CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR FINANCIAL AID PURPOSES - BY PROGRAM AND COURSE

INSTRUCTIONS: Please complete a separate page for **each** program by identifying the breakdown of clock hours for lecture, lab, and externship/ internship. Additionally, identify the breakdown of credit hours **AND** the clock hour credit hour conversion that the institution seeks to use **for financial aid purposes,** in accordance with the federal Program Integrity Regulations, effective July 1, 2011.

School _____ ACCET ID#_____ Date: _____

Program Name _____

Credit hours for this program are measured in (√ one): Semester Hours: ____ Quarter Hours: _____

NOTE: Course credit hours must be rounded down to a whole or half unit.

COURSE TITLE/NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP/ INTERNSHIP HOURS		TOTAL HOURS		Hours of Work Outside of Class/Homework **
	Clock	Credit	Clock	Credit	Clock	Credit	Clock*	Credit	
TOTALS									

*** Do NOT include homework hours in total clock hours.**

****Must complete if seeking to justify continuing to utilize a clock hour-to-credit hour conversion of 30:1 (semester) or 20:1 (quarter), for financial aid purposes, based on hours of work outside of class such as homework.**