

GUIDANCE FOR ON-SITE REVIEW OF ASSIGNED CREDIT BASED ON WORK OUTSIDE OF CLASS

- An on-site review of assigned credit based on work outside of class will be conducted by the team, to include the completion of Document 25.10 – On-Site Review of Assigned Credit Hours and Work Outside of Class, for each program which utilizes the following clock hour-to-credit hour conversion for purposes of Title IV federal financial aid based on work outside of class:
 - 30 clock hours to 1 semester credit or
 - 20 clock hours to 1 quarter credit.
- Exempt from the completion of Document 25.10 are: (1) degree programs, (2) non-degree programs which transfer in their entirety to degree programs, and (3) programs that are required to be measured in clock hours (e.g. massage therapy). Additional programs which may be exempt from this review include programs that are more than 900 clock hours in length, if the clock hour-to-credit hour conversion of 37.5 clock hours to 1 semester credit or 25 clock hours to 1 quarter credit is utilized for financial aid purposes.
- During the visit, the team will: (1) review the institution's assigned credit based on work outside of class for financial aid purposes and (2) complete Document 25.10 for each applicable program, based on a sample review of at least two courses in the program.
- In evaluating the institution's assigned credit, the team will review the institution's catalog as well as the assignment and evaluation of homework.

A. CATALOG REVIEW:

The team must review the catalog to determine the following: Does the catalog include all the required elements identified on Document 29, including:

1. Policies and procedures for determining credit hours that the institution awards to its courses and programs.
2. Definition of the clock hour-to-credit hour conversion to be utilized for academic purposes (Carnegie System).
3. The institution's definition of the clock hour-to-credit hour conversion to be utilized for financial aid purposes.
4. A breakdown of the clock hours and credit hours for lecture, lab, and externship/internship in each program.
5. Course/module descriptions identifying the breakdown of clock hours and the credit hours for lecture, lab, and externship/internship for the course/module.

Under Pertinent Facts Identify:

- The institution's definition of a credit hour and the clock hour-to-credit hour conversion utilized for financial aid purposes (May be provided as an exhibit.)

- Whether the clock hour-to-credit hour conversion formula is utilized for all programs.

Note: If the catalog does not include the items identified above, the team should cite this as a weakness under Standard VII – Recruitment and reference the weakness in Pertinent Facts under Standard IV-A, Educational Goals and Objectives.

B. REVIEW OF WORK OUTSIDE OF CLASS (HOMEWORK):

Under Pertinent Facts, the team report must address the following:

1. Which programs utilize a clock hour-to credit hour conversion of 30:1 for semester hours and 20:1 for quarter hours based on work outside of class for financial aid purposes?
2. Is homework being assigned, evaluated, and included as part of the final course grade as evidenced based on a review of:
 - interviews with students and instructors; and
 - course syllabi, lesson plans, course grades/instructor grade books for at least two courses per program?
3. Is the institution assigning credit and homework consistent with the hours identified on the Summary Chart and Acceptance Letter as evidenced by a review of:
 - interviews with students and instructors; and
 - course syllabi, lesson plans, course grades/instructor grade books for at least two courses per program?
4. Are the clock hours allotted for homework assignments appropriate to complete the assignments?
5. Are the homework assignments educationally sound and defensible?
6. If there are issues/concerns relative to the appropriateness of the homework assignments or the hours assigned to complete these assignments, does this impact the assigned credits for the program for financial aid purposes?

Note: It is essential that the team identify whether federal financial aid is impacted by issues/concerns with the assigned homework and/or the hours to complete those assignments. To make this determination, review the Summary Chart for the program. If the course/program has more “actual hours of homework” than the “allowable hours of homework”, the discounted/disputed hours of homework may not impact the clock hour to-credit hour conversion for financial aid purposes.

C. EXPECTATIONS RELATIVE TO ASSIGNED HOMEWORK

1. Homework assignments are separate and distinct from the work assigned during the scheduled hours of the course/program, particularly for training delivered through

interactive distance learning. Hours spent completing homework must be in addition to the regularly scheduled instructional hours of the course/program and not count as scheduled instructional hours.

2. Homework must be a separate and distinct grading criteria for a course and may not be included in a “participation” grading criteria.
3. Homework must be assessed. The following are acceptable systems for evaluating homework:
 - Homework graded on a pass/fail basis;
 - Homework graded using a numerical and/or letter grading system; and
 - Homework checked, but not graded/evaluated.
4. Homework is typically weighted between 10%-15% of the final course grade and is not to exceed 20% of the final course grade.
5. Although homework may be assigned and required for successful completion of an externship/internship course/module (e.g. the submission of a journal), homework hours for the externship/internship are not approved by ACCET for financial aid purposes.
6. Institutions are not expected to provide course grade books/spreadsheets which identify and record the evaluation of each homework assignment listed on the syllabi and lesson plans.
7. Appropriate evidence that homework is being assigned, evaluated, and included as part of the final course grade include:
 - Interviews with instructors and students; and
 - Syllabi, lesson plans, course grades, instructor grade books.
8. What are the expectations relative to the assessment of homework? The following would be identified as a weakness by the team:
 - Homework is not being assigned.
 - Homework is not identified as a grading criteria (distinct grading criteria).
 - Homework is not included in calculating the final course grade.
 - Homework hours frequently exceed the time necessary to complete assignments and actual hours of homework are the same as the allowable hours for financial aid purposes.
 - Numerous homework assignments are not appropriate and actual hours of homework are the same as the allowable hours for financial aid purposes.

Note:

- **Attach Document 25.10 – On-Site Review of Assigned Credit Hours & Work Outside of Class completed by the team for each program which utilizes the 30:1 or 20:1 clock hour-to-credit hour conversion based on work outside of class for financial aid purposes. **Be certain that the comments reflect the consensus of the team.****

- **Be specific when citing a weakness** to enable the institution to take the appropriate corrective action. Identify: (1) the specific program and course reviewed and (2) the documentation examined and found inadequate.
- **Attach examples of deficient lesson plans, syllabi, or other supporting documentation** as exhibits to the team report.

D. FINANCIAL AID REVIEW

- The Management Specialist should check to see that the institution is utilizing the clock hour-to-credit hour conversions for financial purposes as identified in the ACCET acceptance letter.