

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

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**POLICY FOR THE ADMINISTRATION OF COURSES
OFFERED IN SHORTENED FORMAT**

The purpose of this policy is to reemphasize the expectations of academic quality and rigor for courses offered by the University in a shortened format and to provide definitions, guidelines, and requirements for the approval and administration of any such courses offered for academic credit by the University.

A course offered in a shortened format is any course for which academic credit is given and for which the elapsed time from the first class meeting until the last class meeting or examination period is less than a normal semester or summer session term.

Any course meeting the definition of a course offered in shortened format must have the advance approval of the School Dean and of the Executive Vice President and Provost (Provost).

The Deans shall provide the University Registrar and Director of Academic Records with evidence of approval by the Office of the Provost at the time the course is submitted for the Class Schedule.

Written justification is required prior to approval of any course offered in a shortened format which does not meet the following criteria:

1. All shortened courses shall consist of the same number of class contact hours as similar 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.
2. Students may 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. Pre- or post-travel class sessions may be scheduled to attain the required minimum length standard.

3. No three-credit hour course shall consist of fewer than nine days of classes offered over a period of time not less than three weeks.
4. All requirements for three-credit-hour courses shall apply proportionately to courses for 1, 2, 4, or other credit hour values.

Any exception to the above criteria will require the prior approval of the Texas Commissioner for Higher Education.