

1. Title

Administration of Courses Offered in Shortened Format

2. Rule and Regulation

Sec. 1 Purpose. To delegate to the president of an institution the responsibility for developing policies and procedures that ensure courses offered in a shortened format are of the same quality and rigor as courses offered during a normal semester or summer session.

Sec. 2 Delegated Responsibility. The president of each institution shall cause to be developed such additional policies and procedures as are necessary to assure compliance with the intent and spirit of this rule for the administration of courses offered in shortened formats. These additional requirements should address specific standards such as minimum class contact hours per credit hour and the minimum duration per credit hour among others. Such requirements will be published in the institution's *Handbook of Operating Procedures* following normal approval procedures.

Sec. 3 Oversight of Courses. The president of each institution shall designate an individual or individuals who shall have the authority to approve the scheduling of courses offered in shortened formats. Those so designated shall also be responsible for monitoring academic expectations and for the scheduling of all such courses and shall maintain records of compliance with institutional standards for all such course requests considered and approved.

3. Definitions

Course Offered in Shortened Format. 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.

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

None

6. Who Should Know

Administrators
Faculty

7. System Administration Office(s) Responsible for Rule

Office of Academic Affairs
Office of Health Affairs

8. Dates Approved or Amended

December 10, 2004

9. Contact Information

Questions or comments regarding this Rule should be directed to:

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