

**CATALOG YEAR 2014-2015**

COLLEGE/SCHOOL/SECTION: Provost/Academic Affairs

**Other:** Add information:  Change information:  Attach new/changed information. If in current online catalog, provide change and attach text with changes in red.

University Curriculum Committee: Types of Reviews

**D) Non-Traditional Contact Hour Review**

Departments will certify that any courses with non-traditional contact hour arrangements (i.e., internet-based courses, blended on-line/face-to-face courses with fewer than traditional contact hours, study abroad courses offered in compressed formats, weekend courses, etc.) meet the same Student Learning Objectives as equivalent traditionally delivered courses. This certification will be verified each semester as course schedules are approved through the university's normal curriculum review, including departmental and college committees, and the University Curriculum Committee. Final approval rests with the Provost and Vice President for Academic Affairs.

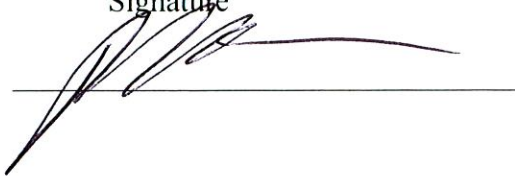
**Justification:**

The requirement that non-traditionally delivered courses meet the same Student Learning Objectives as traditionally delivered courses, and the process through which this requirement is verified, are outlined in TAMIU Standard Administrative Procedure 11.03.99.11.01 Shortened Courses (attached). This amendment places the SAP's requirement into University Curriculum Committee procedure.

Approvals:

Provost

Signature



Date

19 June 2014

**TEXAS A&M**  
**INTERNATIONAL**  
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**Standard Administrative Procedure (SAP)**

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**11.03.99.L1.01 Shortened Course**

*First Approved:*                    *June 17, 2013*

*Last Revised:*

*Next Scheduled Review:*    *June 17, 2015*

***Standard Administrative Procedure Statement***

The purpose of this SAP is to establish procedures for developing and offering shortened courses and corresponding academic credit that can be earned.

System Policy 11.03 Shortened Courses requires faculty review of courses that are offered in a format that results in non-standard contact hour arrangements. Standard contact hours are 45 to 48 contact hours for a 3 semester credit hour (SCH) class.

Examples of courses with non-traditional contact hour arrangements include: internet-based courses, blended courses with fewer than traditional contact hours, study abroad courses offered in compressed formats, and weekend courses offered in compressed formats. These courses fall under the System Rule on Shortened Courses.

***Definitions***

For purposes of this SAP, the definition of shortened course and credit hour provided in System Policy 11.03 will be referenced and used.

***Procedures and Responsibilities***

**1. GENERAL CRITERIA**

1.1 System Policy 11.03 Shortened Courses requires faculty to review courses that are offered in a format that results in non-standard contact hour arrangements. Standard contact hours are 45 to 48 contact hours for a 3 semester credit hour (SCH) course.

1.2 Examples of courses with non-traditional contact hour arrangements include: internet-based courses, blended courses with fewer traditional contact hours, study abroad courses offered in compressed formats, and weekend courses offered in compressed formats. These courses fall under the System Rule on Shortened Courses.

## 2. THE CREDIT HOUR

The term *credit hour* is defined by Federal regulations and the Southern Association of Colleges and Schools as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- 2.1.1 Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- 2.1.2 At least an equivalent of work as required outlined in item 2.1 above for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## 3. APPROVAL OF COURSES WITH NON-TRADITIONAL CONTACT HOURS

- 3.1.1 Courses with non-traditional contact hours are approved by the university's normal curriculum review, including departmental and college committees, and the University Curriculum Committee. Final approval rests with the Provost and Vice President for Academic Affairs.
- 3.1.2 Review of these courses must include the following step: To approve a course with non-traditional contact hours, curriculum committees must affirmatively determine that the course has equivalent learning outcomes to an equivalent traditionally delivered course.

## 4. COURSE LOADS FOR STUDENTS TAKING COURSES IN A SHORTENED FORMAT

- 4.1.1 Texas Higher Education Coordinating Board Rule 4.6 and System Policy 11.03 specify that "Students not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction."
- 4.1.2 Advisors may not allow a student to carry a course load that will result in more than one semester credit hour per week of instruction, unless:
  - a. The student is in good academic standing,
  - b. All requests for loads more than 3 SCH above the limit and any exceptions to (a) must be approved by a dean or designee.

***Related Statutes, Policies, Regulations, Rules or Requirements***

***Contact Office***

Provost and Vice President for Academic Affairs