




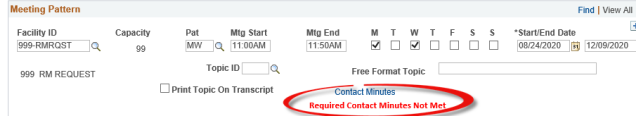
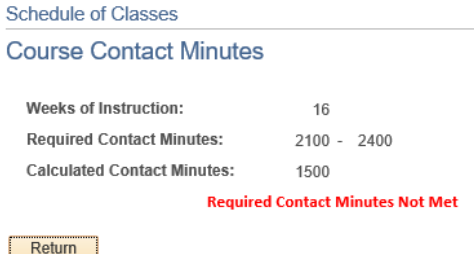
This guide is to assist those responsible for scheduling classes to monitor and ensure sections are meeting the minimum appropriate contact hours for University, ABOR, and HLC requirements.

### How are Contact Minutes Calculated?

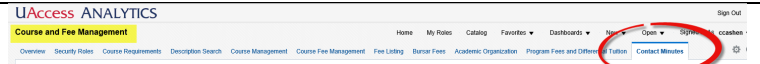
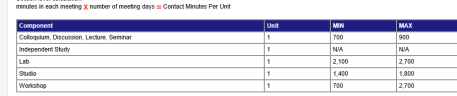
The required contact minutes for a class are based on approved course component and allows for a range of minutes. Courses that have multiple components will have the credit hour calculation required for each component.

| 1                                        | <b>Section level calculation</b><br>Class sections must include a facility ID, a meeting pattern and start/end time in order for contact minutes to calculate | Minutes in each meeting <b>X</b> Number of Meeting Days<br>= Contact Minutes per unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----|-----|------------------------------------------|---|-----|-----|-------------------|---|-----|-----|-----|---|------|------|--------|---|------|------|----------|---|-----|------|
| 2                                        | <b>Range of minutes of face-to-face instruction by course component type</b>                                                                                  | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Component</th> <th style="background-color: #003366; color: white;">Unit</th> <th style="background-color: #003366; color: white;">Min</th> <th style="background-color: #003366; color: white;">Max</th> </tr> </thead> <tbody> <tr> <td>Colloquium, Discussion, Lecture, Seminar</td> <td style="text-align: center;">1</td> <td style="text-align: center;">700</td> <td style="text-align: center;">900</td> </tr> <tr> <td>Independent Study</td> <td style="text-align: center;">1</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Lab</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2100</td> <td style="text-align: center;">2700</td> </tr> <tr> <td>Studio</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1400</td> <td style="text-align: center;">1800</td> </tr> <tr> <td>Workshop</td> <td style="text-align: center;">1</td> <td style="text-align: center;">700</td> <td style="text-align: center;">2700</td> </tr> </tbody> </table> | Component | Unit | Min | Max | Colloquium, Discussion, Lecture, Seminar | 1 | 700 | 900 | Independent Study | 1 | N/A | N/A | Lab | 1 | 2100 | 2700 | Studio | 1 | 1400 | 1800 | Workshop | 1 | 700 | 2700 |
| Component                                | Unit                                                                                                                                                          | Min                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Max       |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Colloquium, Discussion, Lecture, Seminar | 1                                                                                                                                                             | 700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 900       |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Independent Study                        | 1                                                                                                                                                             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A       |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Lab                                      | 1                                                                                                                                                             | 2100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2700      |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Studio                                   | 1                                                                                                                                                             | 1400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1800      |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Workshop                                 | 1                                                                                                                                                             | 700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2700      |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |

### To View Contact Minutes for an Individual Class – UAccess Student

|                                                                                                                                              |                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>1 Setup class as typical</b><br>Go to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes and search for a class. |    |
| <b>2 Access contact minutes</b><br>Click on the Contact Minutes link to review the required contact minutes for the section                  |  |
| <b>3 Review the minutes and the associated range</b>                                                                                         |  |

### To View a Report of Classes Under Contact Minutes – UAccess Analytics

| <b>1.) Access Contact Minutes Dashboard</b><br>Go to: Dashboards > Course and Fee Management and select the Contact Minutes tab. Update Filters for appropriate term and academic unit. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |      |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----|-----|------------------------------------------|---|-----|-----|-------------------|---|-----|-----|-----|---|------|------|--------|---|------|------|----------|---|-----|------|
| <b>2.) Review report or export report to Excel</b><br>Click on the Export Data link located at the bottom of the page and then choose the CSV Format.                                   |  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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 style="text-align: center;">1</td> <td style="text-align: center;">700</td> <td style="text-align: center;">900</td> </tr> <tr> <td>Independent Study</td> <td style="text-align: center;">1</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Lab</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2100</td> <td style="text-align: center;">2700</td> </tr> <tr> <td>Studio</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1400</td> <td style="text-align: center;">1800</td> </tr> <tr> <td>Workshop</td> <td style="text-align: center;">1</td> <td style="text-align: center;">700</td> <td style="text-align: center;">2700</td> </tr> </tbody> </table> | Component | Unit | Min | Max | Colloquium, Discussion, Lecture, Seminar | 1 | 700 | 900 | Independent Study | 1 | N/A | N/A | Lab | 1 | 2100 | 2700 | Studio | 1 | 1400 | 1800 | Workshop | 1 | 700 | 2700 |
| Component                                                                                                                                                                               | Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Min       | Max  |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Colloquium, Discussion, Lecture, Seminar                                                                                                                                                | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 700       | 900  |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Independent Study                                                                                                                                                                       | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A       | N/A  |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Lab                                                                                                                                                                                     | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2100      | 2700 |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Studio                                                                                                                                                                                  | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1400      | 1800 |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |
| Workshop                                                                                                                                                                                | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 700       | 2700 |     |     |                                          |   |     |     |                   |   |     |     |     |   |      |      |        |   |      |      |          |   |     |      |

### Policy Information

| Higher Learning Commission                                                                                              | Arizona Board of Regents                                                                                 | University Policy                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <a href="#">Assignment of Credits</a><br>Credit hours shall conform to commonly accepted practices in higher education. | <a href="#">Academic Credit Policy</a><br>An hour of work is the equivalent of 50 minutes of class time. | <a href="#">Credit Definitions</a><br>At least 45 hours of work by each student for each unit of credit. |