



## Contact to Credit Hour Crosswalk

### Background

**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>)

Community College of Denver follows the Colorado Commission on Higher Education recommendation from their [CDHE FTE Reporting Guidelines Procedures](#), Page 7

**BASE CONTACT HOUR**—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

The chairs of Community College of Denver, in conversation with the Provost, have looked at the intent of the CDHE base contact hour definition, both inside and outside of class, in respect to **student effort** and outcomes. They have determined that:

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

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This has informed the work of creating this proposal. In other words, for each credit earned, a student should be expected to do 50 hours of work total in mastery of the material.

For each credit hour earned, students are expected to attend a minimum number of scheduled instructional activities involving direct contact between students and faculty so that students can exhibit achievement of learning outcomes, as per the federal credit hour definition.

The standard measurement of class time is a “Base Contact Hour” which is equivalent to a minimum of 750 minutes. In online and hybrid courses, a portion of these contact hours may take place online as indicated in the course syllabus. Contact hours for directed study and independent study classes represent the expectation that the student will work the same number of hours on their own, with faculty oversight. The “Base Contact Hour” does not include the time that students are expected to spend studying and preparing for class.

<b>Instructional Activity</b>	<b>Definition of the Instructional Activity</b>	<b>Base Contact Hours for one Credit Hour actual (banner)</b>	<b>Ratio of Base Contact Hours to Credit Hours</b>
Lecture	Formal presentation/communication by faculty. (CDHE 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	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-	37.5 (45)	3:1

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Instructional Activity	Definition of the Instructional Activity	Base Contact Hours for one Credit Hour actual (banner)	Ratio of Base Contact Hours to Credit Hours
	<p>level experience and responsibility. College faculty are actively involved and present in the field with the student 15-50% of the time. The faculty member 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)</p>		
Internship	<p>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). 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)</p>	37.5 (45)	3:1
Independent Study or Research	<p>Student projects or other required activities with minimal faculty associated direction (5% or less of the time) where a</p>	50 (60)	4:1

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Instructional Activity	Definition of the Instructional Activity	Base Contact Hours for one Credit Hour actual (banner)	Ratio of Base Contact Hours to Credit Hours
	student is formally enrolled during a period of research or independent study instruction in pursuit of a CCHE-approved degree program. The faculty member 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)		
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.

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### 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).

The Instructional Activity, Ratio, Contact Hours per Credit Hour, and Banner Schedule Type is listed here:

<b>Instructional Activity</b>	<b>Ratio</b>	<b>Contact Hours per Credit Hour Actual (in Banner)</b>	<b>Banner Schedule Type</b>
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

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## Scheduling Breaks

In order to permit appropriate breaks for students and faculty 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 prerogative.

- 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

## 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.
- The number has to be exact.

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
- Again, the number has to be exact.

## Contact to Credit Hour Crosswalk

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.