

## **COURSES TAUGHT IN SHORTENED FORMAT**

Courses meeting in a shortened format must meet the Coordinating Board's guidelines for minimum course length and must be approved by the dean.

The guidelines state that all three-hour courses must meet at least nine class days scheduled over at least three weeks for a minimum for forty-five contact hours (thirty-seven and one-half contact hours in the summer).

A request for approval to teach a course in shortened format should include:

- 1) An explanation of the circumstances that necessitate a shortened format;
- 2) The course abbreviation(s), number(s), unique number(s), and title;
- 3) The meeting format (days and times);
- 4) The beginning and ending dates of the class(es) and the number of class days, class weeks, and total contact hours.

Course Schedulers—In Class Manager, list the beginning and ending dates of any shortened format course in the production comments window; these dates must correspond to the days of the week listed in the timelines, if any.