

# CONTACT HOURS CALCULATION GUIDE

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## Step 1 - Determine Minimum Total Instructional Minutes

A Carnegie Unit represents instructional time over a standard academic term. For scheduling purposes, one (1) credit hour is defined as a minimum of:

$$50 \text{ minutes per week} \times 15 \text{ weeks} = \mathbf{750 \text{ minimum instructional minutes per credit hour}}$$

This standard is applied consistently across all terms, regardless of term length. The calculations in this guide determine the minimum instructional minutes required for a course. Actual meeting patterns may exceed the calculated minimum, particularly when using standard meeting patterns.

Formula:

$$\mathbf{\text{Minimum Total Instructional Minutes} = \text{Credit Hours} \times 750}$$

These minimum total instructional minutes will be used in the following steps to determine how instructional time is distributed throughout the term.

Example for a 3-credit hour course:

$$3 \times 750 = 2,250 \text{ minimum total instructional minutes}$$

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## Step 2 - Apply Modality Requirements (if applicable)

Courses may require a reduced amount of in-person instruction depending on the course modality. Reduced in-person contact time must be supported by asynchronous or online instructional activities with **regular and substantive interaction**, such as assignments, readings, videos, group work, or hands-on learning.

Additional information on course modalities can be found at:

<https://cdl.ucf.edu/support/faculty/teaching-modalities/>

| Modality               | In-Person Contact Time |
|------------------------|------------------------|
| In-Person (P)          | 80–100%                |
| Mixed Mode (M)         | 20–79%                 |
| Rotational (R)         | 1–19%                  |
| Synchronous Online (S) | <20%                   |

Once the total instructional minutes have been calculated in Step 1, apply the modality percentage to determine the minimum required **in-person contact minutes**.

Formula:

$$\mathbf{\text{In-Person Contact Minutes} = \text{Minimum Total Instructional Minutes} \times \text{Modality \%}}$$

Example for a Mixed Mode 3-credit hour course that meets 50% of the time in person:

$$2,250 \times 50\% = 1,125 \text{ in-person contact minutes}$$

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## Step 3 - Determine Scheduling Approach

Select how the course will meet across the term. This determines how instructional time is distributed. Once a scheduling approach is selected, distribute instructional time into actual meeting patterns. All meeting patterns must meet or exceed the minimum instructional time requirement.

The table below lists the number of instructional weeks for each session. Use these values when calculating the required weekly minutes in the steps that follow.

| Semester    | Session | Instructional Weeks | Final Exam Week |
|-------------|---------|---------------------|-----------------|
| Fall/Spring | 1       | 15                  | 1               |
| Fall/Spring | F/G     | 8                   | --              |
| Summer      | A/B     | 6                   | --              |
| Summer      | C       | 12                  | --              |
| Summer      | D       | 8                   | --              |
| Maymester   | M       | 4                   | --              |

### A. Weekly Meetings

Used when the course meets every week of the term.

- $\text{Weekly In-Person Minutes} = \text{In-Person Contact Minutes} \div \text{Instructional Weeks}$
- $\text{Meeting Day Minutes} = \text{Weekly In-Person Minutes} \div \text{Number of meeting days per week}$

Example for a Mixed Mode (50%) 3-credit hour course in Fall Session 1:

- $1,125 \div 15 = 75$  weekly in-person minutes
- $75 \div 1 \text{ day} = 75$  minutes per meeting day
- The class would meet in person one day every week for 75 minutes per meeting.

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### B. Biweekly Meetings

Used when the course meets every other week.

- $\text{Total Meeting Weeks} = \text{Instructional Weeks} \div 2$
- $\text{Weekly In-Person Minutes} = \text{In-Person Contact Minutes} \div \text{Total Meeting Weeks}$
- $\text{Meeting Day Minutes} = \text{Weekly Minutes} \div \text{Number of meeting days per week}$

Example for a Mixed Mode (50%) 3-credit hour course in Fall Session 1:

- $15 \div 2 = 7.5$  meeting weeks
  - $1,125 \div 7.5 = 150$  in-person minutes (every other week)
  - $150 \div 2 \text{ days} = 75$  minutes per meeting day
  - The class would meet in person two days **every other week** for 75 minutes per meeting.
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### C. Fixed Number of Meeting Days

Used for courses that meet a fixed number of times across the term, this approach is common in Rotational (R) modality courses.

- $\text{Minutes per meeting} = \text{In-Person Contact Minutes} \div \text{Total number of meeting days}$

Example for a Rotational (example 10%) 3-credit hour course in Fall Session 1 that plans to meet in person for 3 days total in the term:

- $2,250 \times 10\% = 225$  in-person contact minutes
- $225 \div 3 \text{ days} = 75$  minutes per meeting day
- This class would meet in person on three specific days for 75 minutes per meeting.

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### Summary of Formulas

1. Calculate Minimum Total Instructional Minutes
    - **$\text{Minimum Total Instructional Minutes} = \text{Credit Hours} \times 750$**
  2. Calculate In-Person Contact Minutes based on Modality
    - **$\text{In-Person Contact Minutes} = \text{Minimum Total Instructional Minutes} \times \text{Modality \%}$**
  3. Calculate Minutes Per Meeting Based on Scheduling Approach
    - a. Weekly Meetings
      - **$\text{Weekly In-Person Minutes} = \text{In-Person Contact Minutes} \div \text{Instructional Weeks}$**
      - **$\text{Minutes Per Meeting} = \text{Weekly In-Person Minutes} \div \text{Number of meeting days per week}$**
    - b. Biweekly Meetings
      - **$\text{Total Meeting Weeks} = \text{Instructional Weeks} \div 2$**
      - **$\text{Biweekly In-Person Minutes} = \text{In-Person Contact Minutes} \div \text{Total Meeting Weeks}$**
      - **$\text{Minutes Per Meeting} = \text{Biweekly In-Person Minutes} \div \text{Number of meeting days per week}$**
    - c. Fixed Number of Meeting Days
      - **$\text{Minutes Per Meeting} = \text{In-Person Contact Minutes} \div \text{Total number of meeting days}$**
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## Additional Scheduling Scenarios

The following examples demonstrate how the process outlined in Steps 1–3 applies across different sessions and modalities. Because standard meeting patterns do not always align exactly with the calculated minimum, some examples exceed the minimum instructional time requirement.

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### Scenario A: 3 Credit Hours | Fall/Spring Session 1 | In-Person (P)

1. Minimum Total Instructional Minutes =  $3 \times 750 = 2,250$  minutes
  2. In-Person Contact Minutes (100%) = 2,250 minutes
  3. Weekly Scheduling (15 instructional weeks):
    - Weekly In-Person Minutes =  $2,250 \div 15 \text{ weeks} = 150$  minutes per week
      - 2 meeting days/week  $\rightarrow 150 \div 2 \text{ days} = 75$  minutes per meeting day
  4. This example would meet in person two days every week for 75 minutes per meeting.
    - Example: TR 9:00 – 10:15 AM
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### Scenario B: 3 Credit Hours | Session A/B | In-Person (P)

1. Minimum Total Instructional Minutes =  $3 \times 750 = 2,250$  minutes
  2. In-Person Contact Minutes (100%) = 2,250 minutes
  3. Weekly Scheduling (6 instructional weeks):
    - Weekly In-Person Minutes =  $2,250 \div 6 \text{ weeks} = 375$  minutes per week
      - 4 meeting days/week  $\rightarrow 375 \div 4 \text{ days} = 93.75$  minutes per meeting
      - OR
      - 2 meeting days/week  $\rightarrow 375 \div 2 \text{ days} = 187.5$  minutes per meeting
  4. These examples meet the minimum required weekly minutes.
    - MTWR 12:00–1:50 PM (110 minutes per meeting day = 440 minutes/week)
    - TR 10:00–1:20 PM (200 minutes per meeting day = 400 minutes/week)
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### Scenario C: 3 Credit Hours | Session F/G/D | In-Person (P)

1. Minimum Total Instructional Minutes =  $3 \times 750 = 2,250$  minutes
  2. In-Person Contact Minutes (100%) = 2,250 minutes
  3. Weekly Scheduling (8 instructional weeks):
    - Weekly In-Person Minutes =  $2,250 \div 8 \text{ weeks} = 281.25$  minutes per week
      - 4 meetings/week  $\rightarrow 281.25 \div 4 \text{ days} = 70.31$  minutes per meeting
      - OR
      - 2 meetings/week  $\rightarrow 281.25 \div 2 \text{ days} = 140.63$  minutes per meeting
  4. These examples meet the minimum required weekly minutes:
    - MTWR 9:00–10:15 AM (75 minutes per meeting day = 300 minutes/week)
    - TR 1:30–4:15 PM (165 minutes per meeting day = 330 minutes/week)
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### Scenario D: 4 Credit Hours | Session A/B | In-Person (P)

1. Minimum Total Instructional Minutes =  $4 \times 750 = 3,000$  minutes
  2. In-Person Contact Minutes (100%) = 3,000 minutes
  3. Weekly Scheduling (6 instructional weeks):
    - Weekly In-Person Minutes =  $3,000 \div 6 \text{ weeks} = 500$  minutes per week
      - 4 meetings/week  $\rightarrow 500 \div 4 \text{ days} = 125$  minutes per meeting
  4. This example meets the minimum required weekly minutes:
    - MTWR 9:00–11:15 AM (130 minutes per meeting day = 520 minutes/week)
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### Scenario E: 4 Credit Hours | Session A/B | Mixed-mode (M) 50%

1. Minimum Total Instructional Minutes =  $4 \times 750 = 3,000$  minutes
  2. In-Person Contact Minutes =  $3,000 \times 50\% = 1,500$  minutes
  3. Weekly Scheduling (6 instructional weeks):
    - Weekly In-Person Minutes =  $1,500 \div 6 \text{ weeks} = 250$  minutes per week
      - 4 meetings/week  $\rightarrow 250 \div 4 \text{ days} = 62.5$  minutes per meeting
      - OR
      - 2 meetings/week  $\rightarrow 250 \div 2 \text{ days} = 125$  minutes per meeting
  4. These examples meet the minimum required weekly minutes:
    - MTWR 9:00–10:15 AM (75 minutes per meeting day = 300 minutes/week)
    - TR 9:00–11:15 AM (135 minutes per meeting day = 270 minutes/week)
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### Scenario F: 3 Credit Hours | Fall/Spring Session 1 | Rotational (R)

1. Minimum Total Instructional Minutes =  $3 \times 750 = 2,250$  minutes
  2. In-Person Contact Minutes =  $2,250 \times 16.67\% = 375$  minutes
  3. Fixed Number of Meeting Days:
    - Total meeting days = 5
    - Minutes per meeting =  $375 \div 5 = 75$  minutes per day
  4. This example would meet in person for 5 specific dates for 75 minutes each.
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