11.03.99.C0.01 Shortened Courses and Credit Hours

Revised: March 4, 2024
Next Scheduled Review: March 4, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi can offer shortened courses as stipulated by system policy *11.03, Shortened Courses*. This procedure outlines the requirements of shortened courses and defines credit hours.

Procedure

1. GENERAL CRITERIA

   1.1. 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 class.

   1.2. Examples of courses with non-traditional contact hour arrangements include but are not limited to: internet-based courses, blended courses with fewer than traditional contact hours, study abroad courses offered in compressed formats, competency-based education, and weekend courses offered in compressed formats. These courses fall under system policy *11.03, Shortened Courses*.

2. CREDIT HOURS

   2.1. Following the federal definition and accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges, a credit hour is 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:

      (a) No less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours out of class student work each week for approximately fifteen (15) weeks for one (1) semester or trimester hour of credit, or ten (10) to twelve (12) weeks for one (1) quarter-hour of

credit, or the equivalent amount of work over a different amount of time, or

(b) At least an equivalent amount of work as required outlined in item (a) 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

Courses with non-traditional contact hours are approved by the faculty department chair, academic unit (e.g., college, school) dean/director, and the Provost and Vice President for Academic Affairs.

4. COURSE LOADS OF STUDENTS TAKING COURSES IN A SHORTENED FORMAT

4.1. System policy *11.03, Shortened Courses* specifies that "students should 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."

4.2. A student taking courses in a shorter semester may not take overloads without advisor approval. A course load exceeding one semester credit hour per week of instruction is considered overload. By semester type, overload is taking more than:

(a) 3 hours for 2.5-week semesters,

(b) 7 hours for 7.5-week semesters, and

(c) 10 hours for 10.5-week semesters.

4.3. Enrolling in overloads requires that the student is in good academic standing. All requests for loads more than 3 semester credit hours above the limit and any exceptions related to a student's academic standing must be approved by a dean/director or designee.

Related Statutes, Policies, or Requirements

19 Texas Administrative Code § 4.6
Southern Association of Colleges and Schools Commission on Colleges Policy Statement Credit Hours
System Policy *11.03, Shortened Courses*

This procedure supersedes:

- *11.03.01.C1.01, Shortened Courses and Credit Hours*

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722