

## Seat Time Guide

- A three credit class should meet for 2 hours and 30 minutes per week, or 2,250 minutes per semester. It should also require 75 hours of work outside of class (25 hours per credit hour).

Session Type	Meet 1/week	Meet 2/week	Meet 3/week	Meet 4/week	Out of Class Work/Week
15 week	2:30	1:15	:50	:38	5
13 week	2:53	1:27	:58	:43	5:45
10 week	3:45	1:53	1:15	:56	7:30
7.5 week	5:00	2:30	1:40	1:15	10

- Depending on the amount of in person or structured remote instructional time listed schedule, remaining time needs to be made up with asynchronous instructional activities. Faculty can use the following strategies:
  - Move activities to an asynchronous format (discussion boards around additional readings, recorded lectures, etc.)
  - Move entire units online
  - The following [course workload estimator](#) can help determine estimate how long assignments take to complete.

### How Do I Determine How Much Asynchronous Time Is Needed To Meet Credit Hour Expectations?

- Each credit hour requires 50 minutes of instructional time per week (15 hours per semester) – see below for session time requirements for other credit numbers
- A purely online class requires 37.5 hours of instruction per credit

- When calculating the amount of virtual instruction required in a hybrid setting, every lost hour of instruction requires approximately 2.5 hours of virtual instruction
  - If a 7.5 week class planned to meet twice a week for 1:15 hours per session, they would be missing a total of 18.75 hours (or 1,125 minutes) of instruction
    - (2.5 lost hours per week x 7.5 weeks)
    - 18.75 (lost hours) x 2.5 (virtual multiplier) = 46.875, so there should be that many hours of online content during the course
  - A 13-week class meeting twice a week for 1:15 hours per session would be missing approximately 5 hours and twelve minutes of instructional time
    - 5 hours x 2.5 virtual modifier = 12.5 required hours of instructional time

### **Alternate In-Person Instructional Times**

The charts below capture how much instructional time is required to meet in person seat time requirements. The degree to which a course’s in person time deviates from those times serves as a baseline for determining how much asynchronous work is required.

#### **1 Credit**

50 minutes per week: 750 minutes per semester, and 25 hours of out of class work.

Session Type	Meet 1/week	Meet 2/week	Meet 3/week	Meet 4/week	Out of Class Work/Week
15 week	:50	:25	:17	:13	1:40
13 week	:58	:29	:19	:14	1:55
10 week	1:15	:38	:25	:19	2:30
7.5 week	1:40	:50	:33	:25	3:20

## 2 Credits

100 minutes per week: 1500 minutes per semester, and 50 hours of out of class work.

Session Type	Meet 1/week	Meet 2/week	Meet 3/week	Meet 4/week	Out of Class Work/Week
15 week	1:40	:50	:33	:25	3:20
13 week	1:15	:58	:39	:29	3:51
10 week	2:30	1:15	:50	:38	5:00
7.5 week	3:20	1:40	1:07	:50	6:40

## 4 Credits

200 minutes per week: 3000 minutes per semester and 100 hours of out of class work.

Session Type	Meet 1/week	Meet 2/week	Meet 3/week	Meet 4/week	Out of Class Work/Week
15 week	3:20	1:40	1:07	:50	6:40
13 week	3:51	1:15	1:17	:58	7:42
10 week	5:00	2:30	1:40	1:15	10:00
7.5 week	6:40	3:20	2:13	1:40	13:20

## 5 Credits

250 minutes per week: 3750 minutes per semester, and 125 hours of out of class work.

Session Type	Meet 1/week	Meet 2/week	Meet 3/week	Meet 4/week	Out of Class Work/Week
15 week	4:10	2:05	1:23	1:03	8:20
13 week	4:49	2:24	1:36	1:12	9:37
10 week	6:15	3:08	2:05	1:34	12:30
7.5 week	8:20	4:10	2:47	2:05	16:40

### 6 Credits

300 minutes per week: 4500 minutes per semester, and 150 hours of out of class work.

Session Type	Meet 1/week	Meet 2/week	Meet 3/week	Meet 4/week	Out of Class Work/Week
15 week	5:00	2:30	1:40	1:15	10:00
13 week	5:46	2:53	1:55	1:27	11:30
10 week	7:30	3:45	2:30	1:53	15:00
7.5 week	10:00	5:00	3:20	2:30	20:00