

CONDENSED FORMAT COURSE POLICY (UNDERGRADUATE COURSES ONLY)

Date Proposed: March 15, 2011 (revised October 17, 2011)
Date Recommended by CAPC: March 24, 2011
Date Approved by Provost: March 31, 2011

Definitions Pertaining to Condensed Format Courses

Definition of a condensed format course: A condensed format course is any course that meets and in which a grade is earned in a shorter time frame than one week per credit granted.

Definition of an academic hour: An academic hour is understood to be fifty minutes in length. Fifteen academic hours equates to 750 minutes. Fifteen academic hours constitute one academic credit.

Exceptions may be made when contact standards set down by national accrediting agencies recommend a different number of contact hours per credit.

General Policies Regulating Condensed Format Courses

1. A currently offered course to be taught in the condensed format time frame must carry the code "CF". A new course which is intended to be offered in condensed format must make that format explicit in the submission of the course to CAPC. The "CF" designation and approval of that designation applies to a specific course or, in the case of a special topics course, to one that has a title listed. In the latter case, each special topics course with a specific title must be submitted individually for "CF" designation. A course taught in Condensed Format will have the designation "CF."
2. Syllabi submitted with the course proposal must contain, in addition to other elements required by CAPC policy, a comprehensive course outline and calendar which account for all instructional hours to meet the minimum time requirement stated in Definitions above.
3. Any course that carries a General Education attribute or is a recommended General Education course must be reviewed by the General Education Committee and the appropriate subcommittee, in addition to the Undergraduate Programs Committee.
4. A required course cannot be offered only in condensed format.
5. When Condensed Format is proposed for an already existing course, proposal must include:
 - a. A narrative explanation about how the courses are comparable, i.e., how the Condensed format allows the student to meet the same learning objectives as the course taught in the regular semester schedule.
 - b. A description of the methods of evaluation, just like regular courses.
 - c. A copy of the regular course syllabus, along with the new syllabus.
6. All CF course proposals must include a plan for assessing effectiveness of the course in meeting the learning outcomes.
7. A student may not take more than six CF credit hours concurrently.