

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.05

AREA: General

SUBJECT: Shortened Format Courses

1. PURPOSE

- 1.1. This administrative memorandum sets forth the conditions that must be met by the universities when offering courses in a shortened format. The policy reference for this administrative memorandum is Board of Regents Policy 11.09 -- Shortened Format Courses.

2. CONDITIONS

- 2.1. Each course will consist of no less than 14 contact hours per semester credit hour.
- 2.2. The minimum duration of courses shall be no less than one week per semester credit hour. Any exception of this condition must be approved by the university chief academic officer.
- 2.3. The content and all evaluation procedures of shortened format courses shall be equivalent to those of the same courses offered in a regular format. Qualifications of instructors shall be consistent with policies established by the university and by the Texas Higher Education Coordinating Board.
- 2.4. Courses offered in a shorted format shall have the following characteristics:
- a. Such courses must be intended for students already possessing an extensive and uniform base of knowledge in the subject(e.g. Graduate Business or Education courses for practicing professionals).
 - b. Submission, grading and return of homework assignments and examinations as well as the use of library, computers, and laboratory facilities must be of the same quantity and quality as in the same regular format course.
- 2.5. All courses offered in shortened format must be approved by the university chief academic officer who shall establish procedures and responsibilities for approving and monitoring such courses.

2.6. Administrative issues such as withdrawal dates must be approved and published in class schedules by appropriate university offices.

2.7. Students in all shortened format courses must meet the same admission procedures and standards as those for other students.

3. REVIEW AND RESPONSIBILITIES

Responsible Parties: Senior Vice Chancellor Campus Chief Academic

Review: Odd numbered years before August 31

4. APPROVAL

Approved: Alexander Schilt
Chancellor

Date: November 12, 1993