

Calculate number of hours students should expect to spend weekly on your course

According to the [SACS Policy statement](#) about credit hours, students should expect to spend twice as many hours on “out of class student work” as they do in “direct faculty instruction” with a few exceptions.

The latest Texas [Academic Course Guide Manual](#) lists each approved academic course with number of credit hours and maximum contact hours students are expected to spend on the course per credit hour. The latest [Texas Workforce Education Manual](#) has a search engine to help you find the same type of information for a specific workforce course.

The examples below show how to calculate expected hours a student should spend weekly on a course whether it is an academic course or workforce course.

For academic courses

ENGL 2311 Technical & Business Writing

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative writing skills involved in the creation of ethical and efficient documents.

Approval Number.....23.1303.51 12
 maximum SCH per student.....3
 maximum SCH per course3
 maximum contact hours per course.....48

Number of credit
hours.

Formula to calculate the maximum hours a student should expect to spend in your course each week:

Maximum contact hours / number of weeks in the semester * number of credit hours.
(The total would be rounded down if applicable.)

In the example above of 48 contact hours in a 16-week term, you would divide 48 by 16 and multiply by 3 which equals 9 hours a student might expect to spend on the course each week.

For workforce education courses (WECM)

In the example below with a maximum of 96 contact hours in a 16-week term, you would divide 96 by 16 and multiply by 3 SCH's which equals up to 18 hours a student might expect to spend on the course each week. Since the minimum number of hours is 48, students would expect to spend at least 9 hours a week.

Rubric	Num	CIP	Course Title	Hours			Instr Type	Course Level	Dates	
				Min	Max	SCH			Begin	End
HITT	1305	510707	MEDICAL TERMINOLOGY I	48	96	3	1	4	09/01/2006	

To calculate workforce courses, use the same formula used for academic courses above. Use this for Maximum contact hours in the formula.

Use SCH for credit hours in the formula.