



Operating Protocol & Procedure

Details:

Number: 623

Title: Meeting Required Instructional Contact Hours due to Campus Closure or Class Cancellation

Category: Instruction

Office of Primary Responsibility: Chief Academic Office

Approval Date: 1/15/18

Effective Date: 1/15/18

Revised: N/A

Purpose:

To establish guidelines to maintain instructional contact hours for a course in the case of campus closure, late start classes due to inclement weather or emergency, or faculty/instructor absence (related to unexpected circumstances).

Applicability

Full-time faculty, part-time instructors, department chairs, and academic deans.

Definitions:

Credit Hour (federal definition): A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximated not less than:

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hours of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time or
- 2) at least an equivalent amount of work as required in paragraph/bullet (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

References:

PCC Operating Protocol 815 ([Campus Closure Due to Weather or Emergency](#))

PCC Operating Protocol 620 ([Credit to Contact Hours for Online and Hybrid Courses](#))

HLC Federal Compliance Program, [Worksheet on the Assignment of Credit Hours and Clock Hours](#) (page 1)

Attachments or Related Forms/Documents:

Lost Instructional Time Report (found on Forms tab on Portal)

Operating Protocol:

In the event that the college president approves a campus closure or late start of classes, due to inclement weather or emergency; or, in the event that a faculty member/instructor cancels a course meeting, faculty and instructors must develop an alternative method to provide students with comparable instruction to make up lost instruction times.

Faculty and instructors are to make every effort to discuss with students the preferred method of instruction that will be followed in the event that campus closure occurs. If students choose to not attend classes on their own, due to inclement weather or emergency, they will not be penalized, but they must make up the required instruction contact hours and all missed assignments.

Procedure:

Faculty members and instructors should review the information related to campus closures and late starts (found in the Academic Calendar section of the PCC catalog) with students at the beginning of each semester.

Faculty members and instructors are expected to collaborate with their immediate supervisors for approval of alternate instruction plans. ("Immediate supervisor" may refer to Assistant Chair, Department Chair, or Branch Academic Supervisor in the case of faculty members, or the Division Dean in the event that class meetings are cancelled by the Department Chair. Faculty members and instructors should refer to their department's chain of command for guidance.)

To make up required contact hours, faculty and instructors may meet the required contact hours in a variety of ways including (but not limited to):

- Setting up alternative meeting days/times for students to attend classes or make up required labs. Outside clinical or internship assignments may not have the capability to be rescheduled. Students are not to be penalized because of this, but every means should be taken to find alternative solutions to allow the student to make up the required clinical or internship contact hours, either through labs or other assignments, and setting realistic timeframes for the students to complete the assignment.
- Putting lessons or required assignments on the college's designated learning management system (D2L or similar) platform for easy access by students from off campus and then setting realistic timeframes for students to complete those assignments.
- Using alternative technology solutions to deliver lessons via video or phone conferencing or some other approved instructional method.

In the event of campus closure, late start of classes, or faculty/instructor cancellation of class meetings, each faculty member or instructor is to complete the Lost Instructional Time Report form (found on the Forms tab on the Portal) whenever an alternative method has been provided to students.

The form is to be submitted directly to the faculty member's or instructor's immediate supervisor. Once approved, the dean is to store the document on the T: drive Deans/Lost Instruction time folder for the appropriate academic division.