

## APPLICATION FOR CLOCK HOUR-TO-CREDIT HOUR CONVERSION

**To be completed and submitted to ACCET by:** A vocational institution seeking to convert and/or measure its program in credit hours.

A separate application must be submitted for **each program** offered by an ACCET accredited institution, along with a **\$200 processing fee**.

**Other Pertinent Documents:**

Document 15 – Clock Hour and Credit Hour Policy

Document 25 – Policy for a New or Revised Program/Course

**Name of Institution:** \_\_\_\_\_ **ACCET ID #:** \_\_\_\_\_

**City/State:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

Please provide the following information as attachments:

1. **INSTITUTION'S CREDIT HOUR POLICY:** Provide a copy of the institution's policies and procedures for determining credit hours that the institution proposes to award for courses in this program **and** the institution's definition of the clock hour-to-credit hour conversion to be utilized for academic purposes and, if applicable, for financial aid purposes. (Submit as **Attachment 1**).
2. **CATALOG PROGRAM DESCRIPTIONS:** Provide program and course descriptions from the institution's catalog that is consistent with Document 29 – Catalog Checklist/Guidelines. (Submit as **Attachment 2**).
3. **WORK OUTSIDE OF CLASS:** Provide the following as attachments:
  - a. A completed Clock Hour and Credit Hour Breakdown – By Program and Course (chart attached) for the program, with a breakdown of the clock hours **and** credit hours. (Submit as **Attachment 3**).
  - b. Syllabi (and other curricular material as necessary) for **each** course/module in the program documenting work outside of class such as homework and indicating an approximation of the time required for students to complete the assignments (Submit as **Attachment 4**).
  - c. Documented evidence for **each** course/module in the program that the evaluation of homework or work outside of class is identified as a grading criterion and weighted appropriately in the determination of a final grade for each course or module (Submit as **Attachment 5**).

**CLOCK HOUR AND CREDIT HOUR BREAKDOWN - BY PROGRAM AND COURSE**

**INSTRUCTIONS:** Please complete a separate page for each program by identifying the breakdown of clock hours for lecture, lab, and externship/ internship. Additionally, identify the breakdown of credit hours AND the clock hour credit hour conversion that the institution seeks to use for academic purposes and, if applicable, for financial aid purposes, in accordance with the federal Program Integrity Regulations, effective July 1, 2011.

School \_\_\_\_\_ ACCET ID# \_\_\_\_\_ Date: \_\_\_\_\_

Program Name \_\_\_\_\_

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP/ INTERNSHIP HOURS		TOTAL HOURS		Hours of Work Outside of Class/Homework **
	Clock	Credit	Clock	Credit	Clock	Credit	Clock*	Credit	
<b>TOTALS</b>									

\*Do **NOT** include homework hours in total clock hours.  
 \*\*Must complete to justify measuring program in credit hours.