**INSTRUCTIONS FOR COMPLETING**

**CANDIDATE APPLICATION: CLOCK HOUR/CREDIT HOUR CHART**

**(To be completed only for programs measured in credit hours)**

1. Use one chart per program.

2. List all courses within each program.

3. Indicate total hours for each row on the chart and each column where requested.

4. Program names and lengths must be consistent with the names printed in institutional publications AND state approval documentation.

5. **IMPORTANT:** The following requirements must be met with regard to the measurement of programs in credit hours.

The Council defines the ratio of clock hours to credit hours as follows:

For every credit hour awarded, **no less than** the following number of clock hours of instruction must be required:

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

If discrepancies are discovered between the Council’s definition of the clock hour/credit hour ratios and the institution’s catalog or state approval documents, they must be resolved before the institution submits its application.

6. Depending on the nature of the courses within each program, the appropriate number of instructional hours must be provided in the form of Classroom/Lecture, Laboratory Instruction and/or Work-Based Activities. The Council defines these methods of instruction as follows:

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

Laboratory Instruction – An instructional setting in which students apply theories and principles learned during lectures in order to acquire proficiency and dexterity that is required in the occupation for which the student is being prepared.

Work-Based Activities – Structured learning activities conducted in supervised work settings external to the institution or in a setting that involves the public (for example: clients who are served by the institution in cosmetology clinical or automotive technology settings) that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities).

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| **CLOCK HOUR/CREDIT HOUR CHART** | | | |
| **Program Name:** | Click | **CIP Code:** | Click |
| INSTRUCTIONS: This chart is to be completed for all programs measured in credit hours.  **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.

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| Total Required CLOCK Hours:  (Must equal Grand Total below) | Click | Total Required SEMESTER Credit Hours:  (Must equal Grand Total below) | Click | Total Required QUARTER Credit hours:  (Must equal Grand Total below) | Click |
| Total Required CLOCK Hours  *available* via distance education: | Click | Total Required SEMESTER Credit Hours:  *available* via distance education: | Click | Total Required QUARTER Credit hours:  *available* via distance education: | Click |

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| **COURSE NAME**  (LIST ALL COURSE 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** |
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| **TOTAL ALL COLUMNS** | Click | Click |  | Click | Click |  | Click | Click |  | Click | Click |

**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.*

*Hybrid Program – Program in which less than 50% of the required instructional hours are available via distance education delivery methods*

*Distance Education Program - Program in which 50% or more of the required instructional hours are available via distance education delivery methods.*

*Refer to the latest edition of the Handbook of Accreditation for definitions.*

*(March 2017)*