

# COMMUNITY COLLEGE OF DENVER

Title: Contact to Credit Hour Crosswalk

Guideline #: INST - 27

Approved: July 23, 2018

References: [Colorado Commission of Higher Educations](#)  
[Federal Regulation on the Assignment of Credits](#)  
[INST-22 Online Hybrid Learning](#)

Approved By: Dr. Everette J. Freeman, President

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## 1. PURPOSE

## 2. APPLICABILITY

This guideline applies to all transcribed credit offered by Community College of Denver.

## 3. DEFINITIONS

Federal Credit Hour Definition:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an

institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010) (<http://policy.hlcommission.org/Federal-Regulation/assignment-of-credits-program-length-and-tuition.html>)

#### Base Contact Hour Definition:

Community College of Denver follows the Colorado Commission on Higher Education recommendation from their [CDHE FTE Reporting Guidelines Procedures](#), Page 8

The faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.

For a 1:1 ratio class (like a lecture class):

- This translates to fifteen 50-minute hours per semester;
- One Credit Hour = 750 minutes of instruction
- One Credit Hour = 12.5 hours of instruction

#### In-class time definition:

This is the amount of time a student spends engaged in activities that are directly overseen or supervised by the faculty or instructor. This can include lecture, discussion, practical exercises, group work, examinations, or other appropriate activity as organized by the faculty/instructor and approved by their chair/dean.

This time is verified by the chair as accurate and in compliance with federal, CDHE, and CCCS requirements.

#### Out-of-class time definition:

This is the amount of time a student spends engaged in activities that are preparatory, or supplemental, to the in-class activities. This can include reading instructional materials, work on assignments, and engaging in study.

CCCS

CDHE definition:

#### 4. GUIDELINE

The chairs of Community College of Denver, in conversation with the provost, have studied these definitions and have determined that:

- One Credit Hour = 50 hours of student effort both inside and outside of the classroom.

This has informed the work of creating this guideline. In other words, for each credit earned, a student should be expected to do 50 hours of work total in mastery of the material. How much of this time a student spends in-class, and how much of a student spends out-of-class is dependent on the learning activity type, as described below.

For each credit hour earned, CCD will provide a minimum number of scheduled instructional in-class activities which involve direct contact or supervision between the student and faculty/instructor so that students can learn, engage with, and master the outcomes prescribed for that course.

The standard measurement of in-class time is the “base contact hour.” For a lecture course, this is 750 minutes of in-class instruction for every credit. Other learning activity types are outlined below. For online and hybrid courses, a portion of this time may take place online within our learning management system. The “Base Contact Hour” does not include the time that students are expected to spend in out-of-class learning.

All classes transcribed by CCD must have in-class time scheduled that is at least equal to the minimum total number of minutes required by the base contact hour. Classes can have more than the minimally required time, as long as it does not exceed the time for that learning activity type that would be equivalent to 0.5 credits or more.

## Instructional Activity Type and Definition

Instructional Activity	Definition of the Instructional Activity	Base Contact Hours for one Credit Hour actual (banner)	Ratio of Base Contact Hours to Credit Hours
Lecture	Formal presentation/communication by faculty. (CHDE defined)	12.5 (15)	1:1
Recitation: Discussion or Seminar	Two-way (student and faculty) communication of course materials. (CHDE defined)	12.5 (15)	1:1
Laboratory: Academic/Clinical/Music	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
Practicum	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
Internship/Service Learning/Cooperative Education	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	37.5 (45)	3:1

	objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor). 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)		
Independent Study or Research	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. The faculty member/instructor will collect artifacts and assess the learning. CCD must keep a record documenting how the number of credit hours was determined for each course. (CCD defined)	50 (60)	4:1
Laboratory: Vocational/Technical	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. (CHDE defined, CCCS clarified)	18.75 (22.5)	1:1.5
Art Studio	Painting, sculpture and other lab-type activities conducted by faculty. (CHDE defined)	25 (30)	2:1
Music: Private Instruction	Formal presentation in a one-to-one relationship between student and instructor. (CHDE defined)	6.25 (12.5)	1:0.5
Music: Studio	Band, ensembles, music labs and the like conducted by faculty. (CHDE defined)	31.25 (37.5)	1:2.5
Physical Education/Recreation	Physical education and Recreation activities conducted by faculty designed for the development of skill proficiencies. (CHDE defined)	25 (30)	2:1

*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 Type Banner Crosswalk

The following table lists the base contact hours per credit for each class type, and the equivalent number of hour-long class sessions (50 minutes of contact time plus a 10 minute break).

Instructional Activity	Ratio	Contact Hours per Credit Hour Actual (in Banner)	Banner Schedule Type
Lecture	1:1	12.5 (15)	LEC
Laboratory: Academic/Clinical	2:1	25 (30)	LAB CLI
Lecture + Laboratory: Vocational/Technical (CTE)	1.5:1	18.75 (22.5) This anticipates that lecture and lab are intrinsically intermixed.	LLB
Lecture and Academic or Clinical Laboratory combination	Lecture 1:1 Laboratory 2:1	Dependent on hours dedicated to lecture and hours dedicated to lab.	LEL
Practicum	3:1	37.5 (45)	PRA
Internships	3:1	37.5 (45)	INT
Independent Study	4:1	50 (60)	IND
Studio Music	2.5:1	31.25 (37.5)	SMU
Studio Art	2:1	25 (30)	STU
Private Music	0.5:1	6.25 (7.5)	PRI
Physical Education	2:1	25 (30)	LAB

## Scheduling Breaks

In order to permit 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 minutes of break time will be scheduled
- Classes meeting 240 – 359 minutes = 30 minutes of break time will be scheduled
- Classes meeting 360 – 480 minutes = 45 minutes of break time will be scheduled

- Classes meeting over 480 minutes = 60 minutes of break time will be scheduled

## Banner Loading

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

- Lecture, 15 contact hours in banner = 1 credit hour
- That is a ratio of 1:1
- In actual time, that is 12.5 hours, or 750 minutes.
- That means, if a class meets for 75 minutes twice a week for fifteen weeks:
- $75 \times 2 = 150 \times 15 = 2,250$  minutes total instruction time
- $2,250 / 750 = 3$  credits.

Let's take another example:

- Academic Lab, 30 contact hours in banner = 1 credit hour
- That is a ratio of 2:1
- In actual time, that is 25 hours, or 1,500 minutes.
- That means, if a class meets for 200 minutes once a week for fifteen weeks:
- $200 \times 1 = 200 \times 15 = 3,000$  minutes total instruction time
- $3,000 / 1,500 = 2$  credits

## Zero Section Requirement

Each course must have a zero section that is completely loaded in the SSASECT screen to ensure accuracy and integrity of the course type. The fields to load on the Course Section Screen are listed below:

Instructional Activity	Schedule Type	Contact Hours Type
Lecture	LEC	Lecture
Laboratory: Academic/Clinical	LAB CLI	Lab
Lecture + Laboratory: Vocational/Technical (CTE)	LLB	Other
Lecture and Academic or Clinical Laboratory combination	LEL	Lecture & Lab Separated
Practicum	PRA	Other
Internships	INT	Other
Independent Study	IND	Other
Studio Music	SMU	Lab
Studio Art	STU	Lab
Private Music	PRI	Other
Physical Education	LAB	Lab

Then, when the sections are built off of the zero section, with the times and instructor loaded on the SSASECT screen, times and instructor tab.

The Meeting Location and Credits tab is used to identify schedule type and session credit hours. It is here that all LEL schedule types must be delineated to identify the Lecture (LEC) and lab (LAB) components.