

Simplified Meeting Length Calculation Formula for Classes Meeting for 16 Weeks

Example: A PSYCH 1 class that will meet once a week

Step 1. The Catalog tells us that a PSYCH class meets 3.4 lecture hours per week for 16 weeks. The total hours for the course would be the contact hours in the Catalog times 16, rounded to the nearest whole number. (The chart at the bottom of the page tells you the total hours of the course for most courses. They're on the 16-Week Chart as well.)

Step 2. Divide the total number of hours by 16

$$54 / 16 = 3.375$$

Step 3. Round to nearest tenth

Step 4. Divide this result into two parts:

1.4

the last hour plus any partial hour

This number needs to be equal to or greater than 1 but less than 2.

Why 50? Because the last hour has no break. Instead of a break, there is a passing time of 10 minutes after the class.

You don't need to calculate any further for the passing time - it's being done here.

3.4

AND

2

full hours

For each full hour there is a 10-minute break

Step 5. Take 1.4 X 50 to find out the minutes to add on to the whole hours.

$$1.4 \times 50 = 70 \text{ minutes. } 70 \text{ minutes} = 1 \text{ hour and 10 minutes.}$$



1 hour and 10 minutes

2 total hours

Step 6. Add these two back together.

Each meeting will be 3 hours & 10 minutes.

If the Catalog says a course meets this many hours per week, then the total number of hours is...

0.6	1	1.7	2.3	2.8	3.4	3.9	4.5	5.1	5.6	6.2	6.8	7.3	7.9	8.4	9.0	9.6	10.1	10.7	11.3
9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180

Simplified Meeting Length Calculation Formula for Classes Meeting for 16 Weeks

Example: A MATH 110 class that will meet twice a week

Step 1. The Catalog tells us that a MATH 110 class meets 5.6 lecture hours per week for 16 weeks. The total hours for the course would be the contact hours in the Catalog times 16, rounded to the nearest whole number. The chart at the bottom of the page tells you the total hours of the course for most courses. The total hours for MATH 110 is 90.

Step 2. Divide the total number of hours by 16

$$90 / 16 = 5.625$$

Step 3. Divide the total number of hours per week by the number of meetings per week

$$5.625 / 2 = 2.8125$$

Step 4. Round to nearest tenth

2.8

It's really important that the rounding is done on this step.

Step 5. Divide this result into two parts:

AND

1 full hours

1.8

the last hour plus any partial hour

This number needs to be equal to or greater than 1 but less than 2

Why 50? Because the last hour has no break. Instead of a break, there is a passing time of 10 minutes after the class.

You don't need to calculate any further for the passing time - it's being done here.

For each full hour there is a 10-minute break

Step 6. Take 1.8 X 50 to find out the minutes to add on to the whole hours.

$$1.8 \times 50 = 90 \text{ minutes. } 90 \text{ minutes} = 1 \text{ hour and 30 minutes.}$$

If a class has more than one component, you would calculate this way for each component.

1 hour and 30 minutes

1 total hours

Step 7. Add these two back together.

Each meeting will be 2 hours & 30 minutes.



If the Catalog says a course meets this many hours per week, then the total number of hours is...

0.6	1	1.7	2.3	2.8	3.4	3.9	4.5	5.1	5.6	6.2	6.8	7.3	7.9	8.4	9.0	9.6	10.1	10.7	11.3
9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180