

WORKSHEET FOR USE BY INSTITUTIONS ON CREDITS AND PROGRAM LENGTH AND CLOCK HOURS

Review the “Information for Institutions on the Higher Learning Commission’s Credit Hour Policies” before completing this Worksheet.

INSTRUCTIONS

This form should be completed by the person(s) at the institution who know the most about the institution’s calendar and credit hour assignments; at many institutions the registrar may be the appropriate person to complete this assignment. The person(s) completing the assignment should work closely with the institution’s financial aid officer to ensure consistency between what is reported to the Commission on this form and what is reported to the U.S. Department of Education.

Purpose of this form. This form provides the evaluation team with information about the institution’s calendar, pattern of distribution of credit hour assignments, credit hour policies, and total credit hour generation related to courses for which it provides instruction. This form does **not** cover prior learning, transfer, etc., wherein an institutions awards credit but does not provide instruction associated with that credit.

Appendix A. All institutions must complete Appendix A. *Institutions that use multiple calendars may need to complete more than one section of Parts One and Two.*

Part One. Identify the institution’s calendar or calendars from the choices listed and provide responses to the questions posed for each type of calendar.

Part Two. In section A, identify the calendar(s) the institution identified in Part One and provide the term length and type of credit for each calendar. In section B, list the format of courses and number of credits awarded for each category of term identified in section A. In section C, identify any other courses not included in section B.

Part Three. Complete the questions about the institution’s credit hour policies.

Part Four. Complete the questions about total credit hour generation at the institution.

Attach the appropriate documents from the list on the last page of Appendix A.

Appendix B. Institutions should complete Appendix B only if they offer clock-hour courses/programs or are required by the U.S. Department of Education to report certain courses/programs to the Department in clock-hours for Title IV purposes. For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

APPENDIX A: CREDITS AND PROGRAM LENGTH

PART ONE – Institutional Calendar (check all that apply)

Institutions that use multiple calendars across the institution may need to complete more than one section below. For more information about the terminology and calendaring units referenced in this form, see 2011-2012 Federal Student Aid Handbook, Volume 3, Chapter 1, Academic Calendar, Payment Periods and Disbursements.

STANDARD TERMS

a. Semesters/Trimester

14-17 weeks or equivalent/courses that extend the full term

14-17 weeks composed of shorter terms for courses

2 8-week terms

4 4-week terms

Other (explain)

Summer—Y or N

8 Length of term in weeks

Type of credit awarded: Semester credits

Quarter credits

Other (explain)

b. Quarters

10-12 weeks or equivalent

10-12 weeks composed of shorter non-standard terms

2 5-week terms
 Other (explain)

Summer – Y or N
 Length of term in weeks

Type of credit awarded: Semester credits
 Quarter credits
 Other (explain)

NON-STANDARD TERMS

Number of weeks per term (explain all options)

Number of terms per year

Summer – Y or N
 Length of term in weeks

Type of credit awarded: Semester credits
 Quarter credits
 Other (explain)

PART TWO – Credit Hour Assignments

A. Term Length and Type of Credit

Institutions that use multiple calendars across the institution may need to complete more than one section below.

Use Most Recent Fall Semester Data		Term Length: number of weeks	Type of Credit: Semester or Quarter Hours
Semester/ Trimester Institutions	Standard Format: 14-17 week term	16 weeks	
	Non-Standard Formats: 4, 8 or other week terms within the semester calendar ¹	8 and 4 weeks	
Quarter Institutions	Standard Format: 10-12 week term		
	Non-Standard Formats: 2, 5, or other week terms within the quarter calendar. ¹		
Non-Standard Term Institutions	Term One		
	Term Two		
	Term Three ¹		

¹If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.

B. Format of Courses and Number of Credits Awarded

KEY TO FORM

Counting the # of Courses - Count each course offered by the institution in the row corresponding to the number of credits awarded and the column or columns representing the format of delivery. Do not count sections of the same course if the sections are offered in the same delivery format.

Instructional Time - Identify the total number of classes (or equivalent) held in that course during that term and the length of each class.

Course Formats

- **Column 1-FTF:** For courses where instructors interact with students in the same physical space for 75% or more of the instructional time.
- **Column 2-Mixed FTF:** For courses where instructors interact with students in the same physical space for less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education.
- **Column 3-Distance:** For courses where instructors interact with students through one or more forms of distance delivery.
- **Column 4-Correspondence:** For courses where instructors interact with students through mail or electronic interface according to a typically self-paced schedule.

Federal Definitions of Distance/Correspondence Education:

Distance education/course means education that uses one or more of the { following} technologies (i) to deliver instruction to students who are separated from the instructor: and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the technologies listed in clauses (i) through (iii).

Correspondence education/course means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.

- **Column 5-Independent/Directed Study:** For courses where instructors interact with students through a flexible format.

Evening/weekend or continuing education - Some institutions may have an evening or weekend college that, while on the same calendar, may structure its courses differently than the same courses offered in regular FTF or other delivery formats.

- **Column 6-Internships/Practica:** Some institutions may provide internship or practica experiences for which credits are awarded by the institution.

Some Examples

If the institution offers Calculus 210, a three credit-hour course, in FTF and distance formats as well as through the Weekend College, the course should be reported in the row for 3 credits and once in each of those columns.

If the institution offers that course in a full 14-17 week format as well as in a compressed format, the course should be reported in the form for 14-17 week courses as well as in a separate form for seven week courses.

If in the FTF format instructors meet with students two times per week for 1.5 hours per meeting for the 14 weeks of the term, report the # of meetings as 28 meetings, and the length of each meeting as 1.5 hours. (Note that one hour may be 50 minutes of actual instructional time.)

Form for Reporting Format of Courses and Number of Credits Awarded

Complete one form for each term length specified above.

TERM LENGTH: 16 WEEK									
		Course Formats							
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Evening/Weekend Courses	7. Internship/ Practica Courses	
		1 Credit Hour							
AG 101	Career Dev in AGNR	# of classes	15						
		Length of each class	1						
AG106	Plant Science Lab	# of classes	15						
		Length of each class	2						
AG108	Animal Science Lab	# of classes	15						
		Length of each class	2						
BI205	Curr Topics Biology	# of classes				15			
		Length of each class				1			
BT240	Employment Strategies	# of classes	15		15				

		Length of each class	1		1			
CS102	Freshman Seminar	# of classes	15					
		Length of each class	1					
CS108	Multiculture Reading	# of classes	15					
		Length of each class	1					
CS109	African/Amer Reading	# of classes	15					
		Length of each class	1					
CS110	Speed Reading	# of classes	15					
		Length of each class	1					
CS111	Women's History Reading	# of classes	15					
		Length of each class	1					
NR105	Int Mental Hlth Nurs	# of classes	15					15
		Length of each class	1					1
PE104	Varsity sports - other I	# of classes	15					
		Length of each class	2					
PE107	Rhythmic Aerobic	# of classes						30
		Length of each class						1
PE113	Lifetime Activities	# of classes						15
		Length of each class						2
PE116	Karate	# of classes						15
		Length of each class						2
PE204	Varsity Spts-Other II	# of classes	15					
		Length of each class	2					
		# of classes						
		Length of each class						
2 Credit Hours								
AG130	Farm Env Safety	# of classes	30					
		Length of each class	1.5					
AH223	First Aid/Emergency	# of classes			15			
		Length of each class			2			

BT180	DigiTools	# of classes	30						
		Length of each class	1						
DS080	Intro to Keyboarding	# of classes					15		
		Length of each class					2		
NR295	Leadership in nursing	# of classes	15					15	
		Length of each class	2					2	
PE105	Health	# of classes			30				
		Length of each class			1				
TH113	Beginning Acting	# of classes	30						
		Length of each class	1						
3 Credit Hours									
AC136	Elem Accounting I	# of classes	45		45			15	
		Length of each class	1		1			3	
AC137	Elem Accounting II	# of classes	45		45				
		Length of each class	1		1				
AC210	Cost Accounting	# of classes	32		45				
		Length of each class	1.5		1				
AC236	Inter Accounting I	# of classes	45		45				
		Length of each class	1		1				
AG105	Plant Science	# of classes	45						
		Length of each class	1						
AG107	Animal Science	# of classes	32						
		Length of each class	1.5						
AG112	Beef Prod and Mangt	# of classes	45						
		Length of each class	1						
AG114	Crop Science	# of classes	32						
		Length of each class	1.5						
AG124	Horses & Horsemanshp	# of classes	45						
		Length of each class	1						
AG240	Soil & Fm Watr Mangt	# of classes	45						

		Length of each class	1					
AH102	Health & Disease	# of classes			45			
		Length of each class			1			
AH103	Medical Coding	# of classes			45			
		Length of each class			1			
AH106	Math-Allied Health	# of classes	45		45			
		Length of each class	1		1			
AH160	Basic Medical Term	# of classes	45		45			
		Length of each class	1		1			
AH200	Princ Pharm/Med Assist	# of classes			45			
		Length of each class			1			
AH202	Health Ins Billing	# of classes			45			
		Length of each class			1			
AH210	MA: Clinical Procedure	# of classes			45			
		Length of each class			1			
AH211	Med Law and Ethics	# of classes			45			
		Length of each class			1			
AH221	Medic Office Intern	# of classes						45
		Length of each class						1
AM200	Electirical Systems	# of classes						16
		Length of each class						3
AR104	Art Appreciation	# of classes	45		45			16
		Length of each class	1		1			3
AR104	Art Appreciation	# of classes	32					
		Length of each class	1.5					
AR105	Design I	# of classes	45					
		Length of each class	2					
AR106	Drawing I	# of classes	45					
		Length of each class	2					
AR205	Design II	# of classes	45					

		Length of each class	2						
AR206	Drawing II	# of classes	45						
		Length of each class	2						
AT220	Precision Measurement	# of classes						16	
		Length of each class						3	
BA101	Intro to Business	# of classes	32						
		Length of each class	1.5						
BA110	Current Issues/Business	# of classes	32						
		Length of each class	1.5						
BA150	Prin of Management	# of classes	32		32				
		Length of each class	1.5		1.5				
BA154	Prin of Marketing	# of classes	32		32				
		Length of each class	1.5		1.5				
BA161	Human Resource Mgt	# of classes	45		45				
		Length of each class	1		1				
BA204	Credit and Finance	# of classes			45				
		Length of each class			1				
BA221	Business Law	# of classes			45			16	
		Length of each class			1			3	
BA269	Entrepreneurship	# of classes			45				
		Length of each class			1				
BT110	Business Mathematics	# of classes	45		45				
		Length of each class	1		1				
BT130	Business Communication	# of classes	45		45			16	
		Length of each class	1		1			3	
BT160	Microcomp Application I	# of classes	45		45			16	
		Length of each class	1		1			3	
BT160	Microcomp Application I	# of classes	32	16					
		Length of each class	1.5	1.5					
BT170	Database Concepts	# of classes			45				

		Length of each class			1				
BT190	Spreadsheet Application	# of classes	45						
		Length of each class	1						
BT200	Desktop Publishing	# of classes	45						
		Length of each class	1						
BT250	Word Processing II	# of classes			45				
		Length of each class			1				
CD112	E Child Growth and Dev	# of classes						16	
		Length of each class						3	
CD115	Profession/Early Child	# of classes						16	
		Length of each class						3	
CD120	Preschool Admin	# of classes						16	
		Length of each class						3	
CD140	Creative Act/Child	# of classes						16	
		Length of each class						3	
CD205	Hlth, safety and nutrition	# of classes					16		
		Length of each class					3		
CD207	Childrn w special needs	# of classes					16		
		Length of each class					3		
CD211	Music for Children	# of classes					16		
		Length of each class					3		
CD220	Lang Dev/Lit	# of classes			45				
		Length of each class			1				
CD250	Child Clin Obser	# of classes					16	16	
		Length of each class					3	3	
CD260	Child Care Pract	# of classes							45
		Length of each class							1
CJ125	Liability/CJ officer	# of classes	32						
		Length of each class	1.5						
CJ140	Crim Inv	# of classes	45						

		Length of each class	1						
CJ170	Intro to Juvenile	# of classes						16	
		Length of each class						3	
CJ226	Intro to Corrections	# of classes	45						
		Length of each class	1						
CJ235	Criminal Law	# of classes	45						
		Length of each class	1						
CD250	Cr Justice Practicum	# of classes							45
		Length of each class							1
DS015	College Reading	# of classes	45		45				
		Length of each class	1		1				
DS015	College Reading	# of classes	32						
		Length of each class	1.5						
DS025	Writing Improvement	# of classes	45		45			16	
		Length of each class	1		1			3	
DS025	Writing Improvement	# of classes	32						
		Length of each class	1.5						
DS048	Pre-Algebra	# of classes	45		45			16	
		Length of each class	1		1			3	
DS048	Pre-Algebra	# of classes	32						
		Length of each class	1.5						
DS049	Basic Algebra	# of classes	45		45			16	
		Length of each class	1		1			3	
DS049	Basic Algebra	# of classes	32						
		Length of each class	1.5						
EC252	Microeconomics	# of classes			45				
		Length of each class			1				
EC253	Macroeconomics	# of classes	45		45				
		Length of each class	1		1				
ED200	Found of Education	# of classes	45		45				

		Length of each class	1		1			
ED201	Tch Prof w field experience	# of classes	45		45			
		Length of each class	1		1			
ED265	Multicultural Educ	# of classes			45			
		Length of each class			1			
ED270	Educational Pysch	# of classes	45					
		Length of each class	1					
ED275	Technology for Teachers	# of classes	45			45		
		Length of each class	1			1		
ED283	Hlth/PE Methods Elem	# of classes	45					
		Length of each class	1					
ED285	Ed Exceptional Learner	# of classes			45			
		Length of each class			1			
EN101	English I	# of classes	45		45			16
		Length of each class	1		1			3
EN101	English I	# of classes	32					
		Length of each class	1.5					
EN102	English II	# of classes	45		45			16
		Length of each class	1		1			3
EN102	English II	# of classes	32	16				
		Length of each class	1.5	1.5				
EN196	Lit/Elementary Child	# of classes	32		32			
		Length of each class	1.5		1.5			
EN252	World Lit	# of classes	45					
		Length of each class	1					
EN262	American Lit II	# of classes	45		45			
		Length of each class	1		1			
FL100	Spanish I	# of classes						16
		Length of each class						3
FL155	American Sign Lang I	# of classes	32					16

		Length of each class	1.5					3	
FL255	American Sign Lang II	# of classes	32						
		Length of each class	1.5						
GE106	Int World Geography	# of classes	32						
		Length of each class	1.5						
HI101	Western Civ to 1700	# of classes	45		45				
		Length of each class	1		1				
HI102	Western Civ since 1700	# of classes	45					16	
		Length of each class	1					3	
HI103	Am Hist to 1877	# of classes	45		45			16	
		Length of each class	1		1			3	
HI103	Am Hist to 1877	# of classes	32						
		Length of each class	1.5						
HI104	Am Hist since 1877	# of classes	45						
		Length of each class	1						
HT215	Hlth Information Mgt	# of classes			45				
		Length of each class			1				
HU111	Intro Hum II	# of classes	32		45				
		Length of each class	1.5		1				
MF120	Intro to Electricity	# of classes						16	
		Length of each class						3	
MF122	Basic Elect I	# of classes						16	
		Length of each class						3	
MF126	Basic Elect II	# of classes						16	
		Length of each class						3	
MF220	AutocadI	# of classes						16	
		Length of each class						3	
MF271	Manuf Tech Intern	# of classes							45
		Length of each class							1
MT110	Interm Algebra	# of classes	45		45			16	

		Length of each class	1		1			3	
MT110	Interm Algebra	# of classes	32						
		Length of each class	1.5						
MT121	Math Concepts	# of classes	32		32				
		Length of each class	1.5		1.5				
MT122	College Algebra	# of classes	45		45				
		Length of each class	1		1				
MT122	College Algebra	# of classes	32						
		Length of each class	1.5						
MT125	Elem Stats	# of classes	32						
		Length of each class	1.5						
MU109	Music Appreciation	# of classes	45		45			16	
		Length of each class	1		1			3	
PH101	Intro to Ethics	# of classes			45			16	
		Length of each class			1			3	
PH102	Intro to Philosophy	# of classes	32		32				
		Length of each class	1.5		1.5				
PL216	National Gov	# of classes	45		45			16	
		Length of each class	1		1			3	
PL216	National Gov	# of classes	32						
		Length of each class	1.5						
PY121	General Psychology	# of classes	45		45			16	
		Length of each class	1		1			3	
PY121	General Psychology	# of classes	32						
		Length of each class	1.5						
PY214	Social Psychology	# of classes			45				
		Length of each class			1				
PY225	Child Psychology	# of classes			45				
		Length of each class			1				
PY226	Adolescent Psychology	# of classes			45				

		Length of each class			1				
PY230	Abnormal Psychology	# of classes	32		45				
		Length of each class	1.5		1				
PY233	Human Growth and Dev	# of classes			45				
		Length of each class			1				
PY245	Adv Gen Psychology	# of classes			45				
		Length of each class			1				
RL101	Intro to Religion	# of classes			45				
		Length of each class			1				
SO107	General Sociology	# of classes	32		45				
		Length of each class	1.5		1				
SO201	Marriage and Family	# of classes			45				
		Length of each class			1				
SO210	Social Problems	# of classes			45				
		Length of each class			1				
SO298	Deviant Behavior	# of classes			45			16	
		Length of each class			1			3	
SP175	Speech	# of classes	45		45			16	
		Length of each class	1		1			3	
SP175	Speech	# of classes	32						
		Length of each class	1.5						
TH111	Intro to Theatre	# of classes			45				
		Length of each class			1				
		# of classes							
		Length of each class							
4 Credit Hours									
AH222	Med Assisting Intern	# of classes							16
		Length of each class							4
BA176	Bus Mgt Internship	# of classes							16
		Length of each class							4

BI240	Human Anatomy	# of classes	45		45			32	
		Length of each class	1.5		1.5			2.5	
BI240	Human Anatomy	# of classes	32						
		Length of each class	2.5						
BI242	Human Physiology	# of classes	32		32				
		Length of each class	2.5		2.5				
BI243	Microbiology	# of classes	32		32				
		Length of each class	2.5		2.5				
BT 270	Business Tech Intern	# of classes							16
		Length of each class							4
CH107	Intro to Chem	# of classes	32		32				
		Length of each class	2.5		2.5				
NR117	Pharmacology	# of classes	32					32	
		Length of each class	2					2	
NR250	Matrl Child Nurs III	# of classes	32					32	
		Length of each class	2					2	
PM 205	Pharm Practice II	# of classes						16	
		Length of each class						1	
PS101	Intro Physical Science	# of classes	32		32			32	
		Length of each class	2.5		2.5			2.5	
		# of classes							
		Length of each class							
5 Credit Hours									
BI100	Gen Biology	# of classes	45		32				
		Length of each class	2		2.5				
BI100	Gen Biology	# of classes	32						
		Length of each class	2.5						
BI103	Gen Zoology	# of classes	45						
		Length of each class	2						
BI110	Ecology	# of classes	45						

		Length of each class	2						
CH110	Gen Chem I	# of classes	45		45				
		Length of each class	2		2				
MT148	Pre-Calculus	# of classes	75						
		Length of each class	1						
MT250	Geom&Calcll	# of classes	75						
		Length of each class	1						
		# of classes							
		Length of each class							
6 Credit Hours									
AC240	Accounting Internship	# of classes							45
		Length of each class							6
7 Credit Hours									
NR109	Found Nursing II	# of classes	48					48	
		Length of each class	2					2	
NR253	Nurs of Adults III	# of classes	48					48	
		Length of each class	2					2	
8 Credit Hours									
BI238	Anatomy and Physiology	# of classes						64	
		Length of each class						3	

TERM LENGTH: 10 WEEK									
Course ID	Course Name	Instructional Time	Course Formats						
			1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Evening/Weekend Courses	7. Internship/ Practica Courses
1 Credit Hour									
PE102	Phys Educ-Tennis I	# of classes	30						
		Length of each class	1						
PE108	Volleyball	# of classes	20						
		Length of each class	1.5						
PE117	Personal Fitness	# of classes	30						
		Length of each class	1.5						
2 Credit Hours									
PE105	Health	# of classes	20						
		Length of each class	1.5						
PE105	Health	# of classes	30						
		Length of each class	1						

TERM LENGTH: 8 WEEK									
Course ID	Course Name	Instructional Time	Course Formats						
			1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Evening/Weekend Courses	7. Internship/ Practica Courses

1 Credit Hour								
BT240	Employment Strategies	# of classes	16					
		Length of each class	1					
CS102	Freshman Seminar	# of classes	16					
		Length of each class	1					
NR105	Int Mental Hlth Nurse	# of classes			16			
		Length of each class			1			
NR113	Person/Voc Concept	# of classes			16			
		Length of each class			1			
NR116	Family/Comm Living	# of classes			16			
		Length of each class			1			
NR230	Trends & Issues-NSG	# of classes			16			
		Length of each class			1			
PE123	Horseback Riding	# of classes					8	
		Length of each class					4	
PE124	Horseback Riding II	# of classes					8	
		Length of each class					4	
		# of classes						
		Length of each class						
2 Credit Hours								
NR108	Found Nursing I	# of classes	8					8
		Length of each class	4					4
NR120	Geriatric Nursing	# of classes			16			
		Length of each class			2			
3 Credit Hours								
BA204	Credit & Finance	# of classes			24			
		Length of each class			2			
BT210	Web Page Design I	# of classes			24			
		Length of each class			2			
		# of classes						

		Length of each class							
5 Credit Hours									
NR123	Nursing of Aldts 1B	# of classes							16
		Length of each class							5
NR162	Nurs of Adults II	# of classes							16
		Length of each class							5
6 Credit Hours									
NR 162	Nurs of Adults II	# of classes							16
		Length of each class							5

Institutions offering courses with **six or more credits awarded** should list those courses in the form below. Identify the number of credits awarded in the first column. Add additional rows, if needed. In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.

Placed in the above tables

C. Other Courses Not Reported Above

List below any other courses that were not included in the form in section B. Identify the course names and the number of credits allocated to them along with a brief description of how instruction takes places in these courses and how many hours of instruction are provided. (Such courses might include travel or other courses that do not fit in the columns above because they have a different delivery format.)

PART THREE – Policy on Credit Hours

The institution has a policy for assigning credit:

Yes

No

The institution has policies regarding assignment of credit at the following levels (check all that apply):

Institution-wide

Delivery format specific

Department-specific

Program specific

PART FOUR – Total Credit Hour Generation

Provide the total number of credit hours generated by the institution in the most recent fall and spring terms:

Total Number of Credit Hours (identify the term and year)

Total Number of Credit Hours (identify the term and year)

Identify the percentage of the total credit hours being generated by each of the delivery formats identified by the institution above. Include a separate category for compressed format courses.

	Course Formats							
	FTF Courses	Mixed FTF Courses	Distance Courses	Corresp Courses	Independent/ Directed Study Courses	Evening/ Weekend Courses	Internship/ Practica Courses	Compressed Format Courses
Credit Hours Generated	47%	1%	26%	0%	2%	22%	2%	0%

Provide the headcount of students earning more than 18 undergraduate or 15 graduate credits hours in the most recent fall and spring semesters/trimesters or the equivalent for quarters or non-standard term institutions.

Most Recent Fall Term (identify the year)

Most Recent Spring Term (identify the year)

Attachments

Attach copies of all applicable policies related to the assignment of credit in .pdf format.

Attach a copy of the catalog or other document in .pdf format that contains course descriptions and applicable credit hour requirements.

Mark or highlight in the catalog any course that is provided by the institution in non-standard terms or compressed format.

Attach the course schedule for the most recent completed fall and most recent completed spring terms with times and meeting dates for all classes at all locations and by delivery format.

Note that the team may ask for additional data to examine credit hour production by educational program and by course. This data may include separate breakdowns for general education as well as by delivery format and by course academic unit (semester, quarter, etc.), by level, by location or by delivery format.

APPENDIX B: CLOCK HOUR WORKSHEET

Instructions

Complete the following worksheet only if the institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields. Check with the institution's financial aid officer to determine if the institution has programs of this nature.

Federal Formula for Minimum Number of Clock Hours of Instruction (34 CFR §668.8)

1 semester or trimester hour must include at least 37.5 clock hours of instruction

1 quarter hour must include at least 25 clock hours of instruction

The institution reports clock hours to the U.S. Department of Education with regard to some programs for Title IV purposes:

Yes

No

Identify the academic programs that are reportable in clock hours based on the information above. (Institutions may attach a separate list.)

Allied Health and Nursing – while clock hours are used in determining time and course descriptions in these programs, they are not required to be reported.

Explain the institution's credit to clock hour conversion policy.

Course credit is awarded in semester hours as recorded on the academic transcript. The fall and spring semesters are 16-weeks in length. The summer session consists of either one eight-week session or two four-week sessions. NCMC also offers two intersessions, which occur between semesters. Each intersession is affiliated with the semester immediately following the intersession and consists of 4 weeks. Course delivery consists of traditional on-ground, online, as well as the blended format which allows for reduced in-class instructional contact plus an online component.

NCMC calculates credit hours by semester based on the standard Carnegie unit. The semester credit hour is the unit of measure used to determine college-credit course work. A credit hour is defined as one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester of credit. Thus, a unit of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework OR 2/3 hours of lab/activity) for 16 weeks. Lecture/Theory courses are considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should be prepared to complete six hours per week of homework. A unit of a clinical/laboratory/activity course is equal to two/three hours per week. In order to earn credit hours, students must also meet institutional and state learning outcomes at a satisfactory level.

NCMC meets and/or exceeds the minimum course length requirement set by the Federal Student Aid Program (FSA) regulations. At NCMC, one credit hour is granted for 750 minutes of contact lecture time. Credits at NCMC are awarded based on the number of minutes a lecture class meets per week as well as, if the students successfully meeting the stated learning outcomes. One credit is awarded for each 55 minute session for a 15 week semester or 750 minutes per credit. Labs must meet additional instructional time, as required by state regulations. NCMC courses exceed the minimum class time required and meet 55 minutes for three day courses, 110 minutes for two day courses and 165 minutes for one day courses for a minimum of 2250 minutes per semester. These standards are adhered to when developing class schedules each semester.

If the credit to clock hour conversion numbers are less than the federal formula, indicate what specific requirements there are, if any, for student work outside of class.

N/A