# CCCS Contact Hour to Credit Hour Ratio Guidelines

Total Classroom Hours: For the total number, enter the contact hours multiplied by (x) the credit hours.

* 3 credit hours x 15 LEC = 45 total classroom hours
* 3 credit hours x 22.5 LLB = 67.5 total classroom hours
* 3 credit hours x 30 LAB = 90 total classroom hours

The breakdown must be included in the course template submission.

## Common Scheduling Ratios

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| --- | --- | --- | --- |
| **Course Type**  | **Banner Code**  | **Contact Hours for one Credit Hour**  | **Contact Hour to Credit Hour Ratio**  |
| Continuing Ed/Open Learning Online Continuing Education  | CED/OCE  | 15 hours = 1 credit  | (1:1)  |
| Clinical/Open Learning Clinical  | CLI/OCL  | 30 hours = 1 credit 45 hours = 1 credit  | (2:1) (3:1)  |
| Co-op Education  | COP  | 15 hours = 1 credit  | (1:1)  |
| Field Instruction/Study  | FLD  | 37.5 hours = 1 credit  | (2.5:1)  |
| Internship/Open Learning Internship/On the Job Training/Open Learning Online On the Job Training/Lecture & Internship Combo  | INT/OIN/OJT/OOJ/LEI  | 45 hours = 1 credit  | (3:1)  |
| Lab/Lab2/Open Learning Online Lab/Open Learning Online Lab 2/Open Learning Online Lab 3  | LAB/LB2/OLA/OB2  | 30 hours = 1 credit  | (2:1)  |
| Open Learning Online Lab/Open Learning Online Lab 3  | OLA/OL3/LL3  | 45 hours = 1 credit  | (3:1)  |
| Lab -CTE  | LLB  | 22.5 hours = 1 credit  | (1.5:1)  |
| Lecture/Open Learning Online Lecture  | LEC/OLE  | 15 hours = 1 credit  | (1:1)  |
| Lab -Academic/Open Learning Online Lecture-Lab  | LEL/OLL  | 1.5 hours = 1 credit  | (0.1:1)  |
| Physical Educ./Recreation/Open Learning Online Physical Education  | PED/OPE  | 30 hours = 1 credit  | (2:1)  |
| Practicum/Open Learning Practicum/Open Learning Lecture & Practicum Combo  | PRA/OPR/OPL  | 30 hours = 1 credit  | (2:1)  |
| Private Music Instruction/Studio Music/Open Learning Private Instruction  | PRI/SMU/OPI  | 3.75 hours = 1 credit 7.5 hours = 1 credit 30 hours = 1 credit  | (0.25:1) (0.5:1) (2:1)  |
| Seminar/Open Learning Seminar  | SEM/OSE  | 15 Hours = 1 credit  | (1:1)  |
| Studio (Studio Art)/Studio Music/Open Learning Studio Art/Open Learning Studio Music  | STU/SMU/OSA/OSM  | 30 hours = 1 credit  | (2:1)  |
| Directed Study/Independent Study/Online Independent Study/Study Abroad/Open Learning Online  | IND/OIS/SAB/OLO  | 11.25 hours = 1 credit  | (0.75:1)  |
| Online Delivery  |  | Follows Same Guidelines as Traditional Delivery  |  |
| Hybrid Delivery  |  | Follows Same Guidelines as Traditional Delivery  |  |

### Sources

*FAQs CCNS Course submission template – GT Pathway*

https://internal.cccs.edu/wp-content/uploads/documents/FAQs-CCNS-gtPathways-Course-submission-template-SFCC.pdf

Colorado Commission on Higher Education Full-Time Equivalent (FTE) Reporting Guidelines and Procedures April 2019.

https://cdhe.colorado.gov/sites/highered/files/2020-03/v-partb-guidelines.pdf