MOLLOY COLLEGE CATALOG CREDIT/HOUR INFORMATION (2017-2018)

VERIFICATION OF COMPLIANCE WITH ACCREDITATION-RELEVANT FEDERAL REGULATIONS (January 2014)

For lecture courses The New York State Commissioner’s Regulations describe the basic formula for computing 1 semester hours of credit for lecture courses as follows:

1 semester hour = 15 hours (of 50 minutes each) = 750 minutes
3 semester hours, therefore = 2250 minimum total minutes

For laboratory work, the formula is:

1 semester hour = 30 hours (of at least 50 minutes each) = 1500 minutes

The last week of the semester has one final/last class meeting for all courses, which is a mandatory meeting scheduled for 120 minutes for every graduate - and undergraduate-level course. The regular weekly class meeting times along with the final/last class meeting are combined together for the total meeting time minutes.

For undergraduate courses, a 3 credit course meeting thrice-a-week would meet for 60 minutes x 39 meetings for 2340 minutes, plus 60 minutes for final/last class meeting for a total of 2400 minutes.

For undergraduate courses, a 3 credit course meeting twice-a-week would meet for 85 minutes x 26 meetings for 2210 minutes, plus 85 minutes for final/last class meeting for a total of 2295 minutes.

For undergraduate courses, a 3 credit course meeting once-a-week would meet for 170 minutes x 13 meetings for 2210 minutes, plus 85 to 170 minutes for final/last class meeting for a total of 2295 to 2380 minutes.

For undergraduate courses, a 4 credit course meeting twice-a-week would meet for 115 minutes x 26 meetings for 2990 minutes, plus 115 minutes for final/last class meeting for a total of 3105 minutes.

For undergraduate courses, a 4 credit course meeting once-a-week would meet for 225 minutes x 13 meetings for 2925 minutes, plus 115 minutes for final/last class meeting for a total of 3040 minutes.

Courses meeting for more than 4 credits or less than 3 credits have meeting times adjusted according to the number of meetings per week per term and the final/last class meeting time to comply with the minimum number of meeting minutes required.
Shorter, non-standard semesters, such as January Intersession or the Summer Sessions have more frequent and/or longer class meetings to meet the minimum mandated meeting time regulations.

For specific information on a particular class or on time periods, please contact the Office of the Registrar or the Vice President for Academic Affairs.

**Graduate courses:**

Molloy’s academic year is based upon standard terms of a fall and a spring semester. The fall and spring semesters are designed with a minimum length of 15 weeks. The fall semesters run for 15 weeks and the spring semesters run for 16 1/2 weeks. Within each semester, there are scheduled holidays and breaks built into the term. Courses meet on a scheduled basis for an appropriate number of meetings per term designed to achieve or exceed the minimum number of minutes of instruction per semester hour as required by the state.

Shorter, non-standard terms, such as the Summer Sessions or Intersessions, have more frequent and/or longer class meetings and include supplementary instruction to meet the minimum mandated meeting time regulations.

The last week of the standard semester has a final/last class meeting for all courses, which is a mandatory meeting scheduled for 120 minutes for every graduate-level course. The regular weekly class meetings along with the final/last class meeting and supplementary assignments and/or coursework are combined to meet the appropriate total minutes for instruction and outside assignment time as mandated by the New York State Commissioner’s Regulations.

Graduate-and doctoral-level courses meet as published in the “Course Search” on Lion’s Den and in the “Final Exam/Last Class Meeting Schedule”. In some programs, various courses also have clinical, laboratory and fieldwork components built into the curriculum with meeting times, instruction and outside assignment requirements. (Graduate- and doctoral-level courses may vary from the formula for class meeting times for fewer hours of instruction only when approved by the Commissioner of Education of New York State as part of a registered curriculum, or when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study as adopted in statements by the institution.)

Blended learning courses taught as hybrid courses as well as online courses follow NY State and federal guidelines for meeting course outcomes and achieving credit.

For further information on a particular class in a division concerning meeting times, instruction and supplementary assignments as shown in the “Course Search” in Lion’s Den, “Final Exam/Last Class Meeting Schedule” and specific course outlines or syllabi, please contact either the Office of the Registrar or the Division Dean of the program.
This information is found on pp. 73-74 in the UG college catalog and p. 39 of the Graduate college catalog.

**Applied music lessons** one semester hour of credit equals to one-hour lesson per week. Additionally, all students are required to perform in one applied jury and either one studio class or studio recital. (15 – 20 hours/semester).

*Credit Policy:* Studio classes require the highest level of individual musicianship & growth. Credit is awarded as for other academic courses, one academic credit for 15 hours/semester of course meeting time.

**Instrument Classes** - Small group classes (maximum 10 students) meeting 2 hours/week for 15 weeks (30 hrs/semester). One credit each semester.

MUS 106 – Fundamentals of Guitar  
MUS 207 – Advanced Class Guitar  
MUS 120 – Woodwind Class

MUS 110 - Class Piano  
MUS 118 - String Class  
MUS 121 – Percussion Class

MUS 111- Advanced Class Piano  
MUS 283 – Music Therapy Lab  
MUS 119 – Brass Class

*Credit Policy:* Group lessons do not require as much musicianship development & outside practice time as applied lessons, so they are awarded one academic credit for 30 hours/semester of meeting time.

**Ensembles** meet a minimum of 3 hours per week plus performances. Students can register for either 0, .5, or 1 credit per semester for each ensemble in which they participate.

*Credit Policy:* All music majors are required to participate in at least one ensemble each semester, two are recommended. In accordance with our accreditation requirements, ensembles meet a minimum of three hours/week. Credit for music ensembles varies widely from institution to institution, with many schools giving zero credit for required ensembles. *The Molloy Music Dept. believes students deserve academic credit for the work they are doing, and awards variable credit depending upon student needs: 0, .5, 1 credit per semester per ensemble.*

**Clinical placements:** Students register for 3 credits per semester when registered in fieldwork or internship. They meet one time per week in classes for an 85-minute seminar. They are off-site in the field for 7-10 hours per week for fieldwork and 18-25 hours per week for internship (UG and Graduate).
Studio, Field, and Practicum Courses - Undergraduate:

Music Therapy Practicum Courses
Credit Policy: Academic credit for practicum is determined by the number of hours of course meeting time & academic instruction completed weekly, as well as the hours of on-site practicum and level of clinical work required.

Music Therapy Theories & Methods – Three hours week class instruction (45 hours/semester) plus 45 hours/semester field observations. Four credits each semester.
MUS 272 – Music Therapy Theories/Methods I  MUS 273 – Music Therapy Theories/Methods II

Music Therapy Fieldwork – Weekly one & one half hour seminar meeting (22 hours/semester) plus 75 hours of clinical work at site. Two credits each semester.
MUS 374 – Music Therapy Fieldwork I  MUS 375 – Music Therapy Fieldwork II

Music Therapy Internship – Weekly one & one half hour seminar meeting (22 hours) plus clinical hours, preparation, documentation & on-site supervision totaling 450 hours/semester. Three credits each.
MUS 460 – Music Therapy Internship I  MUS 461 – Music Therapy Internship II

Music Therapy Methods, Lab, Fieldwork & Internship courses include practicum to total the minimum 1200 hours required by the American Music Therapy Association (AMTA), our music therapy accrediting body. The credit granted for these courses is typical for AMTA approved schools.

Music Department Field & Practicum Courses – Graduate

Music Therapy Foundations – Weekly 175 minutes class instruction (37.5 hours/semester) plus 50 hours/semester field observations. Three credits.
MUS 505 – Music Therapy Foundations

Clinical Practicum in Music Therapy – Weekly 130 minute seminar (32.5 hours/semester) plus 75 hours/semester of practicum. Three credits each semester.
MUS 508 – Clinical Practicum in Music Therapy I
MUS 509 – Clinical Practicum in Music Therapy II

Music Therapy Internship – Weekly 130 minute seminar (32.5 hours/semester) plus two-semester total of 900 hours of internship. (See internship hours grid below.) Three credits each semester.
MUS 520 – Internship I (400 hours)
MUS 521 – Internship II (500 hours)
Music Therapy Foundations, Practicum & Internship courses include the necessary coursework & practicum hours to meet the requirements of both the American Association for Music Therapy (for an approved master’s degree in Music Therapy), and the NYS Education Dept. Office of the Professions, which approves our master’s degree as a Licensure-Qualifying Program in Creative Arts Therapy. The credit granted for these courses is typical of both AMTA and LCAT approved schools.

**MT Graduate Internship Hours Grid**

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours/per week OR Breakdown of hrs</th>
<th># of weeks OR # of times of task</th>
<th>Total # of hours possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical hours (520)</td>
<td>19</td>
<td>15</td>
<td>286</td>
</tr>
<tr>
<td>Assessment sessions &amp; reports</td>
<td>5 /assessment</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Log writing</td>
<td>4</td>
<td>3 logs/week for 15 weeks</td>
<td>60</td>
</tr>
<tr>
<td>Goal plans</td>
<td>4 /goal plan</td>
<td>2 goal plans</td>
<td>8</td>
</tr>
<tr>
<td>Self-evaluation</td>
<td>End of semester</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Readings, writings, developing repertoire</td>
<td>Throughout semester</td>
<td>To be determined by Professor &amp; site supervisor</td>
<td>4</td>
</tr>
<tr>
<td>Attendance at weekly seminar</td>
<td>2 ½ per week</td>
<td>15</td>
<td>35</td>
</tr>
</tbody>
</table>

**Internship I (520) - Hours Breakdown**

Total Internship I (520) hours = 400

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours/per week OR Breakdown of hrs</th>
<th># of weeks OR # of times of task</th>
<th>Total # of hours possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Hours (521)</td>
<td>21</td>
<td>15</td>
<td>315</td>
</tr>
<tr>
<td>Assessment sessions &amp; reports</td>
<td>2 /assessment</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Log writing</td>
<td>5</td>
<td>3 logs/week for 15 weeks</td>
<td>75</td>
</tr>
<tr>
<td>Goal plans</td>
<td>10 /goal plan</td>
<td>3 goal plans</td>
<td>30</td>
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</tr>
<tr>
<td>Attendance at weekly seminar</td>
<td>2 ½ per week</td>
<td>15</td>
<td>35</td>
</tr>
<tr>
<td>Music Therapy Proposal</td>
<td>Mid to end of semester project</td>
<td>Over 5 week period</td>
<td>10</td>
</tr>
<tr>
<td>In-service at site</td>
<td>End of semester presentation at site</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Case study presentation &amp;</td>
<td>End of semester project at school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Information regarding applied lessons and ensembles are located in the UG college catalog pp. 187. Additional information regarding clinical placements is located on course outlines of respective classes (MUS 374, 375, 460, 461, 508, 509, 520, 521)

Information can also be found in “Molloy College Verification of Compliance with Accreditation-Relevant Federal Regulations” – part of Middle States Re-accreditation self-study, January 2014.

Undergraduate:

Transfer students must follow the regular admission procedure. Additionally, they must forward all of official college transcripts from previously attended institutions. Transfer students may request an interview for an evaluation of credits before they file an application. Transfer students who do not have an Associate’s Degree or higher must submit a copy of their high school transcript as proof of high school graduation. Transfer students should have applications and all necessary transcripts submitted by January 1 for admission in the Spring semester and by August 15 for admission in the Fall semester. Programs with limited enrollment capacities may have earlier deadlines.

Transfer students must be in good academic standing at their previous college in order to be accepted into Molloy College, carrying a minimum cumulative grade point average of 2.0 for most majors. Only credit hours are accepted in transfer; the cumulative average begins with a student’s first semester at Molloy.

The Admissions Office will do a credit evaluation either during the applicant’s interview or upon acceptance into the college. The “status sheet,” part of the student’s acceptance package, indicates those courses which are accepted for credit, and identifies all other coursework needed by the student to complete his/her degree at Molloy. The last 30 credits toward graduation typically must be completed at Molloy. In addition, students must take at least one- half of the major requirements at the College. Any exception to this must be obtained in writing from the Office of the Vice President for Academic Affairs.

Transfer students who have attended two-year colleges will be awarded credit for their previous coursework up to a maximum of 64 credits. Programs with established articulation agreements may award additional credits. Students transferring in with an AA, AS, or AAS degree will have all General Education Requirements waived except for
three credits in Theology and Religious Studies and three credits in Ethics unless these credits are transferred in and accepted at the time of admission.

Transfer students who have attended four-year institutions will be awarded credit for their previous coursework up to a maximum of 98 credits. Students entering into a bachelor’s degree program at Molloy who already hold a bachelor’s degree from another accredited institution will receive 98 credits in transfer and will have all General Education requirements waived.

Transfer credit is awarded only for courses with grades of “C” or better from the institution at which these courses were completed. Courses with grades lower than “C” are considered only if a degree was completed at the school where the credits were taken. In such a case, “D” credit, which was part of the program leading toward that degree will be acceptable or unacceptable in the same way a grade of “D” at Molloy would be applied (i.e., not in the Major, where a grade of “C” or better is required). For Nursing and Allied Health Programs, a minimum grade of C+ is required for credit in all science courses.

For all transfer students, the grade of “P” will be considered for transfer credit, to be used in the same way that the Pass/Fail rules at Molloy allow. The “P” grade must be the equivalent of a “C” grade at the institution where the credits were completed to be considered unless, again, a degree was completed.

Transfer students coming from unaccredited colleges or schools are required to complete a minimum of 30 credits in residence before receiving credit for their previous applicable coursework.

The total number of credits earned prior to admission through independent study, advanced placement and credit by examination (CLEP, RCE, REDE), may not exceed 46.

Advanced Placement credit will be granted by Molloy College to qualified students based on a score of “3” or better on the Advanced Placement Examination of the College Entrance Examination Board. Students anticipating a major in Biology need a minimum score of “5” to award Advanced Placement credit in Biology and/or Chemistry. A score of “3” or better will be considered for general elective credit. Official score reports must be forwarded to the Admissions Office in order to be granted credit.

**Graduate:**

Students who have completed graduate-level courses at another institution may transfer six (6) credits with a grade of “B” or better if the courses are judged equivalent to those required in Molloy’s graduate program. Transfer courses for Graduate Music Therapy must have been completed within the following time frame to be considered: five (5) years.
(2) Please provide a citation noting the location of statement(s) provided in item 2.a.(1) above in institutional printed or Web-based publications.

Undergraduate catalog, pp. 20-21.
Graduate catalog, pp. 40-41.

Transfer students are auditioned, interviewed and assessed with a theory placement exam. It may be determined that despite course completion and credits earned, more study in a particular subject matter is required to meet educational competencies. Music faculty work with admissions when evaluating transfer credits.