

## 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. This document includes several changes in response to questions received from the first institutions that tested the worksheet. The changes do not affect the substance of the form.*

### 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

Length of term in weeks

Type of credit awarded:  Semester credits

Quarter credits

Other (explain)

##### b. Quarters

10-12 weeks or equivalent (3 11-weeks in length)

10-12 weeks composed of shorter non-standard terms

2 5-week terms

Other (explain) 2 4-week terms and 1 8-week term

Y Summer – Y or N

11 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		Column 1 Term Length: Number of weeks	Column 2 Type of Credit: Semester or Quarter Hours
<b>Semester/ Trimester Institutions</b>	Standard Format: 14-17 week term		
	Compressed Formats: 4, 8 or other week terms within the semester calendar <sup>1</sup>		
<b>Quarter Institutions</b>	Standard Format: 10-12 week term	<b>AU11 – 11 weeks in length</b>	<b>AU11 – Quarter Hours</b>
	Compressed Formats: 2, 5, or other week terms within the quarter calendar <sup>1</sup>	<b>8 weeks 4 weeks 5 weeks</b>	<b>Quarter Hours Quarter Hours Quarter Hours</b>
<b>Non-Standard Term Institutions</b>	Term One		
	Term Two		
	Term Three <sup>1</sup>		

<sup>1</sup>If 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

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### 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. 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) held in each course with that credit award during that term; if the number of class meetings varies, enter a range.

**Length of Each Meeting** - Enter the length of each class meeting; if the length varies, enter a range.

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### KEY TO COLUMNS

- **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.
- **Column 6-Evening/Weekend Courses 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 7-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 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. (Note that one hour may be 50 minutes of actual instructional time.)*

PILOT

## Form for Reporting Format of Courses and Number of Credits Awarded

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

**Term Length: 11 Weeks – including flex terms**

# 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. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	61	4	9		3		4
	# of meetings	1-22	11	N/A		11		11
	Length of each meeting	1:00–6:00	:50-3:00	N/A		2:00		1:00
2 Credits	# of courses	87	9	27		3		6
	# of meetings	3-44	4-22	N/A		1		12
	Length of each meeting	1:00–8:30	:50-6:00	N/A		:50		1:50
3 Credits	# of courses	272	34	87		4		9
	# of meetings	5-44	3-42	N/A		1-10		1-20
	Length of each meeting	1:30-8:30	:30-4:00	N/A		1:00-2:20		1:00-3:30
4 Credits	# of courses	195	58	68		3		9
	# of meetings	10-62	1-44	N/A		20		11
	Length of each meeting	:30–6:00	1:50-6:00	N/A		1:50		:50-1:50
5 Credits	# of courses	334	47	98		3		N/A
	# of meetings	10-120		N/A		2		
	Length of each meeting	1:00–9:30		N/A		8:00		
1.4 Credits <sup>1</sup>	# of courses	1	N/A	N/A		N/A		1
	# of meetings	20						20
	Length of each meeting	1:00						:50
1.5 Credits <sup>1</sup>	# of courses	2	N/A	N/A		N/A		N/A
	# of meetings	20						
	Length of each meeting	1:20						
6 Credits <sup>1</sup>	# of courses	N/A	3	N/A		N/A		7
	# of meetings		12					21-44
	Length of each meeting		10:00					1:20-3:00
7 Credits <sup>1</sup>	# of courses		N/A	N/A		N/A		1
	# of meetings							22
	Length of each meeting							3:50

8 Credits <sup>1</sup>	# of courses		1	N/A		N/A		2
	# of meetings		2					20-32
	Length of each meeting		2:30					:50-1:50
9.5 Credits <sup>1</sup>	# of courses		N/A	N/A		N/A		2
	# of meetings							44
	Length of each meeting							3:50
10 Credits <sup>1</sup>	# of courses		1	N/A		N/A		3
	# of meetings		22					44-53
	Length of each meeting		2:20					1:50-2:20
12 Credits <sup>1</sup>	# of courses		N/A	N/A		1		1
	# of meetings					86		86
	Length of each meeting					4:30		4:30

<sup>1</sup>Institutions 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.**

**Courses with six or more credits awarded** – The 15 courses listed below have been represented in the table above. These courses consist of English as a Second Language course and also Career and Technical courses which have a required clinical, practicum, directed practice or heavy lecture component.

Course	Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Directed Practice
APPL-251	Electrical Codes	6	6			
MASS-261	Massage Techniques I	6	3	6		
MATH-285	Ordinary & Partial Differential Equations	6	6			
MULT-110	Basic Electrocardiography	6	5	2		
NURS-112	Intro to Nursing Concepts of Health Maintenance and Restoration	6	2		12	
NURS-211	Nursing Concepts of Health Maintenance and Restoration	6	2		12	
PNUR-104	PN Concepts Related to Maternal & Child Health	6	3	3	6	
VET-291	Clinical Experience I	6			30	
EMS-212	EMT-Paramedic II	7	4	6		
NURS-213	Concepts of Nursing Management	8	2	16		
RESP-290	Clinical Practice/Therapeutic Procedures III	8	2	3	10	
EMS-110	EMT - Basic	9.5				
ESL-097	Basic English as a Second Language	10	10			
ESL-098	Developmental English as a Second Language	10	10			
ESL-099	Reading, Grammar and Composition	10	10			
FIRE-117	Firefighter I and II	12	8			14

## Form for Reporting Format of Courses and Number of Credits Awarded

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

**Term Length: 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. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	N/A	N/A	N/A		N/A		
	# of meetings							
	Length of each meeting							
2 Credits	# of courses	N/A	1	N/A		1		
	# of meetings		1			1		
	Length of each meeting		4:50			:50		
3 Credits	# of courses	11	N/A	1		N/A		
	# of meetings	7-21		N/A				
	Length of each meeting	:50-3:45		N/A				
4 Credits	# of courses	1	1	5		N/A		
	# of meetings	32	8	N/A				
	Length of each meeting	1:15	2:20	N/A				
5 Credits	# of courses	4	N/A	6		N/A		
	# of meetings	14-21		N/A				
	Length of each meeting	1:20-2:50		N/A				
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							

<sup>1</sup>Institutions 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.**



## Form for Reporting Format of Courses and Number of Credits Awarded

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

**Term Length: 5 Weeks – 1<sup>st</sup> and 2<sup>nd</sup> terms combined numbers**

# 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. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	7	2	39				
	# of meetings	4-8	6	N/A				
	Length of each meeting	1:50-4:00	1:50	N/A				
2 Credits	# of courses	9	N/A	2				
	# of meetings	5-24		N/A				
	Length of each meeting	1:00-3:50		N/A				
3 Credits	# of courses	5	N/A	N/A				
	# of meetings	26-33						
	Length of each meeting	1:30-2:50						
4 Credits	# of courses	6	N/A	N/A				
	# of meetings	10-40						
	Length of each meeting	1:00-3:50						
5 Credits	# of courses	5	N/A	N/A				
	# of meetings	40-44						
	Length of each meeting	1:30-3:30						
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							

<sup>1</sup>Institutions 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.**

## Form for Reporting Format of Courses and Number of Credits Awarded

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

**Term Length:**            **4 Weeks – 1<sup>st</sup> and 2<sup>nd</sup> terms combined numbers**

# 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. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	3	N/A					
	# of meetings	3-4						
	Length of each meeting	2:50-3:00						
2 Credits	# of courses	N/A	N/A					
	# of meetings							
	Length of each meeting							
3 Credits	# of courses	N/A	N/A					
	# of meetings							
	Length of each meeting							
4 Credits	# of courses	N/A	N/A					
	# of meetings							
	Length of each meeting							
5 Credits	# of courses	N/A	N/A					
	# of meetings							
	Length of each meeting							
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							

<sup>1</sup>Institutions 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.**

## Form for Reporting Format of Courses and Number of Credits Awarded

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

**Term Length:** Flex Term offerings – These classes could start after the official quarter start, end early or be a collapsed calendar offering. Regardless of the flex they still must provide the student with the required contact hours as the original format course.

# 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. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	14		1				
	# of meetings	1-20		N/A				
	Length of each meeting	:50-10:00		N/A				
2 Credits	# of courses	3		N/A				
	# of meetings	3-42						
	Length of each meeting	:40-4:00						
3 Credits	# of courses	6		N/A				
	# of meetings	5-92						
	Length of each meeting	:25-9:00						
4 Credits	# of courses	4		1				
	# of meetings	5-90		N/A				
	Length of each meeting	:30-8:00		N/A				
5 Credits	# of courses	2		2				
	# of meetings	7-65		N/A				
	Length of each meeting	1:00-4:00		N/A				
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							
__ Credits <sup>1</sup>	# of courses							
	# of meetings							
	Length of each meeting							

<sup>1</sup>Institutions 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.**

### 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 & year)  
 Total Number of Credit Hours  (identify the term & year)

In the form below, identify the percentage of total credit hours being generated by each of the delivery formats identified by the institution on the form in Section B, including a separate column 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
<b>Credit Hours Generated</b>	64.5%	10%	21.5%	0	1%	0	3%	31% **

\*\* Compressed format courses represented 31% of the total credit generated this is a duplication of count as they are also imbedded in the delivery formats to the left of this box.

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.

<input type="text" value="209"/>	Most Recent Fall Term	<input type="text" value="AU 11"/>	(identify the year)
<input type="text" value="175"/>	Most Recent Spring Term	<input type="text" value="SP 11"/>	(identify the year)

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## Attachments

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

[Policy No. 5-05](#)

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

[2011-2012 Catalog](#), pages 198 through 337.

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

[Non-Standard term courses AU 2011](#)

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. 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.

[AU 2011 Course Schedule](#)

[SP 2012 Course Schedule](#)

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

**Important. Read the following information before completing this worksheet.**

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. 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

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.)

N/A

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

N/A

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.