

ON-SITE REVIEW OF ASSIGNED CREDIT HOURS & WORK OUTSIDE OF CLASS

Institution:	ACCET ID #:
Program:	
Clock Hours:	
Date of Review:	Reviewer:

Background: As required by federal regulation and consistent with ACCET Document 15 – Credit Hour and Clock Hour Policy, ACCET will review and evaluate an institution’s policies and procedures for determining credit hours that the institution awards for courses/programs, and the implementation of these policies and procedures. In its review and evaluation, ACCET will: (1) make a reasonable determination of whether the institution’s assignment of credit hours conforms to commonly accepted practice in higher education; and (2) make use of sampling or other methods of evaluation, as warranted. ACCET will consider all relevant factors, including those stated below, to determine whether an institution’s assignment of credit hours is appropriate with commonly accepted practices:

For institutions utilizing a credit-hour measurement, ACCET requires work outside of class such as homework to be documented in the curricular materials and syllabi, including an approximation of the time required for the student to complete the assignments. Further, the evaluation of homework or work outside of class must be identified as a grading criterion and weighted appropriately in the determination of a final grade for a course or module.

On-Site Team Visit: The on-site visit team will review and evaluate the credit hours assigned to courses/programs and verify the following for institutions seeking to continue to utilize a clock hour-to-credit hour conversion of 30:1 for semester hours and 20:1 for quarter hours for financial aid purposes:

- Course syllabi include a description of required work outside of class including an approximation of the time required for the student to complete the assignment.
- The institution is assigning students work outside of class, consistent with the syllabi.
- Work outside of class is evaluated and included as a criterion and appropriately weighted in determining the final course grade.
- The hours of work outside of class reported on the Summary Chart and Acceptance Letter prepared by ACCET following its review of the institution’s Document 25.9 – Application for Review of Clock Hour-to-Credit Hour Conversion Based on Work Outside of Class (e.g. Homework) are:
 - Consistent with those reported on the syllabi and curriculum materials; and
 - Educationally sound and defensible

The team will evaluate the assigned credit and work outside of class, based on a sample review of at least two courses per program. The team will incorporate this review into the overall on-site evaluation, including the interviews with faculty/staff/students and the review of: (1) curricula, syllabi, and curricula materials; (2) student performance measurements, student academic progress (SAP), student assessment and grading; and (3) student files, instructor grade books, and grading reports. The team will work together to complete the checklist and information requested in this document, with assignments divided as they deem appropriate. Section A may be completed by the Commission Representative, based in part upon a previously completed review by ACCET staff of Document 25.9 – Review of Clock Hour-to-Credit Hour Conversion Based on Work Outside of Class submitted by the institution.

REVIEW OF ASSIGNED CREDIT HOUR CHECKLIST

(Complete a Separate Checklist for Each Program)

SECTION A: To be completed by the Commission Representative, based on: (1) the previously reviewed Document 25.9 and acceptance letters, as applicable; (2) the ASER submitted by the institution; and (3) documents provided during the on-site visit.

1. Verify that the clock hours of instruction reported in the catalog and syllabi are the same as the clock hours recorded in:
 - a. AMS
 - b. Institution's ECAR.

2. Verify that the catalog addendum includes the institution's:
 - a. Policies and procedures for determining credit hours that the institution awards to its courses and programs
 - b. Definition of the clock hour-to-credit hour conversion to be used for academic purposes and definition for financial aid purposes.
 - c. A breakdown of the clock hours and credit hours for lecture, lab, and externship/internship in each program.
 - d. Course/module descriptions identifying the breakdown of clock hours and credit hours for lecture, lab, and externship/internship for the course/module.

3. Determine whether, within the program, each credit hour includes work outside of class based on the following guidelines:
 - a. For financial aid purposes, each semester credit consists of 30 instructional hours and a maximum of 7.5 hours of work outside of class; or
 - b. For financial aid purposes, each quarter credit consists of 20 instructional hours and a maximum of 5 hours of work outside of class.

SECTION B: To be completed by the Curriculum Specialist.

1. Verify that work outside of class is documented in the curricular materials and syllabi, including an approximation of the time required for students to complete the assignments.
Comments:

2. Verify that the evaluation of work outside of class is identified as a grading criterion and weighted appropriately in the determination of the final grade for a course or module.
Comments:

3. Verify that the institution is implementing its policies relative to work outside of class and is assigning, evaluating, and identifying it as a grading criterion and weighted appropriately in the determination of the final grade for a course or module.
Comments:

4. Verify that the hours of work outside of class reported on the Summary Chart and Acceptance Letter prepared by ACCET following its review of the institution's Document 25.9 – Application for Review of Clock Hour-to-Credit Hour Conversion Based on Work Outside of Class (e.g. Homework) are:

<input type="checkbox"/>
<input type="checkbox"/>

- a. Consistent with those reported on the syllabi and curriculum materials; and
- b. Educationally sound and defensible

Comments:

SECTION C: To be completed by the Curriculum Specialist.

List Names of Course(s) Reviewed:

- 1.
- 2.

Additional Comments: