

Calculating and Reporting Program Length

The Council on Occupational Education defines a credit hour as equivalent to a minimum of each of the following: one semester credit hour for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 hours of work-based activities; or one quarter credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.

The Commission is aware that some postsecondary institutional licensing agencies approve courses and/or programs with the number of credit hours being calculated to as many as two decimal places. The Commission is also aware that the general practice in the postsecondary education community is to measure courses and programs in whole numbers of credit hours.

The policy of the Commission is that the conversion of clock hours to credit hours for individual courses may be calculated to include a fraction or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.

Adopted by the Commission of the Council on Occupational Education on February 2, 1999.

Revised on September 19, 2000

Reference: *Handbook of Accreditation: 2010 Edition, page 44*