

POLICIES AND PROCEDURES

Subject: College Credit for Less than Semester Length Courses Reference: B-XIX

Source: Vice President, Instruction Eff. Date: February 9, 2001

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated Spring Semester, 1986.

Date: February 9, 2001

Less than semester length college credit courses may be taught when they can meet specific student needs and student course mastery can be achieved.

In all cases, courses shall meet for the number of contact hours for which they have been approved. Census dates shall follow Coordinating Board rules. Drop and withdrawal dates shall be designated prior to the course offering and shall be based on a ratio to semester course length. Generally the maximum number of credit hours allowable per week shall be one.

The Vice President, Instruction shall approve all course offerings of this nature. Normal College procedures such as the assignment of instructors, course exams, administration of student evaluation of instruction instruments, and supervisory classroom observation shall be followed to assure course quality.

Admission to less than semester length courses shall be on the same basis as for other courses.