The purpose of this University Administrative Procedure (UAP) is to provide Prairie View A&M University (PVAMU) with the necessary guidelines by which to measure the number of contact hours required for each semester-credit-hour offered by the University for traditional and non-traditional courses. The UAP generally applies to face-to-face instruction where faculty and students are present in the same physical or in physical space which are linked with interactive video.

Definitions

**Traditionally Delivered Course** - a term used to describe a face-to-face course in which students and instructors meet at a regular time over a fifteen-week semester for a total of between 45 and 48 contact hours.

Official Procedures and Responsibilities

1. **GENERAL CRITERIA**

   1.1 This UAP reemphasizes the expectations for ensuring the academic quality, integrity, and rigor for courses offered by the University in a shortened format. The Texas Higher Education Coordinating Board (THECB) has established set minimum requirements for consistency in generation of semester-credit-hours. The advent of internet-based distance education has created alternatives to previously required face-to-face contact hours.

   1.2 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 three semester credit hour (SCH) class.

   1.3 Examples of courses with non-traditional contact hour arrangements include: internet-based courses, blended courses with fewer than traditional contact hours, study abroad courses offered in compressed formats, and weekend courses offered in compressed formats. These courses fall under System Policy 11.03 Shortened Courses.

2. **THE CREDIT HOUR**
2.1 The term credit hour is defined by federal regulations and the Southern Association of Colleges and Schools as 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:

2.1.1 Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,

2.1.2 At least an equivalent amount of work as required outlined in Section 2.1.1 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

3.1 Courses with non-traditional contact hours are approved by the University’s normal curriculum review committees, including departmental and college committees and the graduate council or undergraduate council.

3.2 The Provost and Senior Vice President for Academic Affairs will make the final decision on all recommendations related to courses with non-traditional contact hours.

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

4.1 Texas Higher Education Coordinating Board Rule 4.6 and System Policy 11.03 Shortened Courses specify 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 Students may not carry a course load that will result in more than one semester credit hour per week of instruction, unless:

4.2.1 The student is in good academic standing; and,

4.2.2 All requests for loads more than three SCH above the limit and any exceptions to Section 4.2.1 must be approved by a dean or their designee and the Provost and Senior Vice President for Academic Affairs.

Related Statutes, Policies, Regulations and Rules

19 Texas Administrative Code §4.6

Contact Office

Office of Academic Affairs 936-261-2175