PURPOSE

1. This policy governs the provision and administration of mini 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.

DEFINITION

2. Mini courses are three week courses offered after the spring semester and before the summer session beginning in June.

POLICY

3. Mini courses shall adhere to the following guidelines set by the THECB regarding Limitation of the Amount of Credit Earned in a Given Time Period:

“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.” This limits students to only one course during the mini session.

4. The Registrar’s Office is responsible for contacting all students enrolled in more than one mini course within one week after each registration and schedule change period ends. The students will be informed of the THECB Policy and be given a choice of which mini course they want to remain enrolled in. The Registrar’s Office staff will remove them from the other mini course(s).
PUBLICATION OF POLICY

5. The Registrar's Office will publish this information on their website, in the on-line registration instruction booklet, and in the e-mail announcing summer registration dates to currently enrolled students. This information will also be available in the undergraduate and graduate catalogs.

CERTIFICATION STATEMENT

6. 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and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.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
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Last Updated: July 9, 2009
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