



UTAH SYSTEM OF  
HIGHER EDUCATION

# MEMORANDUM

January 13, 2023

## Transition of Clock-Hour to Credit-Hour Programs

As part of the strategic plan, the Utah Board of Higher Education (Board) approved the transition of technical education programs from clock-hours to credit-hours. In July, the Board passed policy R474, *Clock-Hour to Credit-Hour Transition*, to guide the process. Within the policy, section 4.2 states that each program's transition to credit, including the delivery format, must be approved by the Board. This approval is required by:

- The Council on Occupational Education (COE), the agency that accredits the technical colleges
- The U.S. Department of Education for financial aid eligible programs

Section 4.3 of the policy states that institutions shall submit applications for approval of the clock-hour to credit-hour conversion by the accrediting body through the Office of the Commissioner following a prescribed schedule. Following approval, the Office of the Commissioner will submit the applications to the COE for approval.

The total cost for the transition is \$25,000. Based on the number of programs offered by each institution, technical colleges will reimburse the system office for this amount.

Because technical colleges offer certificates only, institutions must retain both clock-hours and credit-hours in the student information system. Once the transition of all programs is complete, credit-hours will be used in publications and articulation agreements. Credit will be calculated using a formula provided by the U.S. Department of Education. There will be some flexibility on implementation.

### **Commissioner's Recommendation**

The Commissioner recommends approval of the transition of the programs included in the attachment from clock-hours to credit-hours.

### **Attachment**