Calculating Class Hours (Student Contact Hours)

1. Definitions

a. **Class Hour**: The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).

b. **Clock Hour**: A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20.

c. **Passing Time/Break**: Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as "passing time," "break," etc. No additional attendance may be claimed for this 10-minute segment, except as provided for a "multiple hour class." (See e. below) Note: The 10-minute break time permitted in each clock hour may not be accumulated during a multiple hour class to be taken at the end of the class and be counted for FTES apportionment.

d. **Partial Class Hour**: A "partial class hour" is that fractional part of a class hour in a class scheduled for more than one clock hour, starting from and including the 51st minute of the last full clock hour. For example, continuous instruction from 8:00 - 9:35 would have a 45-minute partial class hour (8:51-9:35). 45 minutes is the longest possible partial class hour. Instruction after a 45-minute partial class period hour would require a 10-minute break in the previous clock hour.

e. **Multiple Hour Class**:

   1. A multiple hour class is any period of instruction scheduled continuously for more than one clock hour.

   2. In multiple hour class scheduling, each 50 minutes exclusive of breaks (formal or informal) is a class/contact hour. However, the fractional part of a class hour beyond the last full clock hour may be counted for apportionment, starting from and including the 51st minute of the last full clock hour.

   3. The divisor for this fractional part of a class shall be 50.

   4. There shall be no class break in the last full clock hour or the partial class hour.

   5. The sum of class hours cannot exceed the total number of elapsed clock hours for which the class is scheduled. For this rule, "clock hours" is interpreted to mean the total whole number (an integer) of clock hours, each being a 60-minute time frame. For example, if you have a class scheduled from 8:00 to 11:25, the resulting class hours (contact hours) would be 3.7 (see example 2.d below) and are within the maximum number of contact hours for the 4 "clock hour" period of 8:00 to 12:00.

2. Examples for Calculating Student Contact Hours (SCH)

<table>
<thead>
<tr>
<th>a. Single Hour Class Meeting</th>
<th>b. Multiple Hour Class Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class</strong> scheduled from 8:00 to 8:50 (no break)</td>
<td><strong>Class</strong> scheduled from 8:00 to 9:15 (no break)</td>
</tr>
<tr>
<td>8:00 - 8:50</td>
<td>8:00 - 8:50 1.0 SCH</td>
</tr>
<tr>
<td></td>
<td>1.0 SCH</td>
</tr>
<tr>
<td>8:50 - 9:15</td>
<td>50 Instructional Minutes = 1 SCH</td>
</tr>
<tr>
<td></td>
<td>0.5 SCH</td>
</tr>
<tr>
<td>Total</td>
<td>1.0 SCH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Multiple Hour Class Meeting</th>
<th>d. Multiple Hour Class Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class</strong> scheduled from 8:00 to 10:05 (one 10 minute break)</td>
<td><strong>Class</strong> scheduled from 8:00 to 11:25 (two 10 minute breaks)</td>
</tr>
<tr>
<td>8:00 - 9:00</td>
<td>8:00 - 9:00 1.0 SCH</td>
</tr>
<tr>
<td>9:00 - 9:50</td>
<td>9:00 - 10:00 1.0 SCH</td>
</tr>
<tr>
<td>9:50 - 10:05</td>
<td>10:00 - 10:50 1.0 SCH</td>
</tr>
<tr>
<td></td>
<td>10:50 - 11:25 0.7 SCH</td>
</tr>
<tr>
<td></td>
<td>35 Instructional Minutes / 50 = 0.7 SCH</td>
</tr>
<tr>
<td>Total</td>
<td>2.3 SCH</td>
</tr>
</tbody>
</table>

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3. Contact Hours Computation Table

<table>
<thead>
<tr>
<th>Class Meeting Time Hrs : Mins</th>
<th>Clock Time Start/End Time</th>
<th>Example Contact Hours Breaks</th>
<th># of 10 Min. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Minutes</td>
<td>00:50</td>
<td>8:00 - 8:50</td>
<td>1.0</td>
</tr>
<tr>
<td>65 Minutes</td>
<td>01:05</td>
<td>8:00 - 9:05</td>
<td>1.3</td>
</tr>
<tr>
<td>70 Minutes</td>
<td>01:10</td>
<td>8:00 - 9:10</td>
<td>1.4</td>
</tr>
<tr>
<td>75 Minutes</td>
<td>01:15</td>
<td>8:00 - 9:15</td>
<td>1.5</td>
</tr>
<tr>
<td>80 Minutes</td>
<td>01:20</td>
<td>8:00 - 9:20</td>
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</tr>
<tr>
<td>85 Minutes</td>
<td>01:25</td>
<td>8:00 - 9:25</td>
<td>1.7</td>
</tr>
<tr>
<td>90 Minutes</td>
<td>01:30</td>
<td>8:00 - 9:30</td>
<td>1.8</td>
</tr>
<tr>
<td>95 Minutes</td>
<td>01:35</td>
<td>8:00 - 9:35*</td>
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</tr>
<tr>
<td>110 Minutes</td>
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<tr>
<td>125 Minutes</td>
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<td>8:00 - 10:05</td>
<td>2.3</td>
</tr>
<tr>
<td>130 Minutes</td>
<td>02:10</td>
<td>8:00 - 10:10</td>
<td>2.4</td>
</tr>
<tr>
<td>135 Minutes</td>
<td>02:15</td>
<td>8:00 - 10:15</td>
<td>2.5</td>
</tr>
<tr>
<td>140 Minutes</td>
<td>02:20</td>
<td>8:00 - 10:20</td>
<td>2.6</td>
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<tr>
<td>145 Minutes</td>
<td>02:25</td>
<td>8:00 - 10:25</td>
<td>2.7</td>
</tr>
<tr>
<td>150 Minutes</td>
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<td>8:00 - 10:30</td>
<td>2.8</td>
</tr>
<tr>
<td>155 Minutes</td>
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<td>8:00 - 10:35*</td>
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<td>170 Minutes</td>
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<td>8:00 - 10:50</td>
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<tr>
<td>185 Minutes</td>
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<td>8:00 - 11:05</td>
<td>3.3</td>
</tr>
<tr>
<td>190 Minutes</td>
<td>03:10</td>
<td>8:00 - 11:10</td>
<td>3.4</td>
</tr>
<tr>
<td>195 Minutes</td>
<td>03:15</td>
<td>8:00 - 11:15</td>
<td>3.5</td>
</tr>
<tr>
<td>200 Minutes</td>
<td>03:20</td>
<td>8:00 - 11:20</td>
<td>3.6</td>
</tr>
<tr>
<td>205 Minutes</td>
<td>03:25</td>
<td>8:00 - 11:25</td>
<td>3.7</td>
</tr>
<tr>
<td>210 Minutes</td>
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<td>8:00 - 11:30</td>
<td>3.8</td>
</tr>
<tr>
<td>215 Minutes</td>
<td>03:35</td>
<td>8:00 - 11:35*</td>
<td>3.9</td>
</tr>
</tbody>
</table>

CH = Class Hour.  PCH = Partial Class Hour.  See Definitions.

Note:  Individual class schedules must be based on five-minute increments for starting and ending times (e.g., 8:00 a.m. to 9:25 a.m. or 8:00 a.m. to 11:10 a.m.)

* A partial class hour cannot exceed 45 minutes. Instruction after a 45-minute partial class hour period would require a 10-minute break in the previous clock hour. As a result, classes should be scheduled only for the time lengths listed in the table (or extension). See definitions of Passing Time/Break and Partial Class Hour.

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