Career Training Academy 2016 Academic Catalog Addendum

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Clock Hour To Credit Hour Conversion

Career Training Academy assumes that when registering for a program, the student accepts responsibility for full attendance in all classes and lab activities. Academic class hours are computed on a quarter credit basis. For degree programs and non-degree programs that are fully transferrable into a degree program, a credit hour is defined as not less than (1) one hour of classroom or direct faculty instruction and a minimum of activities as established by Career Training Academy including laboratory work, externships and other academic work leading to the award of credit hours.

Diploma programs that are not fully transferrable into a degree program are measured by clock hours for all classroom lecture and laboratory activity. A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The academic year at Career Training Academy is defined as a minimum of 30 weeks of instructional time. A quarter is 10 to 12 weeks of instruction and a full-time student is defined as enrolled in at least 12 quarter credits in a quarter.