

Texas A&M University-San Antonio

11.03.99.00.01 Shortened Courses

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Reviewed: May, 2012

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Next Scheduled Review: June, 2019

Procedure Statement

Texas A&M University-San Antonio (A&M-San Antonio) may offer short sessions provided that established standards for course quality are maintained, and provided that student success data are collected and reported.

Reason for Procedure

This formal Procedure is required because sessions shorter than 5.5 weeks are contrary to established state policy except in cases for which a waiver is granted by the Texas Higher Education Coordinating Board (THECB). This Procedure is required by System Policy [11.03 Shortened Courses](#).

Official Procedure

1. Shortened courses will be offered only in those instances authorized by the THECB.
 - 1.1 With permission from THECB, A&M-San Antonio may offer courses in shortened sessions, such as 4-week summer sessions, which are shorter than the standard minimum 5.5 week duration.
 - 1.2 A&M-San Antonio will strictly adhere to all normal academic requirements other than the waived requirements for 5.5 week course duration.
2. All courses offered in a shortened format shall be approved following normal procedures, i.e., approved by the department chair, school head, Provost and President.
3. The minimum number of class contact hours shall be 15 hours for each semester hour of credit.
 - 3.1 A one-semester-credit-hour course will meet at least 15 hours; a three- semester-credit-hour course will meet at least 45 hours, and so forth.

3.2 A course contact hour is understood to mean 50 minutes.

4. The total number of semester credit hours for which a student may register during a 4-week summer session will not exceed 6 without special permission from his/her school head. A&M-San Antonio may impose specific academic standards further limiting hours for which students may register in a shortened session.
5. In a 4-week session, no enrollment will be permitted after the 2nd day of instruction.
6. All off-campus or distance education courses offered in a shortened session will follow the current rules and regulations set forth by the THECB.
7. All students enrolling in shortened courses shall meet the admission enrollment requirements.
8. A&M-San Antonio will assure the quality of instruction for shortened courses and shortened sessions.
 - 8.1 Faculty offering shortened courses must meet all normal teaching qualifications.
 - 8.2 Each shortened course shall require significant effort on the part of the students.
 - 8.3 Each instructor, department chair, and school head will monitor the quality of instruction and student performance in each shortened course.
9. As required by the THECB, the University will report data regarding enrollment, completions, and student achievement.

Related Statutes, Policies, or Requirements

Texas Higher Education Coordinating Board Rules [4.5\(b\)](#) and [4.6](#)

Texas A&M University System Policy [11.03 Shortened Courses](#)

Contact Office

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