Class Schedule Guidelines

Each semester, the scheduler in the office of the VPIS compiles time blocks and guidelines with which to build the class schedule. The guidelines provide how many minutes are required for each class period given the number of required contact hours and number of days in the semester. Also available is a macro to determine contact hours.

Contact Hour Requirements

All traditional courses must maintain a minimum of 50 minutes of instruction with at least a five-minute break between hours per contact hour. The specific lecture based credit hours to be awarded is defined as 750 minutes of section meeting time over the course of a semester to establish the minimum number of weekly contact hours needed to receive one credit. For example, a three-credit-hour lecture course would need to meet the equivalent of three 50-minute blocks each week, for a total of 2,250 minutes per semester.

Alternate activity types require different base contact hours. Contact hours per credit hour per CCHE Policy are as follows:

15 = Lecture (LEC), Seminar (SEM) 1.00
Example: 2 credit hours of LEC or SEM equals 2.00 contact hours (2 x 1 = 2)

7.5 = Private Instruction (PRI) 0.5
Example: 2 credit hours of PRI equals 1.00 contact hours (2 x .5 = 1)

22.5 = Vocational/Technical Lab (LLB) 1.50
Example: 2 credit hours of LLB equals 3.00 contact hours (2 x 1.5 = 3)

30 = Academic Lab (LAB), Clinical (CLI), Practicum (PRA), Studio (STU) 2.00
Example: 2 credit hours of LAB, CLI, or PRA equals 4.00 contact hours (2 x 2 = 4)

30 = Physical Education (PED) 2.00
Example: 2 credit hours of PED equals 4.00 contact hours (2 x 2 = 4)

37.5 = Field Instruction (FLD) 2.50
Example: 2 credit hours of FLD equals 5.00 contact hours (2 x 2.5 = 5)

37.5 = Studio Music (SMU) 2.50
Example: 2 credit hours of SMU equals 5.00 contact hours (2 x 2.5 = 5)

45 = Work Experience (WEX), Internship (INT), On the Job Training (OJT) 3.00
Example: 2 credit hours of WEX, INT, or OJT, equals 6.00 contact hours (2 x 3 = 6)