



Guidelines: Clock-to-Credit Hour Conversion

This general overview of the U.S. Department of Education's Clock-to-Credit Conversion formula is provided as a service to ACEN-accredited programs. All clock hour programs are responsible for ensuring that their financial aid policies, procedures, and practices as they relate to the conversion of clock-to-credit hours for financial aid are in compliance with [34 CFR 34 CFR 668.8\(k\) and \(l\)](#).

In summary, effective July 1, 2021:

- Out-of-class hours for purposes of clock-to-credit hour conversions can no longer be used for calculation of credit hours.
- Programs converting their clock hours to semester or trimester credit hours must use a 30:1 factor. Meaning that 30 clock hours would convert to one credit hour.
- Programs converting their clock hours to quarter credit hours must use a 20:1 factor. Meaning that 20 clock hours would convert to one credit hour.
- Programs must comply with clock hour requirements for all states in which any student enrolled in the program resides/lives.
- Programs must comply with all requirements by state regulatory agencies/licensing bodies for the use of asynchronous learning including clock hours earned through asynchronous learning in which any student enrolled in the program resides/lives.

The updated Clock-to-Credit Hour definition allows for some distance education in clock hour programs as defined by the ACEN and [United States Department of Education](#). Therefore, all ACEN-accredited clock hour programs that use any form of distance education, must ensure that they:

- Ensure that all state regulatory agencies/licensing bodies allow the use of distance education modalities for the type of program offered.
- Clearly define, describe, and justify the distance education employed based on student learning needs and best educational practices.
- Clearly define, describe, and justify the number of clock hours awarded for the identified distance education learning activities.
- Follow ACEN [Policy #15 Distance Education](#).
- Follow ACEN [Policy #14 Reporting Substantive Changes](#) (if applicable).