

**Texas Woman's University  
University Regulation and Procedure**

**Regulation and Procedure Name: Courses in Shortened Format**

**Regulation and Procedure  
Number: URP: 02.250**

**Policy Owner: Academic Affairs**

**POLICY STATEMENT**

This URP provides guidelines for planning and offering courses in shortened format. The University offers courses in shortened format for the following reasons: (1) Authorities in various fields are occasionally available for several days or weeks (though not for an entire semester) to share their knowledge and expertise with students. (2) Highly motivated adult learners with demanding professional or family obligations can arrange to take advantage of well-designed courses which last less than a semester. (3) Certain subjects are especially suited to intensive and uninterrupted presentation with concentrated interchange between students and teacher.

**APPLICABILITY**

This policy is applicable to TWU Faculty.

**DEFINITIONS**

None

**REGULATION AND PROCEDURE**

I. General Information

- A. A course must meet at least 750 minutes per credit hour or its online equivalent, exclusive of breaks. Courses delivered in shortened format are expected to have the same number of contact hours as courses taught in a long semester.
- B. A course shall meet within a lapsed time period of no less than one week per semester credit hour. For example, a one (1) credit hour course shall meet within a lapsed time period of no less than one (1) week. A three (3) credit hour course shall meet within a lapsed time period of no less than three (3) weeks.

- C. The quality of shortened courses must be equivalent to courses taught in long semesters. 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 carry courses in any regular or shortened term, which would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally enroll for more than six semester credit hours.
- D. Courses taught in shortened format follow the same syllabus used for the 15-week term and the same requirement for out-of-class learning as courses taught in a long semester.
- E. Courses taught in less than a 5-1/2 week term should be taught by regular, full-time faculty; distinguished visiting scholars; or persons with outstanding and appropriate experience and expertise. Relatively inexperienced teachers and graduate teaching assistants should not be assigned to teach courses in shortened format.
- F. The academic component administrator and the dean of the college are responsible for assuring that each course offered in shortened format meets the established guidelines.
- G. Students will be given the opportunity to evaluate courses offered in shortened format.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

None

**Publication Date:**

**Next Review:**