



CLOCK TO CREDIT HOUR CONVERSION APPLICATION

Created: Mar, 2011

Institution Name:

Institution ACICS ID:

BACKGROUND: Effective July 1, 2011, the U. S. Department of Education will require institutions offering vocational training programs to apply new formulas in converting clock hours to credit-hour equivalencies. Undergraduate programs which meet the Department's definition of "clock hour programs" must use the new clock-to-credit hour conversion. (For the definition of "clock hour programs" see 34CRF §668.8(k) and for clock to credit hour conversion details, please read Federal Register, October 29, 2010, §668.8(l)(2) Eligible Program.) Under these new conversion formulas, programs that are 720 clock hours in length, for example, will no longer be eligible for 24 semester credits of Federal Title IV, HEA student financial aid. Only programs that are 900 clock hours in length will be eligible for this amount of aid.

This application is to be used by institutions bringing currently approved programs into compliance with the revised minimum instructional hour requirements established for Federal Title IV, HEA financial aid purposes. The form allows institutions to reflect clock to credit hours, including acceptable out-of-class clock hours. The grid below will assist in determining which application must be completed if changes are made to an existing approved programs in order to meet Federal Title IV, HEA financial aid eligibility requirements.

Institutional Clock Hours (Lecture, lab or practicum)	Out-of-Class Clock Hours	Complete and Submit
No change	Yes – changes made	Clock to Credit Hour Conversion Application and supplemental documents
Yes – changes made are less than 25%	Yes, or No changes made	Non-substantive Program Modification Application and supplemental documents
Yes – changes made are greater than 25%	Yes, or No changes made	New Program Application and supplemental documents

The following documents are required to complete this application process. These documents MUST be uploaded using our online application process. For step by step instructions, go to <http://www.acics.org/accreditation/content.aspx?id=3822>.

- Clock to Credit Hour Conversion Application and applicable fee
- Profile of Clock to Credit Hour Conversion
- Copy of state approval (*if no new state approval is required, copy of existing program state approval*)
- School's definition of clock hour to credit hour conversion as it will appear in the school catalog
- Letter of justification per program for out-of-class student work
- Complete course descriptions for the program(s) as they will appear in the catalog, including description of out-of-class student work
- Sample Syllabi for a minimum of four (4) subject or modules for each program. The sample syllabi should be for subject/modules which include out-of-class student work

Submissions which include several documents (e.g. course descriptions and syllabi) should be combined into a single document. Each upload will accommodate a 500 page .pdf file. This application process has accommodations for 5 sample syllabi uploads.

ATTESTATION: *By submission of this application, I certify that the information submitted in connection with this application is accurate.*

NAME and TITLE

It is the responsibility of the institution to secure full information from the Department of Education and to comply with regulations affecting eligibility for Federal Title IV, HEA student financial aid programs. ACICS instructions and guidelines are subject to change as Council considers further implementation advisories from the U. S. Department of Education.

A separate application is required per institution per submission. Multiple programs can be included in one submission.