

SUBJECT:	Clock to Credit Conversion
REVIEWED/REVISED:	1/2017; 3/2021
PURPOSE:	To outline the definition of a “credit hour” at Nebraska Methodist College to be utilized for Title IV purposes such as but not limited to determining institutional eligibility, program eligibility, and student enrollment status and eligibility.
POLICY OWNER:	Vice President, Academic Affairs

POLICY:

Rationale:

If a non-degree program is required to measure student progress in clock hours (for federal or state purposes or for graduates to apply for licensure) a specific conversion formula helps determine whether or not the program may be considered an eligible program for Title IV purposes.

Title IV refers to the student financial assistance programs authorized under Title IV of the Higher Education Act (HEA) of 1965, as amended, and administered by the U.S. Department of Education. Title IV programs available at NMC include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Perkins Loan, and Federal Direct Loans.

The Code of Federal Regulations 34 CFR 668.8 describe the requirements for an eligible program. The conversion formula provided in 34 CFR 668.8(l)(1) requires that a semester hour must include at least 37.5 clock hours of instruction, and a quarter hour must include at least 25 clock hours of instruction.

Compliance Statement:

To comply with 34 CFR 668.8(l)(1), Nebraska Methodist College calculates credit to clock hour using the standard formula of one (1) semester credit equals 45 (a minimum of 37.5 clock hours is required per Title IV). One (1) quarter hour of credit equals a minimum of 25 clock hours of instruction. Nebraska Methodist College Registrar’s office converts all credit hours into semester hours.

In the event that the credit hour conversion numbers are less than the minimum of the federal formula (37.5 clock hours) then transfer credit would not be awarded. For information regarding the awarding of block credit, please see the Validation of Credit Policy.