

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.

