

1. PURPOSE

The purpose of this academic policy statement is to regulate courses offered for academic credit by Sam Houston State University that are delivered in formats that are shorter than semester or summer term length.

2. GUIDELINES

2.01 Sam Houston State University may deliver courses offered for academic credit in formats that are shorter than semester or summer term length.

2.02 Enrollment in shortened format courses must follow the same standards as all regular semester courses. Because of the shortened format, administrative issues such as drop and withdrawal dates, tuition refunds, and grading requirements must be established and approved by the appropriate administrative offices prior to the beginning of any course. The academic calendar, academic catalog, and/or course syllabus must explicitly state the details.

2.03 Chapter III, Paragraph 5.19, of the *Rules and Regulations*, The Texas State University System states:

The Components shall not offer or allow a student to register for any short courses (any course taught over a period of less than three weeks) where the combined academic credit to be earned for all course work attempted would exceed an average of one semester credit hour per contact week.

2.04 Shortened format courses offered for credit by Sam Houston State University must consist of the same number of class contact hours as similar courses offered in a semester or summer term.

a. A three semester credit hour course must have a minimum of forty-five contact hours. All requirements for three-credit-hour courses shall apply proportionally to courses for one, two, four, or other credit hour values.

b. No three semester credit hour courses shall consist of fewer than nine (9) days of classes offered over not less than three weeks.

3. ADMINISTRATION

- 3.01 Courses to be offered in a shortened format must have prior approval by the department/school chair and academic dean and must comply with the Southern Association of Colleges and Schools Commission on Colleges *Credit Hours* policy statement.
- 3.02 Exceptions to this policy may be granted by the academic dean or Provost and Vice President for Academic Affairs as necessary to maintain integrity of the courses and adherence to State and Board regulations.

APPROVED: < signed >
Dana G. Hoyt, President

DATED: 5/11/18

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: January 10, 1986
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2019

Approved: < signed >
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: 5/15/18

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.