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# SUMMER 2016 TERM CREDIT HOUR GUIDELINES

The following table and information, based upon the Colorado Department of Higher Education (CDHE) credit hour requirements (as well as the Veterans' Administration benefits requirements for the G.I. Bill and other government benefit recipients for educational aid programs), is to be used to set the meeting times for summer classes.

1. The table provides the information needed to determine how many minutes your class must meet given the term and the total number of meetings in the term.

| | **Term A (5/31/16 – 7/1/16)** | **Term B (7/5/16 – 8/5/16)** | **Term C (5/31/16 – 7/22/16)** | **Term D (5/31/16 – 8/5/16)** |
|---|---|---|---|---|
| # of Mondays in term | 4 | 4 | 7 | 9 |
| # of Tuesdays in term | 5 | 5 | 8 | 10 |
| # of Wednesdays in term | 5 | 5 | 8 | 10 |
| # of Thursdays in term | 5 | 5 | 8 | 10 |
| # of Fridays in term | 5 | 5 | 8 | 10 |
| **TOTAL # OF MEETINGS (M-F) IN TERM** | **24** | **24** | **39** | **49** |

2. CDHE requirements to generate **ONE** credit hour is based on the component type of the course:
   - 750 minutes required for: LEC, SEM, REC, DSC components - 1/1 ratio
   - 1500 minutes required for: CLN, DIS, IND, LAB, MLS, PRC, STU, WKS components - 2/1 ratio
   - 1875 minutes required for: FLD component - 2.5/1 ratio
   - 2250 minutes required for: INT component - 3/1 ratio

Based on the above table and CDHE credit hour requirements, the following formula is used to determine the correct meeting pattern to generate the number of credit hours to be awarded. Please remember to make adjustments if the class includes a recitation or lab in addition to the lecture.

Step 1. (Minutes the class is offered) x (total # of meetings in the term) = Z

Step 2. (Z) divided by (CDHE requirement for component type) = credit hours awarded

Example:

SOCY 1000-100 (LEC, Term A): meets MTWTHF, 7:30 a.m. – 9:05 a.m. (= 95 minutes each day)

Step 1. (95) x (24) = 2280 minutes

Step 2. (2280) divided by (750) = 3.04 (3 credit hours awarded)

NOTE: If this resulting number is anything but a whole number, the class may be offered only at the lower whole number (do not round up). For example, if the result of the formula is 2.8, the class may be offered for only 2 credit hours.

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