

SAP 11.03.99.T0.01 Shortened Courses



Approved: January 12, 2015
Reviewed: November 21, 2019
Next Scheduled Review: November 21, 2024

Procedure Statement

This procedure provides Tarleton State University (Tarleton) with the necessary guidelines by which to measure the number of contact hours required for each semester credit hour offered by the university for a traditionally offered, face-to-face course. This rule also provides for exceptions to this rule by which non-traditional course formats can reduce the mandated contact hours based upon alternative media usage such as the internet.

Reason for Procedure

The Texas Higher Education Coordinating Board (coordinating board) has established minimum requirements for consistency in generation of semester credit hours. The advent of internet-based distance education and non-traditional forms of classroom education have created alternatives to previously required face-to-face contact hours.

Procedures and Responsibilities

1. Tarleton shall be guided by 19 TAC 4.6 concerning the minimum length of courses:
 - 1.1 The minimum length for traditionally delivered three-semester-hour courses shall be as follows:
 - 1.1.1 All shortened face-to-face courses shall consist of the same number of class contact hours as similar three hour 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.
 - 1.1.2 Students normally should not carry more courses at a time in shortened format than will give them credit of one semester credit hour per week of instruction.

- 1.1.3 A department may offer courses in a non-traditional format, such as through the internet or in a shortened intensive format, which do not meet contact hour requirements if the course has been reviewed by the Academic Council and determined to have equivalent learning outcomes to a traditionally offered course.
- 1.1.4 All requirements for three-semester-hour courses shall apply proportionately to courses for one, two, four, or other semester-credit-hour values.

Related Statutes, Policies, or Requirements

[System Policy 11.03, Shortened Courses](#)
[Texas Higher Education Coordinating Board Rules, 19 Tex. Admin. Code § 4.6](#)

Contact Office

Office of the Provost and Executive Vice President for Academic Affairs
254.968.9992