

**APPLICATION FOR REVIEW OF CLOCK HOUR-TO-CREDIT HOUR CONVERSION
BASED ON WORK OUTSIDE OF CLASS (E.G. HOMEWORK)**

To be completed and submitted to ACCET by: A vocational Title IV institution seeking to measure its program for financial aid purposes utilizing the federal clock hour-to-credit hour conversion (**30:1 semester credit or 20:1 quarter credit**) after July 1, 2011, **based on documented evidence of work outside of class (e.g. homework), in accordance with 34 CFR Section 668.8(1)(2).**

A separate application must be submitted for **each program** offered by an ACCET accredited institution, along with a **\$250 processing fee.**

As required by the federal Program Integrity Regulations, ACCET will periodically review and evaluate the reliability and accuracy of credit hours assigned to courses and programs for federal financial aid purposes by institutions. It is **imperative** that institutions provide the information requested herein on a timely basis. In the absence of the timely submission to ACCET in accordance with this directive, those institutions utilizing credit hours for financial aid purposes may be automatically subject to the USDE's revised ratios for clock hour-to-credit hour conversion (37.5 clock hours to 1 semester credit hour or 25 clock hours to 1 quarter credit hour), which may result in a reduction in Title IV Federal Financial Aid, effective July 1, 2011.

Other Pertinent Documents:

Document 15 – Clock Hour and Credit Hour Policy

Document 25 – Policy for New, Revised, and Existing Programs/Courses

Name of Institution: _____ **ACCET ID #:** _____

City/State: _____

Program Name: _____

Please provide the following information as attachments:

1. **ECAR:** Submit a copy of the institution's current Eligibility and Certification Approval Report (ECAR) from USDE (Submit as **Attachment 1**).
2. **INSTITUTION'S CREDIT HOUR POLICY:** Provide a copy of the institution's policies and procedures for determining credit hours that the institution awards 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 for financial aid purposes, effective July 1, 2011 (Submit as **Attachment 2**).
3. **CATALOG PROGRAM DESCRIPTIONS:** Provide a program description from the institution's catalog that is consistent with Document 29 – Catalog Guidelines/Checklist. (Submit as **Attachment 3**).

4. **WORK OUTSIDE OF CLASS**: Provide the following for **each** program as attachments:
- a. A completed Clock Hour and Credit Hour Breakdown – By Program and Course (chart attached) for each program, with a breakdown of the clock hours **and** credit hours consistent with the Program Integrity Regulations which are effective July 1, 2011 (Submit as **Attachment 4**).
 - b. Syllabi (and other curricular material as necessary) for a minimum of four courses in each 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 5**).
 - c. Documented evidence for a minimum of four courses in each 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 6**).

Note: Although an institution is only required to submit documented evidence of work outside of class for a minimum of four courses in each program under items # 4b and #4c above, an institution is invited to provide documentation for all courses in each program. Further, upon review, ACCET may request documentation of work outside of class for additional courses.

CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR FINANCIAL AID PURPOSES - 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 financial aid purposes**, in accordance with the federal Program Integrity Regulations, effective July 1, 2011.

School _____ ACCET ID# _____ Date: _____

Program Name _____

Credit hours for this program are measured in (\surd one): Semester Hours: ____ Quarter Hours: _____

NOTE: Course credit hours must be rounded down to a whole or half unit.

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	
TOTALS									

*Do **NOT** include homework hours in total clock hours.
 **Must complete if seeking to justify continuing to utilize a clock hour-to-credit hour conversion of 30:1 (semester) or 20:1 (quarter), for financial aid purposes, based on hours of work outside of class such as homework.