

LE MOYNE COLLEGE

ACADEMIC CALENDAR & CREDIT HOUR POLICIES

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 fourteen weeks per semester. Students receive an additional 150 minutes of contact time during the fifteenth 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 (via NYS Regulation CR 50.1 (o):

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 Commission on Higher Education “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. To review this policy, please visit:

<https://msche.box.com/shared/static/o965z7wbir3leva2ci18sbm9ha73903z.pdf>

COURSE FORMATS

Le Moyne College offers the following instructional formats for courses: traditional (in-person), condensed, hybrid, and online (distance education). All courses, regardless of format, must meet the required number of contact hours as it relates to the course’s credit hour.

The same standards of quality and academic engagement that are applied to traditional course offerings are applied to distance education courses. Non-traditional (condensed, hybrid, online) courses are submitted for approval to the Curriculum Committee and must show equivalency with traditional classroom course offerings with respect to instructor availability, syllabi, textbooks and other appropriate readings, grading, methods of evaluation and learning outcomes. 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 format. Syllabi for non-traditional formats must demonstrate, as do those for traditional course offerings, the following:

- Based on course level, the requirements for expected time on task meet the requirements of NYS Regulation CR 50.1 (o)
- All work for credit is college-level and of appropriate rigor, including:
 - Methods of instruction
 - Level and consistency in amount of work
 - Variety of assignments designed to verify student learning
 - Strategies to monitor student progress and provide ongoing feedback
 - Clear expectations that keep students on track and engaged
 - Meaningful assessments based on multiple measures
 - Regular effective contact between instructor and students
 - Multiple means of communication and number of virtual contact hours
- Specific learning objects and methods of assessing student learning in relation to the stated objectives
- Indications of pedagogical strategies to be used

Certain characteristics of a Jesuit education are fundamental to Le Moyne College programs, such as an education that is person-centered. All applications to the Curriculum Committee for approval of new courses, whether delivered on campus or by distance technologies, are asked to demonstrate how the new courses will maintain these characteristics.

Additionally, faculty members participating in distance education programs or courses must

meet the same qualifications established for faculty members participating in all other academic programs. Training and assistance is provided by the College when a faculty member is designing a new distance education course as well as during course production and delivery. Instructors of on-line courses are required to design and develop their courses through the College's 12-week *Learner Centered Course Design Seminar* before their course is offered. In most instances, it is expected that the instructor is already experienced and proficient in offering the course in a traditional classroom setting.

Traditional (In-person) Courses: Students and instructor(s) are physically present in the same space for all posted class meetings. Additional assignments, materials, communication, or assessments may be managed using the College's Learning Management System (LMS).

Online (Distance Education) Courses: Online course are fully taught in a digital learning environment synchronously via Zoom or fully asynchronous, and a series of modules/units via the College's Learning Management System (LMS). Given restrictions with digital rights and copyright laws, the instructor must make fair use assessments for all materials they intend to make digitally available *each time* the course is offered.

Synchronous Online: Students and instructor(s) engage with instructional materials at the same time for the length of the term and standard meeting time for the course.

Asynchronous Online: Students and instructor(s) engage with instructional materials at different times throughout the length of the course with guided instruction and feedback from the instructor.

Hybrid (Blended) Courses: Hybrid courses, also referred to as blended courses, refer to any course being offered in a combination of traditional classroom-based settings and online coursework (synchronously or asynchronously). Instructors utilize the College's LMS for appropriate educational needs. Given restrictions with digital rights and copyright laws, the instructor must make fair use assessments for all materials they intend to make digitally available *each time* the course is offered.

Undergraduate Hybrid Courses: Hybrid undergraduate courses offered during the fall or spring must show instructional delivery of at least 60% of the course work in a traditional classroom-based setting and must be scheduled to meet in class for a minimum of 22 ½ contact hours.

Graduate Hybrid Courses: The College does not place such a minimum face-to-face contact hour requirement on hybrid courses offered in its graduate programs.

Intersession Hybrid Courses: The College does not place face-to-face requirements on hybrid courses offered in one of the inter-sessions (i.e., J-mester, May-mester, and Summer) or offered in its second-degree or certificate programs.

Condensed courses: Any course scheduled for 3 weeks or less of instruction in a given term. These formats can be combined with traditional, online, or hybrid settings. Condensed course formats are typically used during intersession terms (J-mester, May-mester, or Summer).

CREDIT HOUR REQUIREMENTS FOR ADDITIONAL COURSE TYPES

Natural Science Lab courses:

A typical natural science 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.

Internship courses:

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.

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.

ACADEMIC CALENDAR REQUIREMENTS

Le Moyne College utilizes a 14-week instructional period with 1 additional week of final exams for a total of 15 weeks of instructional time required by the federal government and our accrediting agency.

Fall Term

- The start of the fall term is the Monday prior to Labor Day
- Classes are not in session on the following days:
 - Wellness Break: Monday and Tuesday of the Columbus/Indigenous People's Day
 - Thanksgiving Break: Wednesday through Sunday of Thanksgiving week
- The last day of the semester is a Friday
- Study Day: No study day is scheduled in the fall due to there being a weekend between the last day of classes and the start of final exams
- Final exams: Monday through Friday after the last day of classes (Saturday exam days are offered if Saturday courses are scheduled)

Spring Term

- The start of the spring term is the day after Martin Luther King Day
- Classes are not in session on the following days:
 - Spring Break: typically scheduled for March and generally after 7 weeks of instruction
 - Wellness Day: scheduled in February, typically on a Wednesday (not a Monday)
 - Easter Holiday (Holy Thursday, Good Friday, Easter Sunday, and Easter Monday)
- The last day of the semester is a Monday to account for Monday contact hours
- Study Day: Tuesday after the last day of classes
- Final exams: Wednesday after the last day of the semester through the following Tuesday
- Commencement is held the Sunday immediately following exams (typically the Sunday after Mother's Day)

Courses in the fall and spring semesters are offered in various meeting patterns with the most common as:

MWF courses = 42 class meetings (50 minutes, three meetings/week)

TTh & MW courses = 28 class meetings (75 minutes, two meetings/week)

Once per week = 14 class meetings (180 minutes, one meeting/week)

The College requires all departments to submit a schedule grid following the approved times:

Block 1	MW/MF/WF	8:00am – 9:15am	TTh	8:30am – 9:45am
	MWF	8:00am – 8:50am		
	MWF	8:30am – 9:20am		
Block 2	MW/MF/WF	9:30am – 10:45am	TTh	10:00am – 11:15am
	MWF	9:30am – 10:20am		
	MWF	10:00am – 10:50am		
Block 3	MWF	11:00am – 11:50am	TTh	11:30am – 12:45pm
Block 4	MWF	12:00pm – 12:50pm		
Block 5	MW/MF/WF	1:00pm – 2:15pm	TTh	1:00pm – 2:15pm
	MWF	1:00pm – 1:50pm		
	MWF	1:30pm – 2:20pm		
Block 6	MW/MF/WF	2:30pm – 3:45pm	TTh	2:30pm – 3:45pm
	MWF	2:30pm – 3:20pm		
	MWF	3:00pm – 3:50pm		
Block 7	MW/MF/WF	4:00pm – 5:15pm	TTh TTh	4:00pm – 5:15pm 4:00pm – 7:00pm
	MWF	4:00pm – 4:50pm		
	MWF	4:30pm – 5:20pm		
EVENING	MW	5:30pm – 6:45pm	TTh	5:30pm – 6:45pm
	MW	7:00pm – 8:15pm	TTh	7:00pm – 8:15pm
	M	5:30pm – 8:30pm	T	5:30pm – 8:30pm
	W	5:30pm – 8:30pm	Th	5:30pm – 8:30pm

LE MOYNE COLLEGE GRADUATION AND DEGREES AWARDED

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

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.