WORKSHEET FOR USE BY INSTITUTIONS
ON CREDITS AND PROGRAM LENGTH AND CLOCK HOURS

Review the "Information for Institutions on the Higher Learning Commission's Credit Hour Policies" before completing this Worksheet. This document includes several changes in response to questions received from the first institutions that tested the worksheet. The changes do not affect the substance of the form.

INSTRUCTIONS

This form should be completed by the person(s) at the institution who know the most about the institution's calendar and credit hour assignments; at many institutions the registrar may be the appropriate person to complete this assignment. The person(s) completing the assignment should work closely with the institution's financial aid officer to ensure consistency between what is reported to the Commission on this form and what is reported to the U.S. Department of Education.

Purpose of this form. This form provides the evaluation team with information about the institution's calendar, pattern of distribution of credit hour assignments, credit hour policies, and total credit hour generation related to courses for which it provides instruction. This form does **not** cover prior learning, transfer, etc., wherein an institutions awards credit but does not provide instruction associated with that credit.

Appendix A. All institutions must complete Appendix A. *Institutions that use multiple calendars may need to complete more than one section of Parts One and Two.*

> **Part One.** Identify the institution's calendar or calendars from the choices listed and provide responses to the questions posed for each type of calendar.
>
> **Part Two.** In section A, identify the calendar(s) the institution identified in Part One and provide the term length and type of credit for each calendar. In section B, list the format of courses and number of credits awarded for each category of term identified in section A. In section C, identify any other courses not included in section B.
>
> **Part Three.** Complete the questions about the institution's credit hour policies.
>
> **Part Four.** Complete the questions about total credit hour generation at the institution.
>
> **Attach the appropriate documents from the list on the last page of Appendix A.**

Appendix B. Institutions should complete Appendix B only if they offer clock-hour courses/programs or are required by the U.S. Department of Education to report certain courses/programs to the Department in clock-hours for Title IV purposes. For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

APPENDIX A:
CREDITS AND PROGRAM LENGTH

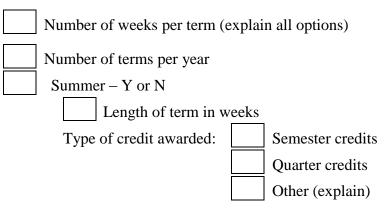**PART ONE – Institutional Calendar** (check all that apply)

Institutions that use multiple calendars across the institution may need to complete more than one section below. *For more information about the terminology and calendaring units referenced in this form, see* ***2011-2012 Federal Student Aid Handbook***, *Volume 3, Chapter 1, Academic Calendar, Payment Periods and Disbursements.*

STANDARD TERMS

a. Semesters/Trimester

| X | 14-17 weeks or equivalent/courses that extend the full term |

| | 14-17 weeks composed of shorter terms for courses |

      | | 2 8-week terms

      | | 4 4-week terms

      | | Other (explain)

| Y | Summer—Y or N

    | 8 | Length of term in weeks

Type of credit awarded: | | Semester credits

                            | | Quarter credits

                            | | Other (explain)

b. Quarters

| | 10-12 weeks or equivalent

| | 10-12 weeks composed of shorter non-standard terms

      | | 2 5-week terms

      | | Other (explain)

| | Summer – Y or N

   | | Length of term in weeks

Type of credit awarded: | | Semester credits

                            | | Quarter credits

                            | | Other (explain)

NON-STANDARD TERMS

☐ Number of weeks per term (explain all options)

☐ Number of terms per year

☐ Summer – Y or N

☐ Length of term in weeks

Type of credit awarded: ☐ Semester credits

☐ Quarter credits

☐ Other (explain)

PART TWO – Credit Hour Assignments

A. Term Length and Type of Credit

Institutions that use multiple calendars across the institution may need to complete more than one section below.

Use Most Recent Fall Semester Data		Column 1 Term Length: Number of weeks	Column 2 Type of Credit: Semester or Quarter Hours
Semester/ Trimester Institutions	Standard Format: 14-17 week term	15 Weeks	Semester
	Compressed Formats: 4, 8 or other week terms within the semester calendar[1]		
Quarter Institutions	Standard Format: 10-12 week term		
	Compressed Formats: 2, 5, or other week terms within the quarter calendar [1]		
Non-Standard Term Institutions	Term One		
	Term Two		
	Term Three[1]		

[1]If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.

B. Format of Courses and Number of Credits Awarded

Form for Reporting Format of Courses and Number of Credits Awarded

Term Length: <u>Summer 2011 – 8 Weeks</u>

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	7	1	3		2		
	# of meetings	2-4	1			2		
	Length of each meeting	4-9	4			1		
2 Credits	# of courses	4	3	2				
	# of meetings	7-9	1-2					
	Length of each meeting	4-11.5	3					
3 Credits	# of courses	4	6	32		2		5
	# of meetings	21	5-7			2-8		
	Length of each meeting	2	2-3			1-2		
4 Credits	# of courses			2				2
	# of meetings							
	Length of each meeting							
5 Credits	# of courses	2	4	9				
	# of meetings	12-16	4-8					
	Length of each meeting	5-8	4-7					
6 Credits[1]	# of courses			2				
	# of meetings							
	Length of each meeting							
__ Credits[1]	# of courses							
	# of meetings							
	Length of each meeting							

[1]Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

Form for Reporting Format of Courses and Number of Credits Awarded

Term Length: <u>Fall 2011 – 15 weeks</u>

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	33		3		4		2
	# of meetings	9-45				2-28		
	Length of each meeting	1-3				1-4		
2 Credits	# of courses	21		3		3		1
	# of meetings	10-32						
	Length of each meeting	1-11						
3 Credits	# of courses	93	2	47		5		5
	# of meetings	16-78	6-26			15-45		
	Length of each meeting	1-3.5	1-3			1-3		
4 Credits	# of courses	7		2				1
	# of meetings	21-47						
	Length of each meeting	3.5-12						
5 Credits	# of courses	13	2	9				
	# of meetings	60-78	3-4					
	Length of each meeting	1.5-3	4-8					
6 Credits[1]	# of courses	3		1				2
	# of meetings	47-49						
	Length of each meeting	2-2.5						
8 Credits[1]	# of courses	1						
	# of meetings	61						
	Length of each meeting	2.5						

[1]Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

Form for Reporting Format of Courses and Number of Credits Awarded

Term Length: <u>Spring 2012 – 16 Weeks</u>

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/ Directed Study Courses	6. Evening/ Weekend Courses	7. Internship/ Practica Courses
1 Credit	# of courses	40		4		6		2
	# of meetings	9-45				2-28		
	Length of each meeting	1-3				1-4		
2 Credits	# of courses	16	2	7		1		
	# of meetings	10-32	5-6					
	Length of each meeting	1-8	2-3					
3 Credits	# of courses	95	1	54		4		5
	# of meetings	16-78	5			15-45		
	Length of each meeting	1-3.5	3			1-3		
4 Credits	# of courses	5		4				
	# of meetings	21-47						
	Length of each meeting	3.5-10						
5 Credits	# of courses	15	2	10				
	# of meetings	16-78	3-4					
	Length of each meeting	1.5-3	4-8					
6 Credits[1]	# of courses	3		1				2
	# of meetings	47-49						
	Length of each meeting	2-2.5						
8 Credits[1]	# of courses	1						1
	# of meetings	62-64						
	Length of each meeting	2.5						

[1]Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

JUSTIFICATION OF COURSES OFFERED FOR SIX OR MORE CREDIT HOURS

SUMMER 2011

NUR204 NURSING III: DIDACTIC   6 cr. hrs.
NUR218 NURSING IV: DIDACTIC   6 cr. hrs.
As approved by the Kansas State Board of Nursing and Kansas Board of Regents. Course curriculum content required extended time and credit hours due to nature of program.

FALL 2011

EPD141 Lab & Field Training I 8 cr. hrs.
EPD143 Lab & Field Training III 6 cr. hrs.
EPD144 Lab & Field Training IV 6 cr. hrs.
Extensive practice on a multitude of competency based skills (as identified by industry) is required in the Electrical PowerlineTechnology degree. First year students spend more time learning the basic skills and require more time than the second year students as they learn the more advanced skills.

NUR204 NURSING III: DIDACTIC   6 cr. hrs.
NUR218 NURSING IV: DIDACTIC   6 cr. hrs.
As approved by the Kansas State Board of Nursing and Kansas Board of Regents. Course curriculum content required extended time and credit hours due to nature of program.

SPRING 2012

EPD142 Lab & Field Training II 8 cr. hrs.
EPD143 Lab & Field Training III 6 cr. hrs.
EPD144 Lab & Field Training IV 6 cr. hrs.
Extensive practice on a multitude of competency based skills (as identified by industry) is required in the Electrical PowerlineTechnology degree. First year students spend more time learning the basic skills and require more time than the second year students as they learn the more advanced skills.

INT206 PC Repair & Support (A+) 6 cr. hrs.
Following national A+ certification skills curriculum requirements resulted in expanding the course content as well as the hands-on skills needed (and credit hours to coincide).

NUR204 Nursing III: Didactic 6 cr. hrs.
NUR218 Nursing IV: Didactic 6 cr. hrs.
As approved by the Kansas State Board of Nursing and Kansas Board of Regents. Course curriculum content required extended time and credit hours due to nature of program.

C. Other Courses Not Reported Above

List below any other courses that were not included in the form in section B. Identify the course names and the number of credits allocated to them along with a brief description of how instruction takes places in these courses and how many hours of instruction are provided. (Such courses might include travel or other courses that do not fit in the columns above because they have a different delivery format.)
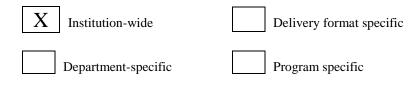
PART THREE – Policy on Credit Hours
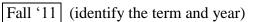
The institution has a policy for assigning credit:

| X | Yes | | No

The institution has policies regarding assignment of credit at the following levels (check all that apply):

| X | Institution-wide | | Delivery format specific

| | Department-specific | | Program specific

PART FOUR – Total Credit Hour Generation

Provide the total number of credit hours generated by the institution in the most recent fall and spring terms:

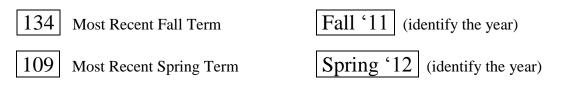16,984.5 Total Number of Credit Hours   Fall '11 (identify the term and year)

14,760 Total Number of Credit Hours   Spring '12 (identify the term and year)

In the form below, identify the percentage of total credit hours being generated by each of the delivery formats identified by the institution on the form in Section B, including a separate column for compressed format courses.

	Course Formats							
	FTF Courses	Mixed FTF Courses	Distance Courses	Corresp Courses	Independent/ Directed Study Courses	Evening/ Weekend Courses	Internship/ Practica Courses	Compressed Format Courses
Credit Hours Generated	69.3%	4.9%	22.3%	0%	1.8%	0%	1.7%	0%

Provide the headcount of students earning more than 18 undergraduate or 15 graduate credits hours in the most recent fall and spring semesters/trimesters or the equivalent for quarters or non-standard term institutions.

| 134 | Most Recent Fall Term | | Fall '11 | (identify the year) |

| 109 | Most Recent Spring Term | | Spring '12 | (identify the year) |

Attachments

Attach copies of all applicable policies related to the assignment of credit in .pdf format.

Attach a copy of the catalog or other document in .pdf format that contains course descriptions and applicable credit hour requirements.

Mark or highlight in the catalog any course that is provided by the institution in non-standard terms or compressed format.

Attach the course schedule for the most recent completed fall and most recent completed spring terms with times and meeting dates for all classes at all locations and by delivery format. If the course schedule is not available as a separate document, include a URL to access this information online. If a password is required to access this information, include that password.

Note that the team may ask for additional data to examine credit hour production by educational program and by course. This data may include separate breakdowns for general education as well as by delivery format and by course academic unit (semester, quarter, etc.), by level, by location or by delivery format.