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

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Unit</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colloquium, Discussion, Lecture, Seminar</td>
<td>1</td>
<td>700</td>
<td>900</td>
</tr>
<tr>
<td>Independent Study</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Lab</td>
<td>1</td>
<td>2,100</td>
<td>2,700</td>
</tr>
<tr>
<td>Studio</td>
<td>1</td>
<td>1,400</td>
<td>1,800</td>
</tr>
<tr>
<td>Workshop</td>
<td>1</td>
<td>700</td>
<td>2,700</td>
</tr>
</tbody>
</table>

UAnalytic Contact Minute Report

**Step 1:** 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
RESOURCES GUIDE: Calculating Contact Minutes

To View Contact Minutes for an Individual Class Section

**Step 1:** 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**

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

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**Contact Information**

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