**Short Courses AA/PPS No. 02.01.21 (2.07)**

**Issue No. 3**

**Effective Date: 09/28/2022
Next Review Date: 07/1/2024 (ENY)**

 **Sr. Reviewer: University Registrar**

**POLICY STATEMENT**

Texas State University is committed to maintaining an effective process for curricular development.

**01. BACKGROUND INFORMATION**

01.01 This policy governs the provision and administration of short courses, according to the rules established by the [Texas Higher Education Coordinating Board (THECB), Chapter 4, Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter A, General Provisions, Section 4.6](http://txrules.elaws.us/rule/title19_chapter4_sec.4.6).

01.02 Short courses shall adhere to the following guidelines set by the THECB regarding Minimum Length of Courses and Limitation of the Amount of Credit Earned in a Given Time Period:

a. Traditionally-delivered, three-semester-credit-hour courses should contain 15 weeks of instruction (45 contact hours), plus a week for final examinations so that such a course contains 45 to 48 contact hours depending on whether there is a final exam.

b. Every college course is assumed to involve a significant amount of non-contact-hour time for out-of-class student learning and reflection. To ensure the quality of student learning, institutions should not allow students to carry more courses in any term (that is, regular or shortened semester), that would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally be allowed to enroll for more than six semester credit hours.

c. Institutions should have a formal written policy for addressing any exceptions to Section 01.02 b.

d. Courses delivered in shortened semesters are expected to have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a normal semester.

e. Institutions may offer a course in a non-traditional way (e.g., over the internet, or through a shortened, intensive format) that does not meet these contact hour requirements, if the course has been reviewed and approved through a formal, institutional faculty review process that evaluates the course and its learning outcomes and determines that the course does, in fact, have equivalent learning outcomes to a traditionally delivered course.

**02. GUIDELINES FOR SHORT COURSES**

02.01 The minimum number of class contact hours is 15 per semester credit hour.

02.02 Quality assurance procedures for short courses are the same as for all other courses. Short courses are monitored and evaluated the same as other courses. Short courses must be taught by either full-time or part-time faculty who are reviewed by the appropriate department and hired under normal university procedures.

02.03 A course is eligible for a shortened format if it includes any of the following characteristics:

a. subject matter or special projects that require an intensive, concentrated delivery format;

b. field trips or internships;

c. association or affiliation with a workshop;

d. necessity of accommodating work schedules of special groups of students;

e. availability of special faculty; or

f. availability of specialized facility.

02.04 Short course offerings must be approved by the department chair, the college dean, and if they include graduate or post-graduate short course offerings, by the graduate dean. The appropriate college dean will send written notification of the approval or disapproval of the short course in the reverse order of the administrator listed for approval.

02.05 Drop and withdrawal procedures for short courses will be adjusted in proportion to the length of the course.

**03. REVIEWER OF THIS PPS**

**03.01 Reviewer of this PPS includes the following:**

**Position Date**

**University Registrar July 1 ENY**

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

University Registrar; senior reviewer of this PPS

Associate Vice President for Enrollment Management and Marketing

Provost and Vice President for Academic Affairs