Contact Hours Reference

This chart is intended to be used by departments for the purpose of syllabus development and course scheduling. The contact hours listed are the *minimum* required to meet the university standard.

The general formula for contact hours is as followed:

Courses must meet for a minimum of one 50 minute session per unit per week. For a 1-unit, 15 week course, the minimum contact hours for the semester are 750 minutes or 12.5 hours. Further, a 2-unit, 15-week course requires a minimum of 1500 minutes or 25 hours, a 3-unit, 15-week course requires a minimum of 2250 minutes or 37.5 hours, and a 4-unit, 15-week course requires 3000 minutes or 50 hours.

Please note:

➢ The expectation is that the number of 50-minute contact hours per week will match the number of units for a course following the standard 15-week session term. Weekly contact hours for courses with unit values of 3, 2, or 1 should equal the number of units.

➢ If the number of contact hours for a 4-unit course is reduced, the instructor and sponsoring academic unit must provide the UCOC with an academic rationale for the reduction (e.g., extensive reading assignments, more than the average out-of-class writing assignments, regular instructor/student tutorials, etc.). The UCOC will evaluate the rationale and the subcommittee may determine on its own that assignments look sufficient, or may defer the course until adequate justification is provided for the reduced contact hours. This flexibility, however, may not allow contact hours for a 4-unit course to drop below three 50-minute contact hours per week whether in-person or online.

➢ In addition to in-class contact hours, all courses must also meet a minimum standard for out-of-class time, which accounts for time students spend on homework, readings, writing, and other academic activities.

➢ For each unit of in-class contact time, the university expects two hours of out of class student work per week.

➢ The required hours per day listed may not always match available scheduling blocks. In such cases, departments are advised to use separate discussion sections or labs to supplement the shortage in contact time.

➢ Ensuring that your courses meet this minimum contact hours standard may expedite the curriculum review process.

➢ The following chart reflects the majority of possible course designs, though not all. For those not listed, please refer to the above contact hours formula.

SESSION	UNITS	DAYS PER WEEK	HOUR/MINUTES PER DAY	
4 weeks	2	1	6	15
		2	3	10
		3	2	05
		4	1	35
		5	1	15
	3	2	4	45
		3	3	10
		4	2	25
		5	1	55
	4	2	6	15
		3	4	10
		4	3	10
		5	2	30
5 weeks	2	1	5	00
		2	2	30
		3	1	40
		4	1	15
		5	1	00
	3	1	7	30
		2	3	45
		3	2	30
		4	1	55
		5	1	30
	4	2	5	00
		3	3	20
		4	2	30
		5	2	00
6 weeks	2	1	4	10
		2	2	05
		3	1	25
		4	1	05
		5	0	55
	3	1	6	15
		2	3	10
		3	2	05
		4	1	35
		5	1	15
	4	2	4	10
		3	2	50
		4	2	05
		5	1	40

SESSION	UNITS	DAYS PER WEEK	HOUR/MINUTES PER DAY	
7 weeks	2	1	3	40
		2	1	50
		3	1	15
		4	0	55
	3	1	5	25
		2	2	45
		3	1	50
		4	1	25
		5	1	05
	4	1	7	10
		2	3	35
		3	2	25
		4	1	50
		5	1	30
8 weeks	2	1	3	10
		2	1	35
		3	1	05
		4	0	50
	3	1	4	45
		2	2	25
		3	1	35
		4	1	15
		5	1	00
	4	1	6	15
		2	3	10
		3	2	05
		4	1	35
		5	1	15
9 weeks	2	1	2	50
		2	1	25
		3	1	00
	3	1	4	10
		2	2	05
		3	1	25
		4	1	05
		5	0	50
	4	1	5	35
		2	2	50
		3	1	55
		4	1	25
		5	1	10

SESSION	UNITS	DAYS PER WEEK	HOUR/MINUTES PER DAY	
10 weeks	2	1	2	30
		2	1	15
		3	0	50
	3	1	3	45
		2	1	55
		3	1	15
		4	1	00
	4	1	5	00
		2	2	30
		3	1	40
		4	1	15
		5	1	00
11 weeks	2	1	2	20
		2	1	10
		3	0	50
	3	1	3	25
		2	1	45
		3	1	10
		4	0	55
	4	1	4	35
		2	2	20
		3	1	35
		4	1	10
		5	0	55
12 weeks	2	1	2	05
		2	1	05
	3	1	3	10
		2	1	35
		3	1	05
		4	0	50
	4	1	4	10
		2	2	05
		3	1	25
		4	1	05
		5	0	50
13 weeks	2	1	2	00
		2	1	00
	3	1	2	55
		2	1	30
		3	1	00
	4	1	3	55
		2	2	00
		3	1	20
		4	1	00

SESSION	UNITS	DAYS PER WEEK	HOUR/MINUTES PER DAY	
14 weeks	2	1	1	50
		2	0	55
	3	1	2	45
		2	1	25
		3	0	55
	4	1	3	35
		2	1	50
		3	1	15
		4	0	55
15 weeks	1	1	0	50
	2	1	1	40
	3	1	2	30
		2	1	15
		3	0	50
	4	1	3	20
		2	1	40
		3	1	10