

STUDENT CONTACT HOUR COMPUTATION

DEFINITIONS

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).

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.

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." 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.

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.

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 and are within the maximum number of class hours for the 4 "clock hour" period of 8:00 to 12:00.

EXAMPLES FOR CALCULATING STUDENT CONTACT HOURS

Single Hour Class Meeting - Class Scheduled from 8:00 to 8:50 (no break)

Time	Student Contact Hours	Explanation
8:00 – 8:50	1.0	1 class hour in 1 clock hour = 1 Student Contact Hour
Total	1.0	

Multiple Hour Class Meeting – Class Scheduled from 8:00 to 9:15 (no break)

Time	Student Contact Hours	Explanation
8:00 – 8:50	1.0	50 Instructional Minutes = 1 Student Contact Hour
8:50 – 9:15	0.5	25 Instructional Minutes/50 = 0.5 Student Contact Hour
Total	1.5	

Multiple Hour Class Meeting – Class Scheduled from 8:00 to 10:05

(one 10 minute break)

Time	Student Contact Hours	Explanation
8:00 – 9:00	1.0	50 Instructional Minutes plus 10 min break = 1 Student Contact Hour
9:00 – 9:50	1.0	50 Instructional Minutes = 1 Student Contact Hour
9:50 – 10:05	0.3	15 Instructional Minutes/50 = 0.3 Student Contact Hour
Total	2.3	

Multiple Hour Class Meeting – Class Scheduled from 8:00 to 11:25

(two 10 minute breaks)

Time	Student Contact Hours	Explanation
8:00 – 9:00	1.0	50 Instructional Minutes plus 10 min break = 1 Student Contact Hour
9:00 – 10:00	1.0	50 Instructional Minutes plus 10 min break = 1 Student Contact Hour
10:00 – 10:50	1.0	50 Instructional Minutes = 1 Student Contact Hour
10:50 – 11:25	0.7	35 Instructional Minutes/50 = 0.7 Student Contact Hour
Total	3.7	

CONTACT HOURS COMPUTATION TABLE

Class Meeting Time	Clock Time Hours : Minutes	Example Start/End Time	Contact Hours	Number of 10 Minute Breaks	Class Hours (CH) + Partial Class Hours (PCH)
50 Minutes	00:50	8:00 – 8:50	1.0	None	1 CH
65 Minutes	01:05	8:00 – 9:05	1.3	None	1 CH +15-minute PCH
70 Minutes	01:10	8:00 - 9:10	1.4	None	1 CH + 20-minute PCH
75 Minutes	01:15	8:00 - 9:15	1.5	None	1 CH + 25-minute PCH
80 Minutes	01:20	8:00 - 9:20	1.6	None	1 CH + 30-minute PCH
85 Minutes	01:25	8:00 - 9:25	1.7	None	1 CH + 35-minute PCH
90 Minutes	01:30	8:00 - 9:30	1.8	None	1 CH + 40-minute PCH
95 Minutes	01:35	8:00 - 9:35*	1.9	None	1 CH + 45-minute PCH
110 Minutes	01:50	8:00 - 9:50	2.0	1	2 full CH
125 Minutes	02:05	8:00 - 10:05	2.3	1	2 CH + 15-minute PCH
130 Minutes	02:10	8:00 - 10:10	2.4	1	2 CH + 20-minute PCH

Class Meeting Time	Clock Time Hours : Minutes	Example Start/End Time	Contact Hours	Number of 10 Minute Breaks	Class Hours (CH) + Partial Class Hours (PCH)
135 Minutes	02:15	8:00 - 10:15	2.5	1	2 CH + 25-minute PCH
140 Minutes	02:20	8:00 - 10:20	2.6	1	2 CH + 30-minute PCH
145 Minutes	02:25	8:00 - 10:25	2.7	1	2 CH + 35-minute PCH
150 Minutes	02:30	8:00 - 10:30	2.8	1	2 CH + 40-minute PCH
155 Minutes	02:35	8:00 - 10:35*	2.9	1	2 CH + 45-minute PCH
170 Minutes	02:50	8:00 - 10:50	3.0	2	3 full CH
185 Minutes	03:05	8:00 - 11:05	3.3	2	3 CH + 15-minute PCH
190 Minutes	03:10	8:00 - 11:10	3.4	2	3 CH + 20-minute PCH
195 Minutes	03:15	8:00 - 11:15	3.5	2	3 CH + 25-minute PCH
200 Minutes	03:20	8:00 - 11:20	3.6	2	3 CH + 30-minute PCH
205 Minutes	03:25	8:00 - 11:25	3.7	2	3 CH + 35-minute PCH
210 Minutes	03:30	8:00 - 11:30	3.8	2	3 CH + 40-minute PCH
215 Minutes	03:35	8:00 - 11:35*	3.9	2	3 CH + 45-minute PCH

Class Meeting Time	Clock Time Hours : Minutes	Example Start/End Time	Contact Hours	Number of 10 Minute Breaks	Class Hours (CH) + Partial Class Hours (PCH)
230 Minutes	03:50	8:00 - 11:50	4.0	3	4 full class hours
245 Minutes	04:05	8:00 - 12:05	4.3	3	4 CH + 15-minute PCH
250 Minutes	04:10	8:00 - 12:10	4.4	3	4 CH + 20-minute PCH
255 Minutes	04:15	8:00 - 12:15	4.5	3	4 CH + 25-minute PCH
260 Minutes	04:20	8:00 - 12:20	4.6	3	4 CH + 30-minute PCH
265 Minutes	04:25	8:00 - 12:25	4.7	3	4 CH + 35-minute PCH
270 Minutes	04:30	8:00 - 12:30	4.8	3	4 CH + 40-minute PCH
275 Minutes	04:35	8:00 - 12:35*	4.9	3	4 CH + 45-minute PCH
290 Minutes	04:50	8:00 - 12:50	5.0	4	5 full CH
305 Minutes	05:05	8:00 - 1:05	5.3	4	5 CH + 15-minute PCH
310 Minutes	05:10	8:00 - 1:10	5.4	4	5 CH + 20-minute PCH
315 Minutes	05:15	8:00 - 1:15	5.5	4	5 CH + 25-minute PCH
320 Minutes	05:20	8:00 - 1:20	5.6	4	5 CH + 30-minute PCH

Class Meeting Time	Clock Time Hours : Minutes	Example Start/End Time	Contact Hours	Number of 10 Minute Breaks	Class Hours (CH) + Partial Class Hours (PCH)
325 Minutes	05:25	8:00 - 1:25	5.7	4	5 CH + 35-minute PCH
330 Minutes	05:30	8:00 - 1:30	5.8	4	5 CH + 40-minute PCH
335 Minutes	05:35	8:00 - 1:35*	5.9	4	5 CH + 45-minute PCH
350 Minutes	05:50	8:00 - 1:50	6.0	5	6 full CH
365 Minutes	06:05	8:00 - 2:05	6.3	5	6 CH + 15-minute PCH
370 Minutes	06:10	8:00 - 2:10	6.4	5	6 CH + 20-minute PCH
375 Minutes	06:15	8:00 - 2:15	6.5	5	6 CH + 25-minute PCH
380 Minutes	06:20	8:00 - 2:20	6.6	5	6 CH + 30-minute PCH
385 Minutes	06:25	8:00 - 2:25	6.7	5	6 CH + 35-minute PCH
390 Minutes	06:30	8:00 - 2:30	6.8	5	6 CH + 40-minute PCH
395 Minutes	06:35	8:00 - 2:35*	6.9	5	6 CH + 45-minute PCH

Note: Individual class schedules must be based on five-minute increments for start and end 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.