



Worksheet for Use by Institutions on Assignment of Credit Hours and on Clock Hours

Instructions

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

This worksheet 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 a single source of information about the institution’s calendar, credit hour policies, and total credit hour generation related to the courses for which it provides instruction, and an overview of the institution’s pattern of distribution of credit hour assignments. **It is not an inventory of every course the institution offers.** The institution should:

- report on academic terms and credit for courses that support the institution’s certificate and degree programs;
- include notes or other brief explanation in this form where appropriate to explain the allocation of credit hours;
- estimate or round off where appropriate;

- **not** include prior learning, transfer, etc., wherein the institution awards credit but does not provide instruction associated with that credit.

Appendix A. Credits and Program

Length. All institutions must complete Appendix A. Institutions that use multiple calendars may need to complete more than one section of Part One.

Appendix A includes these sections:

Part One. Institutional Calendar, Term Length, and Type of Credit

Part Two. Format of Courses and Number of Credits Awarded

Part Three. Policy on Credit Hours

Part Four. Total Credit Hour Generation

Part Five. Clock Hours

Supporting Materials

Appendix B. Clock Hour Worksheet.

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.

Appendix A: Assignment of Credit Hours

Part One: Institutional Calendar, Term Length, and Type of Credit

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. Definitions in this section are taken from that Handbook.

Terms		Column 1 Term Length: Number of weeks	Column 2 Number of Starts
Semester / Trimester Calendar	Standard Format: 14-17 week term	15 weeks of instruction; one week of final exams	4,826
	Compressed Formats: 4, 8 or other week terms within the semester calendar ¹	2 weeks (Summer) 4 weeks (Summer) 6 weeks (Summer) 8 weeks 8 weeks (Summer) 10 weeks	15 2 1,572 129 9 36
	Summer Term	12 weeks; <i>most classes scheduled in two 6 week sessions</i>	256
Quarter Calendar	Standard Format: 10-12 week term		
	Compressed Formats: 2, 5, or other week terms within the quarter calendar ¹		
	Summer Term		

Non-Standard Terms (terms that are not semester, trimesters, or quarters. A non-standard term may have the following characteristics: courses do not begin and end within a set period of time; courses overlap terms, including self-paced and independent study courses or sequential courses that do not begin and end within a term; terms may be of equal or unequal length.)

Term		Column 1 Term Length: Number of weeks	Column 2 Number of Starts	Column 3 Type of Credit
Non-Standard Term Calendar	Term One	Varies from 2 to 10	574	
	Term Two			
	Term Three			
	Summer Term	Varies from 1 to 7	334	

Part Two. Format of Courses and Number of Credits Awarded

Guide to Completing this Section

Period Reported

An institution may use any recent term that provides a reasonable picture of their credit hour allocations as the basis for reporting in the Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses. The institution should identify on the form what term is being reported. **The institution should complete a separate form for each type of term identified in Part One.**

Key to Rows

- **# 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 through which the course or a section of that course is offered. Do not count sections of the same course if the sections are offered in the same delivery format.
- **# of Meetings**—Enter the total number of class meetings (or equivalent) provided in each course with that credit award during that term; if the number of class meetings varies, enter a range. For distance, correspondence or other formats report on instructional time. Do not include study or other time where students work independently or with other students even though such time may be provided to replace time with a faculty member. Instructional time need not be limited to time spent with all students in the class in a single format.

Include lab or discussion in the number of meetings if they are a required element of the course, do not have a separate course number or credit hour allocation, and if the presence of a lab or discussion is considered significant when the institution assigns credit hours to the course. If lab or discussion does meet these considerations, it need not be reflected in this chart.

- **Meeting Length**—Enter the range (shortest to longest) of meeting times in each category. (*Note that one hour may be 50 minutes of actual instructional time.*)

Key to Columns

- **Column 1—FTF**: For courses where instructors interact with students in the same physical space for approximately 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.

Note that the above explanations arise from the Commission's distance education protocol. Institutions may use other thresholds for FTF and Mixed FTF provided that they define them clearly and include the definition on this worksheet.

- **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.
- **Column 6–Weekend College:** Some institutions may have an evening or weekend college that, while on the same calendar, may structure its courses and credit assignments differently than the same courses offered during the regular day; institutions that offer courses in the evening or on the weekend as another scheduling option for students, but the courses provide similar class meetings or instructional time as those courses offered by the institution during the regular day need not report evening or weekend courses in this category.
- **Column 7–Internships/Practica:** Some institutions may provide internship or practica experiences for which credits are awarded by the institution. Institutions that have professional schools in medicine, law, nursing, physical therapy, etc. that often require internships or practica with high credit allocations should provide brief summative information about the internships but not need include them in the report form.

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 standard format as well as in a compressed format, the course should be reported on one form for the standard form and in a separate form for the compressed format.*
- *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.*

Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses

Complete a separate form for each term length specified in Part One, Columns 1 and 2 above.

Term and Length: Spring 2011, 16 Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practica Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	161	10	148		137		23
	# of meetings	1-2	UNK	UNK		UNK		UNK
	Meeting length	50-240 min.	UNK	UNK		UNK		UNK
1.5 Credits	# of courses	2		2				
	# of meetings	1		UNK				
	Meeting length	75-90 min.		UNK				
2 Credits	# of courses	89	3	13		7		9
	# of meetings	1-3	1-2	UNK		UNK		UNK
	Meeting length	50-480 min.	50-170 min.	UNK		UNK		UNK
3 Credits	# of courses	1245	76	290		39		28
	# of meetings	1-4	1-3	UNK		UNK		UNK
	Meeting length	45-450 min.	67-480 min.	UNK		UNK		UNK
4 Credits	# of courses	108	2	6		4		2
	# of meetings	1-4	UNK	UNK		UNK		UNK
	Meeting length	55-650 min.	UNK	UNK		UNK		UNK
5 Credits	# of courses	37	1	1		1		1
	# of meetings	1-6	4	UNK		UNK		UNK
	Meeting length	50-400 min.	50 min.	UNK		UNK		UNK
6 Credits ¹	# of courses	43	2	8		8		1
	# of meetings	1-5	UNK	UNK		UNK		UNK
	Meeting length	90-420 min.	UNK	UNK		UNK		UNK
7 Credits ¹	# of courses	3	1					1
	# of meetings	UNK	UNK					UNK
	Meeting length	UNK	UNK					UNK

Term and Length: Spring 2011, 16 Weeks Continued

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
8 Credits ¹	# of courses	2						3
	# of meetings	UNK						UNK
	Meeting length	UNK						UNK
9 Credits ¹	# of courses			1		1		
	# of meetings			UNK		UNK		
	Meeting length			UNK		UNK		
10 Credits ¹	# of courses	1	1					1
	# of meetings	UNK	UNK					UNK
	Meeting length	UNK	UNK					UNK
12 Credits ¹	# of courses	2						1
	# of meetings	UNK						UNK
	Meeting length	UNK						UNK
14 Credits ¹	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						
16 Credits ¹	# of courses							1
	# of meetings							UNK
	Meeting length							UNK
19 Credits ¹	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						
20 Credits ¹	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						

Term and Length: Spring 2011, 10 Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practica Courses
1 Credit	# of courses	2						
	# of meetings	1-2						
	Meeting length	75-90 min.						
2 Credits	# of courses	1		1				
	# of meetings	2		UNK				
	Meeting length	75 min.		UNK				
3 Credits	# of courses	1						1
	# of meetings	UNK						3
	Meeting length	UNK						510 min.

Term and Length: Spring 2011, 8 Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
1 Credit	# of courses	13	1	3				
	# of meetings	1-2	UNK	UNK				
	Meeting length	75-110 min.	UNK	UNK				
1.5 Credits	# of courses	18	2	3		2		
	# of meetings	1-3	UNK	UNK		UNK		
	Meeting length	75-165 min.	UNK	UNK		UNK		
2 Credits	# of courses	7		2				
	# of meetings	1-2		UNK				
	Meeting length	60-180 min.		UNK				
3 Credits	# of courses	13	2	7				
	# of meetings	1-3	1-2	UNK				
	Meeting length	85-165 min.	160-165 min.	UNK				
8 Credits ¹	# of courses		1					3
	# of meetings		5					5
	Meeting length		540 min.					540 min.

Term and Length: Spring 2011, Variable Schedule

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
1 Credit	# of courses	25		5		1		2
	# of meetings	1-5		UNK		UNK		UNK
	Meeting length	55-480 min.		UNK		UNK		UNK
1.5 Credits	# of courses	7		2				
	# of meetings	1		UNK				
	Meeting length	160-270 min.		UNK				
2 Credits	# of courses	8						2
	# of meetings	2-5						1
	Meeting length	75-210 min.						240 min.
3 Credits	# of courses	47	15	60		3		3
	# of meetings	1-5	1-4	UNK		UNK		UNK
	Meeting length	50-540 min.	50-165 min.	UNK		UNK		UNK
4 Credits	# of courses	1	1					
	# of meetings	5	UNK					
	Meeting length	55 min.	UNK					
6 Credits	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						

Term and Length: Spring 2011, Other Sessions

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practica Courses
.5 Credit	# of courses	13		1		1		
	# of meetings	1-2		1		1		
	Meeting length	60-240 min.		60 min.		60 min.		
1 Credit	# of courses	38		13		11		
	# of meetings	1-4		UNK		UNK		
	Meeting length	50-480 min.		UNK		UNK		
2 Credits	# of courses	54		4		1		
	# of meetings	1-2		UNK		1		
	Meeting length	50-180 min.		UNK		60min.		
3 Credits	# of courses	33		2		1		
	# of meetings	1-3		UNK		UNK		
	Meeting length	55-180 min.		UNK		UNK		
4 Credits	# of courses	12		1				
	# of meetings	1-2		UNK				
	Meeting length	60-180 min.		UNK				
5 Credits	# of courses	5						
	# of meetings	3-4						
	Meeting length	50-140 min.						
6 Credits ¹	# of courses	2						
	# of meetings	UNK						
	Meeting length	UNK						
16 Credits ¹	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						

Term and Length: Summer 2011, 12 Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
.5 Credits	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						
1 Credit	# of courses	19	5	37		40		15
	# of meetings	UNK	UNK	UNK		UNK		UNK
	Meeting length	UNK	UNK	UNK		UNK		UNK
2 Credits	# of courses	3		2				1
	# of meetings	UNK		UNK				UNK
	Meeting length	UNK		UNK				UNK
2.5 Credits	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						
3 Credits	# of courses	39	13	49		3		2
	# of meetings	1-5	UNK	UNK		UNK		UNK
	Meeting length	75-540 min.	UNK	UNK		UNK		UNK
4 Credits	# of courses	4						
	# of meetings	UNK		UNK				
	Meeting length	UNK		UNK				
5 Credits	# of courses	3	1					
	# of meetings	2-3	2					
	Meeting length	300-540 min.	300 min.					
6 Credits ¹	# of courses	1		8		8		
	# of meetings	UNK		UNK		UNK		
	Meeting length	UNK		UNK		UNK		
12 Credits ¹	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						

Term and Length: Summer 2011, 8 Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
3 Credits	# of courses	1	1	6				
	# of meetings	2	UNK	UNK				
	Meeting length	75 min.	UNK	UNK				
4 Credits	# of courses			1				
	# of meetings			UNK				
	Meeting length			UNK				

Term and Length: Summer 2011, 6 Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practica Courses
1 Credit	# of courses	41		91		87		13
	# of meetings	1-3		UNK		UNK		UNK
	Meeting length	50-510 min.		UNK		UNK		UNK
1.5 Credits	# of courses	5		10		4		
	# of meetings	1		UNK		UNK		
	Meeting length	180-195 min.		UNK		UNK		
2 Credits	# of courses	37	2	5		4		
	# of meetings	1-4	2	UNK		UNK		
	Meeting length	75-750 min.	600 min.	UNK		UNK		
3 Credits	# of courses	401	11	162		26		22
	# of meetings	1-5	1-5	UNK		UNK		UNK
	Meeting length	95-600 min.	170-510 min.	UNK		UNK		UNK
4 Credits	# of courses	23		5		3		
	# of meetings	2-5		UNK		UNK		
	Meeting length	125-350 min.		UNK		UNK		
5 Credits	# of courses	11						
	# of meetings	3-5						
	Meeting length	180-350 min.						
6 Credits ¹	# of courses	5	1					1
	# of meetings	UNK	1					1
	Meeting length	UNK	330 min.					480 min.
10 Credits ¹	# of courses	5	1					1
	# of meetings	UNK	1					UNK
	Meeting length	UNK	330 min.					UNK

Term and Length: Summer 2011, Variable Weeks

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
1 Credit	# of courses	18		6		4		1
	# of meetings	1-5		UNK		UNK		UNK
	Meeting length	60-540 min.		UNK		UNK		UNK
1.5 Credits	# of courses	9	2					
	# of meetings	1-3	1					
	Meeting length	180-540 min.	195 min.					
2 Credits	# of courses	20		1				
	# of meetings	2-5		4				
	Meeting length	140-480 min.		480 min.				
3 Credits	# of courses	82	3	34		1		1
	# of meetings	1-5	UNK	UNK		UNK		1
	Meeting length	90-540 min.	UNK	UNK		UNK		180 min.
3.5 Credits	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						
4 Credits	# of courses	6		1		1		
	# of meetings	2-5		UNK		UNK		
	Meeting length	195-255 min.		UNK		UNK		
5 Credits	# of courses	5						
	# of meetings	UNK						
	Meeting length	UNK						
6 Credits ¹	# of courses	1						
	# of meetings	2						
	Meeting length	480 min.						

Term and Length: Summer 2011, All Other Courses

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
1 Credit	# of courses	5		3		3		1
	# of meetings	UNK		UNK		UNK		UNK
	Meeting length	UNK		UNK		UNK		UNK
2 Credits	# of courses	5		1				
	# of meetings	UNK		UNK				
	Meeting length	UNK		UNK				
2.5 Credits	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						
3 Credits	# of courses	12		2				
	# of meetings	2-5		UNK				
	Meeting length	140-270 min.		UNK				
12 Credits ¹	# of courses	1						
	# of meetings	UNK						
	Meeting length	UNK						

¹Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. 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.**

Explanation of Courses with 6 or more credit hours:

Spring and Summer semester courses with 6 or more credit hours are listed in the files included with this report. These courses are Thesis/Dissertation-credit courses, clinical courses in the health sciences (Dentistry, Medicine, Nursing, etc.) and student teaching. Generally these courses have arranged scheduling. As a consequence, data on instructional time are not available for many of these courses.

Other Courses Not Reported Above

List below any other courses that were not included in the Form for Reporting an Overview of Credit Hour Allocations and Instructional Time for Courses. 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 specific to the assignment of credit:

Yes*

No

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

Institution-wide

Delivery format specific

Department-specific

Program specific

**Include the institution's credit hour policy in the attachments to this worksheet.*

Part Four: Total Credit Hour Generation

Identify the typical number of credits of a full-time or part-time undergraduate and graduate student takes during a regular term.

Provide the headcount of students earning more than this load 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)

Part Five: Clock Hours

Answer YES to the statement below **only if your 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.** For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

Check with the institution's financial aid officer to determine if the institution has programs of this nature. 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.

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

Yes

No

If the answer is Yes, complete Appendix B, Clock Hour Worksheet, and attach it to this report.

Supporting Materials

The institution should include with this document the following supporting materials:

- Copies of all applicable policies related to the assignment of credit in .pdf format.
- A copy of the catalog or other document in .pdf format that contains course descriptions and applicable credit hour assignments.
- The catalog or other document in which the institution has marked or highlighted any course that is provided by the institution in non-standard terms or compressed format for the term reported. This information can also be provided on a separate list that identifies those courses and how to find them in the course catalog.
- 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. If the course schedule is not available as a separate document, include a URL to access this information online. If a password is required to access this information, include that password.

Note that the team may ask for additional data to examine credit hour production by educational program and by course. These 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

**Important. Please review the following instructions.
Only certain institutions must complete this worksheet.**

Complete this worksheet **ONLY IF** you answered YES in Part 5 of Appendix A indicating that 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. For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

Check with the institution's financial aid officer to determine if the institution has programs of this nature. 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.

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

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

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

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.

