2.0	
MUSI 156	Brass I	1.0	1.33 Lab	1.0	2.0	
MUSI 171	Introduction to Music Education	1.0	1.33 Lab	1.0	2.0	
MUSI 251	Strings II (Cello, String Bass)	1.0	1.33 Lab	1.0	2.0	

MUSI 252	Woodwinds II	1.0	1.33 Lab	1.0	2.0
MUSI 253	Percussion II	1.0	1.33 Lab	1.0	2.0
MUSI 256	Brass II	1.0	1.33 Lab	1.0	2.0
MUSI 478	Seminar in String Teaching Techniques and Materials	1.0	1.33 Lab	1.0	2.0

Music Lecture/Lab Courses					
Course Number	Course Title	Student Cr. Hrs.	Faculty Paid Hours	Faculty Prep	Faculty Contact Hrs
MUSI 131	Class Piano I	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0
MUSI 162	Introduction to Art Music	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0
MUSI 231	Class Piano II	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0
MUSI 271	Elementary Methods (K-5)	3.0	2.0 Lecture / 1.33 Lab	1.0	4.0
MUSI 331	Class Piano III	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0
MUSI 372	Middle and Secondary School Methods	3.0	2.0 Lecture / 1.33 Lab	1.0	4.0
MUSI 373	Instrumental Methods	3.0	2.0 Lecture / 1.33 Lab	1.0	4.0
MUSI 377	Piano Pedagogy and Instructional Materials	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0
MUSI 381	Conducting I	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0
MUSI 481	Conducting II	2.0	1.0 Lecture / 1.33 Lab	1.0	3.0

Music Courses for General Education					
Course Number	Course Title	Student Cr. Hrs.	Faculty Paid Hours	Faculty Prep	Faculty Contact Hrs
MUSI 100	Music And Culture	3.0	3.0 Lecture	1.0	3.0
MUSI 103	The Language of Music	3.0	3.0 Lecture	1.0	3.0
MUSI 104	The Language of Music II	3.0	3.0 Lecture	1.0	3.0
MUSI 263	Popular Music	3.0	3.0 Lecture	1.0	3.0
MUSI 265	Symphonic Music	3.0	3.0 Lecture	1.0	3.0
MUSI 267	Survey of American Music	3.0	3.0 Lecture	1.0	3.0
MUSI 368	International Music	3.0	3.0 Lecture	1.0	3.0
MUSI 369	Introduction to West African Music	3.0	3.0 Lecture	1.0	3.0
MUSI 494	Perspectives on the Harlem Renaissance	3.0	3.0 Lecture	1.0	3.0

Music Courses for Graduate Studies					
Course Number	Course Title	Student Cr. Hrs.	Faculty Paid Hours	Faculty Prep	Faculty Contact Hrs
MUSI 587	Music in the Kindergarten and Preschool Classroom	3.0	3.0 Lecture	1.0	3.0