

Contact Hours Conversion Chart

contact hours per week

15-week (f/sp)	10-week	8-week	6-week	3-week*	TOTAL CONTACT HOURS
1	1.5	2	2.5	5	15
2	3	4	5	10	30
3	4.5	6	7.5	15	45
4	6	7.5	10	20	60
5	7.5	9.5	12.5	25	75
6	9	11.5	15	30	90

Use this chart to calculate contact hours when creating summer terms that are equivalent to fall/spring terms. Contact hours must be set for *at least* the number shown here. Numbers may be rounded up or slightly increased to accommodate convenience of scheduling and room reservation.

* Three-week terms are not considered to be automatically equivalent to longer terms, and must be reviewed and approved by COCI.