



Handbook of Operating Procedures

Section: 6.7.2
Originally Approved: 10/05/1990
Last Amended: 03/23/2012
Last Reviewed: 12/01/2010
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SHORT COURSE GUIDELINES

A. Purpose

The purpose of this policy is to provide guidelines for the offering of courses lasting less than a semester. The guidelines apply to both on and off-campus courses.

B. Persons Affected

This policy applies to faculty.

C. Policy

1. Contact Hours

Traditional college courses should contain 15-16 contact hours per credit hour depending on whether there is a final exam. 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.

2. Duration of Class

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, students should not earn more than one semester credit hour per week for the duration of the course. For example, the number of weeks a short course meets should correspond, at a minimum, to the number of credit hours offered.

3. Authorization

Shortened courses (additions, deletions, revisions) shall originate with the departmental faculty and shall be routed through the department chair person and school/college deans or division director for approval.

- a. The appropriateness of shortening the length of a particular course shall be determined by the department faculty, chairperson and dean.
- b. Shortened courses shall be subject to the same policies as summer session courses in regard to admissions standards and quality assessment.



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- c. Course drop and withdrawal dates for shortened courses shall reflect the shortened course format. They shall be proportional to the time period used for drop and withdrawal for semester length courses.

4. Exceptions

Institutions may offer a course in a non-traditional way (for example, through a shortened or intensive format) that does not meet these contact hour requirements, if the course has been reviewed by the regular approving bodies of the university and it has been determined that the course does, in fact, have equivalent learning outcomes to an equivalent, traditionally delivered course. For undergraduate courses, this would be the department curriculum or other appropriate committee and the university curriculum committee through normal channels for course approval; for graduate courses, this would be the department graduate curriculum or other appropriate committee and the graduate council through normal channels for course approval.

D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. University Curriculum Committee
3. Faculty Senate Chair
4. Academic Affairs Executive Team