

National Association of Schools of Music

July 3, 2019

Commission Questionnaire on Credit and Time Requirements

The following request for documentation pertains only to formulas and policies for awarding credit to students based on work completed at the institution or transferred from another institution. Replies should be succinct and are expected to confirm already established formulas, policies, and practices.

In the event that formulas and policies are not established, and before completing the questionnaire, please review the revised NASM standards regarding “Credit and Time Requirements” (see NASM *Handbook 2018-19*, Standards for Accreditation III.A.2. [including the note following standard III.A.2.a.], 3., 4., and 6.). The current edition of the NASM *Handbook* is available at the NASM website; an excerpt containing the referenced standards is attached for your convenience.

In responding to the questionnaire, it is not sufficient to indicate that the institution meets credit and time standards of other accrediting agencies, governments, or systems. In the NASM context, institutions must demonstrate compliance with NASM credit and time standards as cited above, including but not limited to the institution’s publication of its formulas and policies and attention to time and credit relationships applicable to both lecture and non-lecture courses in music.

For institutions or programs using a clock hour system: when responding to the items below, please provide formulas, policies, and procedures in terms of clock hours instead of credit hours. Please consult NASM *Handbook 2018-19*, Standards for Accreditation III.A.2.e. regarding clock hour to credit hour conversions.

1. Formulas

a. Institution

- (1) Please provide the institution’s basic formula(s) for calculating credit hours.
(Example: In lecture courses, one semester hour of credit equals one hour of class instruction and at least two hours of work outside class for 15 weeks. In lab courses... etc.)
- (2) Please provide a citation noting the location of the statement(s) provided in item 1.a.(1) above in institutional printed or Web-based publications.

b. Music Unit *(only applicable if formula(s) differ from item 1.a. above)*

- (1) Please provide any additional formula(s) the music unit uses to calculate the meaning of a credit hour for music courses, productions, etc.
(Example: In music private lessons, one semester hour of credit equals... In music studio classes, one semester hour of credit equals... In ensemble classes... etc.)
- (2) Please provide a citation noting the location of the statement(s) provided in item 1.b.(1) above in institutional printed or Web-based publications.

Please note: In most cases, to meet NASM standards, an institution’s or music unit’s published credit-hour formulas must include minimum time requirements for (a) class or other types of instruction *and* (b) student study and preparation.

(continued on reverse)

2. Transfer of Credit

a. Institution

- (1) Please provide the institution-wide policy(ies) regarding transfer of credit from other institutions.
- (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.

b. Music Unit *(only applicable if policy(ies) differ from item 2.a. above)*

- (1) Please provide any additional music unit policy(ies) regarding transfer of credit from other institutions.
- (2) Please provide a citation noting the location of the statement(s) provided in item 2.b.(1) above in institutional printed or Web-based publications.

3. Procedures

a. Institution

- (1) Please provide the **procedures** used by the institution to ensure that decisions regarding the number of credit hours to be earned by students in specific courses, programs, and other requirements are consistent with the credit-hour policy(ies) applicable to those offerings outlined in 1.a.(1) above. For example, when new courses are offered or continuing courses are revised, document the procedure used by the institution to ensure that the appropriate amount of credit is awarded relative to (a) the required work for the curricular requirement, and (b) the institution's credit-hour policy(ies).
- (2) Please provide the means/processes/approaches used by the institution to ensure accurate and reliable application of its credit-hour policies and procedures.
- (3) Please provide a citation noting the location of the statements provided in items 3.a.(1) and (2) above in institutional printed or Web-based publications.

b. Music Unit *(only applicable if procedures differ from item 3.a. above)*

- (1) Please provide any additional music unit procedures used to ensure that decisions regarding the number of credit hours for certain music courses are consistent with credit-hour policies applicable to those offerings as outlined in 1.b.(1) above.
- (2) Please provide a citation noting the location of the statement(s) provided in item 3.b.(1) above in printed or Web-based publications.