

**Credit Hours Conversion to FTE\***  
**For Hiring Non-Benefited Employees**  
**University of Wyoming**  
**25 January 2016**  
**Updated 23 August 2016**

<b>Credit Hours</b>	<b>FTE</b>
1	8.33%
2	16.67%
3	25.00%
4	33.33%
5	41.67%
6**	48.75%
7	58.33%
8	66.67%
9	75.00%
10	83.33%
11	91.66%
12	100.00%

\* Use only these FTE percentages.

\*\* NOTE: 6 credit hours equals 19.50 hours of work per week. This includes 6 hours of contact time, 7.5 hours of preparation/grading, and 6 hours of office time (i.e., the maximum number of hours required by a college at the university).

Table created by the Office of Human Resources (2016).