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