



STANDARD ACADEMIC MEASUREMENT POLICY

These policies support and extend COMTA Accreditation Standard II.B.2. As such, institutions and programs (as applicable) must demonstrate compliance to both.

STATEMENT OF PURPOSE: Institutions and programs should ensure that students are receiving the appropriate amount of education for which they are paying. Institutions and programs should neither under-award nor over-award hours and credits. Therefore, the following will be used to verify compliance with Standard II.B.2 in lieu of other regulations:

The curriculum length is based on standard academic measures of course length and comply with the following:

Clock Hour Definition:

1. A clock hour is defined as a 60-minute block of time consisting of 50 minutes of instruction with appropriate breaks.

Credit Unit Calculation:

1. Programs may use academic credits even if other circumstances require the use of clock hours (i.e. financial aid). If so, the program must clearly label courses with both clock hours and academic credits and all requirements to justify the use of credits must be met (see below).
2. Programs using a conversion to academic credits define the length in weeks for the academic term utilized according to the following:
 - a. Semesters/trimesters = 14-17 weeks
 - b. Quarters = 10-12 weeks.
3. COMTA uses a calculation consistent with the Carnegie Unit:
 - a. Semester or trimester academic credits use the following conversion: 1 credit = 15 hours of lecture, 30 hours of lab (clinical), or 45 hours of externship.
 - b. Quarter academic credits use the following conversion: 1 credit = 10 hours of lecture, 20 hours of lab (clinical), or 30 hours of externship.

4. If alternative calculations are used, the institution or program must substantiate the source of the conversion rate.
5. Note: These calculations reflect **academic credits**. Schools may be required to use a different calculation for Federal Student Aid credits. Schools are reminded that they must maintain compliance with all applicable federal, state and local government requirements. Contact your Regional Case Manager at the US Department of Education for guidance.

Outside Coursework Requirement:

1. The use of academic credits presumes a level of academic rigor based on students being required to engage in work outside of the contact hours of class.
2. Consistent with the Carnegie Unit definition, for each hour of lecture, students are expected to study two additional hours outside of class. For hands-on, lab and clinical time, students are expected to study for one hour in addition to each hour of class. For externship, no outside work is expected.
3. Outside coursework requirements will be verified through the review process. See COMTA staff for procedures.