

EFFECTIVE: August 5, 2019

AUTHORITY: Division Manager, Academic Dean, Registrar, Program Director

POLICY: SJVC utilizes the following clock and credit hour definitions. These definitions are represented in the scheduling of the program's courses. Academic leaders verify the programs scheduled courses using the [Program Units and Hours Calculator](#) located via InfoZone / Departments / Academic Affairs / Curriculum and Assessment.

STANDARD: **Clock Hour:** For institutions that represent their training in clock/contact hours, a clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students must be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any 60-minute period.

Total Clock Hours: All hours of instruction representing the length of the full program which include lecture, laboratory, and externship.

Clock Hour/Credit Hour (Academic Purposes): SJVC uses the following Carnegie clock-to-credit hour conversions for lecture, laboratory, and externship:

- *Lecture Hours:* Instructional hours consisting of theory or new principles.
- *Lecture Credit Hours: Semester Credits* – Must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture hours by 15).
- *Quarter Credits* – Must teach a minimum of 10 lecture hours to award 1 quarter credit (divide lecture hours by 10).
- *Laboratory Hours:* Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.
- *Laboratory Credit Hours: Semester Credits* – Must teach a minimum of 30 laboratory hours to award 1 semester credit (divide laboratory hours by 30).

NOTE: For purposes of Title IV Federal Financial Aid, SJVC must comply with Federal requirements for clock-to-credit hour conversions which may be different from those required by SJVC for academic purposes.

Clock Hour/Credit Hour (Title IV Federal Financial Aid Purposes)

- *Quarter Credits* – Must teach a minimum of 20 laboratory hours to award 1 quarter credit (divide laboratory hours by 20).
- *Externship Hours:* Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.
- *Externship Credit Hours: Semester Credits* – Must teach a minimum of 45 externship hours to award 1 semester credit (divide externship/internship hours by 45).

- *Quarter Credits* – Must teach a minimum of 30 externship hours to award 1 quarter credit (divide externship/internship hours by 30).

SJVC must comply with Federal requirements for clock-to-credit hour conversions which may be different from those required by SJVC for academic purposes.

The US Department of Education (USDE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity, as follows:

Credit Hour:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or trimester of credit, or 10 to 12 weeks for one quarter credit.
2. At least an equivalent amount of work as required in the #1 above for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; or
3. Institutionally established reasonable equivalencies for the amount of work required in #1 above for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement and in accordance with accreditation standards.

Clock Hour to Credit Hour Conversion

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is as follows:

Pertinent: Vocational/Title IV

1. One semester credit hour is based on 37.5 clock hours of direct faculty instruction and at minimum of two hours of out of class student work each week.
2. One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.