

1. GENERAL

Chapter III, Paragraph 5.19, of the *Rules and Regulations*, The Texas State University System states:

The universities shall not offer or allow a student to register for any short courses (any course taught over a period of less than three weeks) where the academic credit to be earned for all course work attempted would exceed an average of one semester hour per contact week.

2. GUIDELINES

- 2.01 Courses offered for academic credit by Sam Houston State University may be delivered in formats that are shorter than semester or summer term length.
- 2.02 Admission to shortened format courses must follow the same standards as all regular credit courses. Because of the shortened format, administrative issues such as drop and withdrawal dates, tuition refunds, and grading requirements must be established and approved by the appropriate administrative offices prior to the beginning of any course. These details must be explicitly stated in the course syllabus.
- 2.03 Shortened format courses offered for credit by Sam Houston State University must consist of the same number of class contact hours as similar courses offered in a semester or summer term.
 - a. A three-credit-hour course must have a minimum of forty-five contact hours. All requirements for three-credit-hour courses shall apply proportionally to courses for one, two, four, or other credit hour values.
 - b. No three-credit-hour courses shall consist of fewer than nine days of classes offered over not less than three weeks.

3. ADMINISTRATION

- 3.01 Courses to be offered in a shortened format must have prior approval at the program, department/school, and college levels.

- 3.02 These guidelines may be modified by the college dean or Provost and Vice President for Academic Affairs as necessary to maintain integrity of the courses and adherence to state and board regulations.

APPROVED: /signed/
James F. Gaertner, President

DATED: 8/5/05

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: January 10, 1986
Reviewer(s): Academic Policy Council

Review Cycle: January, ONY*
Review Date: January 1, 2007

Approved: /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: 8/4/05

*=Odd Numbered Year