PURPOSE

1. 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.

POLICY

2. Short courses shall adhere to the following guidelines set by the Texas Higher Education Coordinating Board 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), which 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 subsection (b) of this section.

   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 (for example, 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 an equivalent, traditionally delivered course.

**POLICY GUIDELINES FOR SHORT COURSES**

3. The minimum number of class contact hours is fifteen per semester credit hour.

4. The minimum duration of a class is one week per semester credit hour.

5. 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. Also, 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.

6. 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.
   
   f. Availability of specialized facility.

7. Short course offerings must be approved by the department chair, the school dean, and if graduate or post-graduate short course offerings, by the graduate dean. The appropriate dean will send written notification of the approval or disapproval of the short course in the reverse order of the administrator listed for approval.
8. Short courses will be tracked via the computerized Class History Section file.

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

CERTIFICATION STATEMENT

10. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _______________________ Review Date: ________________
Reviewer: _______________________ Date: ______________________
Approved: _______________________ Date: ______________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University-San Marcos
Provost and Vice President for Academic Affairs
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Send comments and questions to: tg12@txstate.edu