# 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