

WV Division of Personnel Equivalency Chart

Updated 3/9/18

Hours Worked Per Week

1= .03	2= .05	3= .08	4= .10	5= .13	6= .15	7= .18	8= .20	9= .23	10= .25	11= .28	12= .30	13= .33	14= .35	15= .38	16= .40	17= .43
18= .45	19= .48	20= .50	21= .53	22= .55	23= .58	24= .60	25= .63	26= .65	27= .68	28= .70	29= .73	30= .75	31= .78	32= .80	33= .83	34+= Full Time

Undergraduate Semester Hours (maximum to degree equivalent)

Hours	
30=	1 yr.
27=	11 mo.
25=	10 mo.
22=	9 mo. (3/4 yr.)
20=	8 mo.
17=	7 mo.
15=	6 mo. (1/2 yr.)
12=	5 mo.
10=	4 mo.
7=	3 mo. (1/4 yr.)
5=	2 mo.
2=	1 mo.

Graduate Semester Hours (maximum to degree equivalent)

Hours	
15=	1 yr.
12=	9.6 mo.
9=	7.2 mo.
6=	4.8 mo.
3=	2.4 mo.

To calculate months of credit for graduate hours, multiply the number of semester hours by 2 and divide by 2.5.
SH x 2/2.5=Months
(.5 > round up, otherwise round down)

To calculate months of credit for undergraduate hours, divide the number of semester hours by 2.5.
SH/2.5=Months
(.5 > round up, otherwise round down)

Equivalent Vocational Clock Hours

Clock Hours	Month/s
90=	1
180=	2
270=	3
360=	4
450=	5
540=	6
630=	7
720=	8
810=	9
900=	10
990=	11
1080=	12

Degrees

Degree	Year/s
Doctorate=	4
JD=	3
Masters=	2
Bachelors=	4
Associates=	2
Regents=	4
<i>Major requires: 24 hrs. Minor requires: 12 hrs.</i>	

Other Important Considerations

For accredited colleges & universities on quarter system convert quarter hours to semester hours.

Quarter hours x 2/3= Semester Hours

For accredited business and vocational schools convert quarter hours to clock hours.

Quarter hours ÷ 2 x 24= Clock Hours

What Changed?

We:

- Increased the values of graduate hours to help employees and applicants
- Increased the values of Masters Degree from 1.5 years to 2 years
- Added Regents Bachelor of Arts
- Included the formula used to calculate semester hours