

## Scheduling Guidelines for Summer Courses on a Semester Calendar

To determine the minimum number of contact hours required per week, multiply the credit hours by 50 minutes. Take this figure and multiply by 15, the number of weeks of clock hour instruction in an ordinary term. Divide this number by however many weeks duration the course will be. This gives you a weekly required minimum clock hours of instruction. To find the daily requirement, we have provided two formula versions.

For example, a 3-hour course (2250 minutes):

**Figure the number of minutes of course has to meet and divide by the number of meeting times. A three-hour course would meet 2,250 minutes. A five-week course meeting MWF would meet 15 times, however, if there is a holiday, 14 class meetings. 2,250 divided by 14 = 161 minutes per day. Divide 161 by 60 minutes = 2 hours, 42 minutes. Add at least a 10-minute break. The course should meet approx. 3 hours.**

### OR another formula

- 10 weeks = 225 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- 9 weeks = 250 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- 8 weeks = 282 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- 7 weeks = 322 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- 6 weeks = 375 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- 5 weeks = 450 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- \*4 weeks = 563 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- \*3 weeks = 750 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- \*2 weeks = 1125 minutes per week / by number of days / by 60 minutes = number of hours and minutes.
- \*1 weeks = 2250 minutes per week / by number of days / by 60 minutes = number of hours and minutes.

Additional time should be added for appropriate breaks.

**\*Form 93s must be submitted to the Provost office to get approval for these course offerings.**

For credit hours other than 3 hours, the calculations you used would be:

- For a 5-hour course –  $5 \times 50 \times 15 = 3750$  minutes, divided by 10 = 375 minutes per week in a 10 week term.
- For a 4-hour course –  $4 \times 50 \times 15 = 3000$  minutes, divided by 10 = 300 minutes per week in a 10 week term.
- For a 2-hour course –  $2 \times 50 \times 15 = 1500$  minutes, divided by 10 = 150 minutes per week in a 10 week term.
- For a 1-hour course –  $1 \times 50 \times 15 = 750$  minutes, divided by 10 = 75 minutes per week in a 10 week term.

---

*Regardless of the format of the course, starting times must adhere to major and/or minor time blocks. To ensure students can build an integrated course schedule, cross-cutting of the major and/or minor time blocks is prohibited except for workshops.*

### MAJOR TIME BLOCKS

8:00-11:00  
11:00-2:00  
2:00-5:00

### MINOR TIME BLOCKS

8:00-9:30  
9:30-11:00  
11:00-12:30  
12:30-2:00  
2:00-3:30  
3:30-5:00

If your department would like a copy of the detailed Summer Scheduling Guidelines, please call ext. 3087.