



College Guideline: CCD-INST-27
Title: Contact to Credit Hour

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Guideline: INST-27

Date: 8/21/2025

Approved by:

Purpose

The purpose of this guidance is to provide faculty and staff the federal, state, system, and college requirements for classroom contact to credit hours

Process

For each credit hour earned, CCD provides a minimum number of scheduled instructional time that includes direct contact or supervision between the student and faculty/instructor so students can learn, engage with, and master the outcomes prescribed for that course. That is called in-class time. The standard measurement of in-class time is called a "Base Contact Hour." For example, the base contact hour for a lecture (LEC) course is 750 minutes of in-class work per-credit.

The "Base Contact Hour" only reflects time spent in-class learning and does not include the time that students are expected to spend learning out-of-class. All CCD transcribed classes that are not competency-based must meet the minimum "Base Contact Hour."

Calculating out-of-class time hours

CCD Chairs determined that one credit hour must meet 50 hours of in-and-out-of-class time work. As a brief primer, let's review a couple of types of instructional activities:

Lecture

For a 1 credit lecture course to meet 50 hours of in-class and out-of-class time, the course would be scheduled 12.5 hours of in-class time, and the instructor would need to account for 37.5 hours of out-of-class work.

If a lecture course is worth 3 credits, it is scheduled for 37.5 hours of out-of-class work.

If a lecture course is worth 3 credits, it is scheduled for 37.5 hours in-class time and another 112.5 hours is accounted for via out of class time.



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Studio art

For 1 credit studio course to meet 50 hours of in-class and out-of-class time, the course would need to be scheduled for 25 hours of in-class time and the instructor would need to account for 25 hours of out-of-class work.

If a studio art course is worth 3 credits, it is scheduled for 75 hours in-class time and another 75 hours is accounted for via out of class time.

Instructional Activity Type and Definition

Special outside accrediting agencies may require a different ratio for some CTE programs. Those exceptions to these ratios will be documented with the center and provost, including evidence from the accrediting body.

Instructional Activity	Definition of the Instructional Activity	Base Contact Hours (In-class time) for one Credit Hour actual (banner hour in parenthesis)	Ratio of Base Contact Hours (in-class time) to credit Hours	Out-of-class hours for one Credit Hour
Lecture (LEC)	Formal Presentational/communication by faculty. (CDHE defined)	12.5 (15)	1:1	37.5
Laboratory (LAB)	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice. An academic lab or clinical experience is a hands-on educational exercise that reinforces and deepens the content in content in a subject of study. Faculty must have direct oversight with this instructional activity, the faculty member is present all the times and engaged in assessing the work done by the student. It is appropriate for a Coordinator to set up these lab/clinal experiences. (CDHE defined)	25 (30)	2:1	25
Lecture/Lab: Lecture/Lab wherein the lecture and lab are scheduled together	This anticipates that lecture and lab are intrinsically intermixed. Instructional activities involving training for employment in a work-like environment with active faculty teaching role. A vocational or technical lab delivers specific skills as part of workforce training in an instructor-led environment. (CDHE defined, CCCS clarified)	18.75 (22.5)	1.5:1	27.5



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Clinical (CLI)	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice. An academic lab or clinical experience is a hands on educational exercise that reinforces and deepens the content in a subject of study. Faculty must have direct oversight with this instructional activity, the faculty member is present at all times and engaged in assessing the work done by the student. It is appropriate for a Coordinator to set up these lab/clinical experiences. (CHDE defined).	25 (30)	2:1	25
Studio (STU)	Painting, sculpture and other lab-type activities conducted by faculty. (CCHE defined)	25 (30)	2:1	25
Practicum (PRA)	Credit hours for placement in business and industry environments that offer degree-seeking students professional-level experience and responsibility. College faculty/instructors are actively involved and present in the field with the student 15-50% of the time. The faculty member/instructor will also collect artifacts and assess the learning objectives. CCD must keep a record documenting how the number of credit hours was determined for each course. (CCD defined)	37.5 (45)	3:1	12.5
Internship (INT) Service Learning (SER) Cooperative Education (COP)	Credit hours for placement in business and industry environments that offer degree-seeking students professional-level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e., based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor) (CCHE defined) The immediate oversight and feedback is primarily by the business or industry employer, with occasional oversight by the faculty member, accounting for 5-15% of the course time. The faculty member will also collect artifacts and assess the learning objectives. If the internship is unpaid, the benefit of the work must accrue primarily to the student. CCD must keep a record documenting how the number of credit hours was determined for each course. (CCCS defined)	37.5 (45)	3:1	12.5



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Independent Study (IND)	Student projects or other required activities with minimal faculty/instructor associated direction (5% or less of the time) where a student is formally enrolled during a period of research or independent study instruction in pursuit of a CCHE-approved degree program (CCD defined).	50 (60)	4:1	TBD by Chair and Dean
Music: Private Instruction (PRI)	Formal presentation in a one-to-one relationship between student and instructor (CDHE defined)	6.25 (2.5)	0.5:1	18.75
Music: Studio (SMU)	Band, ensembles, music labs and the like conducted by faculty (CDHE defined)	31.25 (37.5)	2.5:1	18.75
Physical Education (PED)	Physical education and recreation activities conducted by faculty designed for the development of skill proficiencies. (CDHE defined)	25 (30)	2:1	25

Scheduling Breaks

To allow for appropriate breaks for students and faculty/instructors in longer classes, and to ensure that we are meeting our required contact times, the following break schedule will be followed by all classes at CCD. The timing of breaks is a faculty/instructor prerogative but cannot occur during the first or last thirty minutes of instruction.

- Classes meeting 120-239 minutes = 15 min of break time is scheduled
- Classes meeting 240-359 minutes = 30 min of break time is scheduled
- Classes meeting 360-480 minutes = 45 min of break time is scheduled
- Classes meeting over 480 minutes = 60 min of break time is scheduled

Banner Loading

As a brief primer, let's review a couple of types of instructional activities

- Lecture: 15 contact hours in banner = 1 credit hour
- That is a ratio of 1:1
- In actual time, that is 12.5 (750 minutes) in class time

Calculating the total minutes needed for a 3-credit lecture course that meets twice a week for 75 minutes

- 75 minutes x 2 = 150 minutes/week
- 150 minutes/week x 15 weeks = 2,250 minutes total instruction time
- 2,250 minutes/750 minutes/credit = 3 credits



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Example:

- Studio Art:30 contact hours in banner = 1 credit hour
- That is a ratio of 2:1
- In actual time, that is 25 hours (1,500 minutes) in class time

Calculating the total minutes needed for a 3-credit studio course that meets twice a week for 150 minutes:

- 150 minutes x 2= 300 minutes/week
- 300 minutes/week x 15 weeks= 4,500 minutes total instruction time
- 4,500 minutes/1500 minutes/credit= 3 credits

Banner instructional activity Type

Instructional Activity	Contact hours per Credit Hour Actual (In Banner)	Banner Schedule Type
Lecture	12.5 (15)	LEC
Laboratory: Academic/Clinical	25 (30)	LLB CLI
Lecture+ Laboratory: Vocational/ Technical (CTE)	18.75 (22.5) This anticipates that lecture and lab are intrinsically intermixed	LLB
Lecture and Academic or Clinical Laboratory combination	Dependent on hours dedicated to lecture and hours dedicated to lab.	LEL
Practicum	37.5 (45)	PRA
Internships	37.5 (45)	INT
Independent Study	50 (60)	IND
Studio Music	31.25 (37.5)	SMU
Studio Art	25 (30)	STU
Private Music	6.25 (7.5)	PRI
Physical Education	25 (30)	LAB

Violations of the College Guideline

Violations of the guideline will be investigated by the Provost and Vice President of Academic Affairs, Vice-President of Student Services, Chief Financial Officer and Vice President of Administration, or the Vice-President of Human Resources as applicable to the area of oversight.



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Violations of the guideline may result in disciplinary action up to and including termination or expulsion from the college, as applicable