RESOURCE GUIDE: Calculating Contact Minutes



What Are Contact Minutes?

Contact minutes are the required amount of time deemed necessary based on a course component to provide a satisfactory amount of instructional time per earned unit. The required contact minutes for a course are met within a range of minutes. Courses with multiple components, based on the workload, have their own requirements. To ensure class sections meet contact minute accreditation standards, use this guide for scheduling classes and to monitor and ensure sections are meeting the minimum appropriate contact hours for University, ABOR, and HLC requirements.

How Are Contact Minutes Calculated?

Class Section Level

Calculation: Class Section must include a facility ID and a complete meeting pattern in order for contact minutes to auto calculate in the Maintain Schedule of Classes tile **Contact minutes per # unit =** (# of minutes for single meeting **X** # of meeting days per week) **X** # of weeks

Example Course:

- Meeting Pattern MWF 12-12:50pm (3-unit, lecture course)
- Contact minutes per 3 unit = (50 X 3-day meeting pattern) X 16 weeks
- Contact minutes per 3 unit = 150 X 16
- Contact minutes per 3 unit = 2400

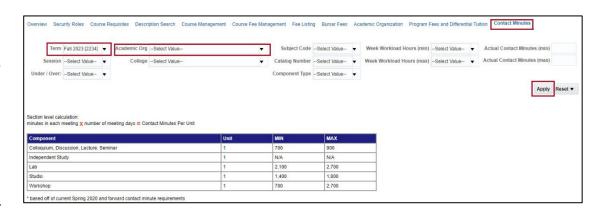
Component	Unit	Min	Max
Colloquium, Discussion, Lecture, Seminar	1	700	900
Independent Study	1	N/A	N/A
Lab	1	2,100	2,700
Studio	1	1,400	1,800
Workshop	1	700	2,700

UAnalytic Contact Minute Report

Step1: Navigate to the Contact Minutes Dashboard via UAccess Analytics > Dashboards> Course Fee and Management > Contact Minutes tab

Step 2: Update the filter for term and academic unit

Step 3: Review report or export report to excel



MD 06.28.2022

Range of Minutes:

Contact minutes are assigned according to the minimum and maximum of the course **component types.**



To View Contact Minutes for an Individual Class Section

Step1: Navigate to Maintain Schedule of Classes tile > Meetings tab.

Step 2: Select the Contact Minutes link to review the required contact minutes for the class section

Step 3: Review the
minutes associated
with the
component type.
Select return to
return to class
section.

Step 4: If

corrections are needed to meet contact minute compliance, adjust the Schedule of Classes meeting pattern (increase/ reduce meeting pattern) to fall within the contact minute ranges.

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Policy Information

Higher Learning Commission	Arizona Board of Regents	University Policy				
Assignment of Credits	Academic Credit Policy	Credit Definitions				
Credit Hours shall conform to commonly accepted practices in higher education	An hour of work is the equivalent of 50 minutes of class time.	At least 45 hours of work by each student for each unit of credit.				

Contact Information

Please contact RCS with any questions regarding how to calculate contact minutes. Reach us via email: rcshelp@arizona.edu or phone: 520-621-3313.