

	Policy on Contact Hours (LCME Element 8.8)	Effective Date:	11-8-18
		Current Date:	11-8-18
		Contact:	Office of Academic Affairs
Approved By: Curriculum Committee		Date Approved:	12-5-18

1) GENERAL POLICY STATEMENT

The average number of contact hours that are scheduled for the pre-clinical curriculum cannot exceed an average of 24 hours scheduled in any one week.

a) **Scope:** This policy applies to the pre-clinical curriculum.

b) **Responsible Department/Party/Parties:**

- i. Policy Owner: Office of Academic Affairs
- ii. Procedure: Office of Academic Affairs
- iii. Supervision: Office of Academic Affairs

2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

- Contact Hour: A contact hour represents one hour of scheduled instruction or formal assessment given to students. This also includes any on-line or other activity that is used in place of the scheduled in-class instruction.
- Preparation Time: The amount of time spent preparing for class or required activities; not counted as “contact hour”.

3) REVIEW/REVISION/IMPLEMENTATION

- a) Review Cycle: This policy shall be reviewed by the Curriculum Committee at least every three years from the effective date.
- b) Office of Record: After authorization, the Office of Academic Affairs shall be the office of record for this policy.

4) **RELATED POLICIES:** Not applicable

5) **GOVERNING LAW OR REGULATIONS:** Not applicable

6) **ATTACHMENTS:** Not applicable