

## **Tisch School of the Arts Policy Regarding Crediting of Courses**

This policy is promulgated to define the policy in the Tisch School of the Arts (TSOA) for complying with New York State and federal requirements that determine the crediting of higher education classes. These regulations are a fundamental component of the school's accreditation and financial aid as federal financial aid is tied to compliance with the federal requirements. While both the federal and New York State standards are based on the Carnegie System of credit determination, they are not identical.

New York State requires 50 minutes of contact per week in the class and an additional two hours of work outside the classroom for each credit offered. This translates to 750 minutes of classroom contact and 1500 minutes of out of class work per semester for each credit offered. New York State permits variation where the type of class and the balance of in-class versus outside class work varies. In such cases, the balance of in- and out- of class work may be proportionally adjusted.

Federal requirements are that one hour of class and two hours of outside work be required (per week) for each credit awarded. This translates to 15 hours in-class and 30 hours of outside of class work per semester, as both the New York State and federal standards are based on a 15-week semester.

Neither set of requirements specifies a difference between graduate or undergraduate crediting.

In order to comply with these requirements and the requirements of the Middle States accrediting body that is charged with enforcing these requirements at the federal level and the New York State Department of Education, charged with enforcing the state standards, we have adopted the following policy:

Every new course shall clearly indicate on the Application for New Course cover sheet the number of in-class contact hours and the expected work outside of class on a semester basis.

If the balance of in-class/outside work does not comply with the above-detailed standard, there must be an explanation of why and how the course curriculum substitutes material to compensate for the deviation.

The syllabus for each new class must document the expected in-class contact hours and outside of class expected work. If this balance does not meet the above-detailed standards, the syllabus must clearly describe the pedagogical material offered in lieu of the required class/outside time and how it meets the requirement in total.

The TSOA Office of Faculty Services will provide an initial review of these standards in all course submissions and will return any course applications that do not meet the above standards.

The TSOA Academic Affairs Committee shall be responsible for final review of all course proposals and that they meet the above detailed standards.

Each periodic departmental review will include a complete review of all then-current course offerings to insure continued compliance with the required standards. This portion of the review will be carried out jointly by the Office of Faculty Services and the department chair.