

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 3302

Maintaining Contact Hours

Date Adopted: 01 April 1993

Date Revised: 03 May 2017

Date Reviewed: 03 May 2017; 10-12 June 2025

Reference:

Instructors are required to meet the full number of instructional contact hours assigned to a course, whether delivered in a residential (face-to-face) or online format. These contact hours are essential for achieving the designated student learning outcomes and maintaining the academic integrity of the course.

If an instructor is unable to conduct one or more scheduled class sessions—whether due to illness, emergencies, or other approved reasons—the missed contact hours must be made up. Make-up instruction may be delivered through face-to-face meetings, synchronous online sessions, or structured asynchronous activities, provided these are equivalent in scope and learning value to the missed session.

Instructors must:

1. Notify the Instructional Coordinator or their designee in advance of the planned make-up strategy.
2. Secure prior approval for the method and schedule of the make-up instruction.
3. Inform students in a timely manner of the make-up arrangements and ensure that the alternative session(s) are accessible and meaningful.
4. All make-up plans should maintain alignment with the course's learning objectives and ensure that students are not disadvantaged by the change in schedule or format. Instructors are encouraged to use their institution's Learning Management System (LMS) to support and document make-up activities, particularly in online or hybrid environments.

See Administrative Procedure 3302.