



Student Catalog Addendum

This catalog addendum updates and replaces the Clock Hour to Credit Hour Conversion information in the 2023 Student Catalog.

Clock Hour to Credit Hour Conversion

For academic purposes, a clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction, in a lecture, laboratory or externship. Clock hours are converted into credit units to allow for comparison with other postsecondary schools.

For academic purposes, Institute for Business & Technology uses the following method*, adapted from the Department of Education method, for conversion of clock hours to credit units:

One semester credit hour equals 45 units and one quarter credit hour equals 30 units, comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

**This is the calculation that accreditor ACCSC uses for academic purposes.*

For Financial Aid purposes, the school uses the USDE conversion for clock to credit hours of 30 in-class clock hours of instruction = 1 semester credit, and 20 in-class clock hours of instruction = 1 quarter credit.