Policy for the Administration of Courses Offered in Shortened Format - UTDPP1044

In accordance with Board of Regent Rule, 40309, and Texas Administrative Code, Title 19, Rule §4.6, the purpose of this policy is to reemphasize the expectations of academic quality and rigor for courses offered by the University in a shortened format and to provide definitions, guidelines, and requirements for the approval and administration of any such courses offered for academic credit by the University.

A course offered in a shortened format is any course for which academic credit is given and for which the elapsed time from the first class meeting until the last class meeting or examination period is less than a normal semester or a predefined session within a normal semester (example, fall 8 week session or summer 6 week session). Courses offered through program approved formats (example, executive education) do not require separate semester approval, but must meet the below criteria concerning class contact hours.

Any course meeting the definition of a course offered in shortened format must have the advance approval of the School Dean. Additional approval is required of the Chief Academic Officer for new courses offered in a shortened format.

The Deans shall provide the University Registrar evidence of approval at the time the course is submitted for the Class Schedule.

Written justification is required prior to approval of any course offered in a shortened format which does not meet the following criteria:

1. All shortened courses shall consist of the same number of class contact hours as similar courses offered in a regular session or summer session: that is, normally 45 to 48 contact hours. Courses shall also have the same objectives, requirements, and quality of instruction as regular length courses.
2. Students may not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. Pre- or post-travel class sessions may be scheduled to attain the required minimum length standard.
3. No three-credit hour course shall consist of fewer than nine days of classes offered over a period of time not less than three weeks.
4. All requirements for three-credit-hour courses shall apply proportionately to courses for 1, 2, 4, or other credit hour values.
5. Session dates must conform with federal guidelines.

Any exception to the above criteria will require the prior approval of the Texas Commissioner for Higher Education.

Policy History

- Issued: 1986-05-20