

POLICY FOR GRADUATE SHORT COURSES AND WORKSHOPS

According to the Southern Association of Colleges and Schools' *Criteria for Accreditation*, 1995, "Courses offered in non-traditional formats, e.g., concentrated or abbreviated time periods, **must** be designed to ensure an opportunity for preparation, reflection and analysis concerning the subject matter. At least one calendar week of reflection and analysis should be provided to students for each semester hour of graduate credit awarded. The institution **must** demonstrate that students completing these programs or courses have acquired equivalent levels of knowledge and competencies to those acquired in traditional formats."

The policy statement approved by the Graduate Council in June 1985 is derived from the Tennessee Conference of Graduate Schools' monograph "Quality in Graduate Short Courses and Workshops" by Thomas H. Klindt and Dorothy Arata. The minimum criteria, as stated in the *Graduate Catalog*, are:

1. The number of contact hours should never be fewer than the equivalent of one hour per week during the term for each hour of credit awarded, i.e., 15 hours per semester hour
2. For every contact hour, there should be at least two hours of student preparation.
3. For each hour of graduate credit under the semester system, there should be a minimum elapsed time of one week.

The workload in a short course of several weeks' duration need not be distributed evenly. However, substantive and meaningful interaction between the faculty member and student should be maintained throughout. Graduate credit should not be awarded for courses considered inappropriate as part of a graduate degree program.

The Curriculum Committee of the Graduate Council monitors the policy. Each new course or change in a current course must be approved in both content and format.

Guidelines for the length and hourly requirements for short courses and workshops are:

Credit Hours	Minimum Contact Hours (60-Minute Class Period)	Minimum Outside Class Hours	Minimum Number of Weeks (7 calendar days) of Elapsed Time
1	15	30	1
2	30	60	2
3	45	90	3
4	60	120	4