

## **Procedure for Deviation in Course Contact Hours**

For state licensing and accreditation purposes, CMU courses taught at program centers must meet for a designated number of contact hours. These hours are listed on an instructor's course contract and it is important that an instructor does not deviate from this contact amount. We expect that class meetings will be held on the dates listed and during the specified times. However, we understand that situations arise which might necessitate an adjustment of course meeting times.

### **When advance notification is possible (ex., constrictions due to limited flights):**

If an instructor needs to make course schedule changes that would result in a **total course reduction of 3 or more contact hours**, the instructor must consult both the appropriate Program Administrator and Program Director **as far in advance of the missed hours as possible**.

Program Director contact information is listed at <http://www.cel.cmich.edu/faculty/academic-programs/>. Program Administrator information is listed at [www.cel.cmich.edu/locations](http://www.cel.cmich.edu/locations). Select the location where you are teaching and you will find a link to the Program Administrator contact information.

The instructor should communicate by email and:

1. explain why the change is necessary;
2. identify how much time will be missed and when; and
3. address in detail how the class will make up these hours.

The Program Director will approve/deny the make-up plan and respond to the instructor by e-mail, with a copy to the Program Administrator, usually within 48 hours.

The Program Administrator should then document these arrangements by forwarding the approval email to their Associate Director and the Coordinator of Faculty Assignments.

### **When advance notification is NOT possible (ex., emergency medical situations, in-bound flight cancellations):**

In situations where advance notification is not possible due to immediate and unforeseen circumstances, an instructor (or designee) should contact the appropriate Program Administrator as soon as possible so that appropriate arrangements can be made with the students.

The Program Administrator will confer with their respective Associate Director and, if time allows, the Associate Director will coordinate with the Program Director for an appropriate arrangement. The Program Administrator or Associate Director will document these arrangements by e-mail to the Program Director and Coordinator of Faculty Assignments.

### **Additional requirement for cancellation of one or more days:**

In cases where the course must miss an entire day or more, the Program Administrator must also document the change by submitting a Course Scheduling Change Request. It is important for us to officially document in this system that the course did not meet on scheduled dates.

Program Administrators should indicate how the course contact hours were made up – either by rescheduling on alternate dates or by including a note that a reschedule was not possible and other arrangements were made with the Program Director's approval.

Example System Note: Center closed due to weather, class did not meet on \_\_\_\_\_. Make-up arrangements were made through Blackboard with (Programs Director's) approval.

### **Military Students Consideration**

If the missed date(s) include the end date of the course, make sure you consider how any changes might affect our military students receiving tuition assistance. For Army and Air Force purposes, the original end date of the course establishes an unchangeable grade due date. Instructors must still submit grades no later than 14 days past the original end date in order to accommodate the Army/Air Force expectation.