COMPLETION INSTRUCTIONS:
Clock Hour / Credit Hour CHART

1. Complete one chart for each program.
2. Include every course offered within the program.
3. Enter totals for each applicable row and column.
4. Ensure program names and lengths match institutional publications and state approval documents.
5. **IMPORTANT:** The following requirements apply to programs measured in credit hours.

   The Council defines clock-hour-to-credit-hour ratios as follows:

   For each credit hour awarded, programs must require at least the following hours of instruction:

Semester Credit Hours:	15 Hours of Classroom/Lecture 30 Hours of Laboratory Instruction 45 Hours of Work-Based Activities
Quarter Credit Hours:	10 Hours of Classroom/Lecture 20 Hours of Laboratory Instruction 30 Hours of Work-Based Activities

   Any discrepancies between the Council's clock-hour/credit-hour ratios and the institution's catalog or state approval documents must be resolved before the application is submitted.

6. Based on the courses in each program, provide the required instructional hours as Lecture/Laboratory Instruction and/or Work-Based Activities. The Council defines these instructional methods as follows:

   Lecture (Classroom) – Instruction delivered by a qualified faculty member or other resource that teaches students the concepts, principles, and theories of an academic or technical subject.

   Laboratory Instruction – An instructional setting where students apply lecture-based theories and principles to develop the proficiency and dexterity required for the occupation for which they are preparing.

   Work-Based Activities – Structured learning activities conducted in supervised work settings outside the institution or in public-facing settings, such as cosmetology clinical or automotive technology environments, that are part of educational programs, including externships, internships, clinical experiences, industrial cooperative education, and similar activities.

7. The clock hour/credit hour chart is for calculating academic credit hours; therefore, the school's academic credit hours may differ from calculations for financial aid credit hours. Schools are reminded that they must maintain compliance with all applicable federal, state, and local government requirements. Contact your Regional Case Manager at the United States Department of Education for guidance regarding financial aid credit calculations.

Clock Hour / Credit Hour CHART

Program Name:		CIP Code:	

Instructions: This chart is to be completed for ALL programs. Enter **BOTH** Clock Hours and Credit Hours for each Course within the Program. Provide total program length in clock and credit hours. These numbers should agree with the Grand Totals at the bottom of the chart.

Total Required CLOCK Hours: (Must equal Grand Total below)		**Total Required SEMESTER Credit Hours: (Must equal Grand Total below)**		**Total Required QUARTER Credit Hours: (Must equal Grand Total below)**	
Total Required CLOCK Hours *available* via distance education:		**Total Required SEMESTER Credit Hours: *available* via distance education:**		**Total Required QUARTER Credit Hours: *available* via distance education:**	
Total Percentage available via Distance Education:					

COURSE NAME (LIST ALL COURSES OFFERED WITHIN THE PROGRAM) Use one line for EACH COURSE.	**LECTURE** **Click** in the box in the far-right column if any course instruction is **available** via distance education delivery modes.			**LABORATORY** **Click** in the box in the far-right column if any course instruction is **available** via distance education delivery modes.			**WORK-BASED ACTIVITIES** **Click** in the box in the far-right column if any course instruction is **available** via distance education delivery modes.			**COURSE TOTALS**	
	Clock Hours	**Credit Hours**	**DE**	**Clock Hours**	**Credit Hours**	**DE**	**Clock Hours**	**Credit Hours**	**DE**	**Clock**	**Credit**
TOTAL ALL COLUMNS											
										GRAND TOTALS	

The Grand Total number of credit hours will be rounded down to a whole number in accordance with the Policies and Rules of the Commission.
Traditional Program – Program that requires all instructional hours to be completed on campus.
Distance Education Program - Program that makes available any portion of its required instructional hours via distance education.
Refer to the latest edition of the Handbook of Accreditation for definitions.

(September 2026)