

# ACADEMIC\_Academic Semester Policy\_041

<b>Contents:</b> <ul style="list-style-type: none"><li>• Purpose</li><li>• Who Should Know This Policy</li><li>• Policy Description</li><li>• Definitions</li><li>• Responsibility</li><li>• Policy Statements</li><li>• Procedure</li></ul>	<b>Version Number: 01</b>
	<b>Effective Date: February 11, 2016</b>
	<b>Reviewed by EMC on: February 11, 2016</b>
	<b>Approved by President on: February 11, 2016</b>
	<b>Approved by Board of Regents on: March 7, 2016</b>

---

## Purpose

The purpose of the short courses policy is to establish academic standards and procedures for proposing and approving regular and intensive course/semester offerings to assure quality and award credit.

---

## Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



---

## Policy Description

---

The purpose of this policy is to monitor the development, delivery and recognition of courses/semester.

---

### 1. Definitions

---

1. Regular Semesters: University offers two 15-weeks semesters (namely Fall and Spring) and one 6-weeks summer semester.
  2. Summer Short Semester: Four weeks during the summer where courses may be offered.
  3. Winter semester: Four weeks during mid-year break where courses may be offered.
  4. Courses offered during short semester: Any course offered in an intensive manner while meeting the expected contact hours.
- 

### Responsibility

---

This policy was developed by the Office of the Vice President and Chief Academic Officer. The Office of the Vice President for Student Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

#### Academic Department

- Identify courses that may be offered in a short semester while considering the teaching/learning process.
- Prepare and submit proposal to offer short courses to the college dean.
- Assess the offering of short courses to make sure the teaching/learning is not negatively impacted.

#### College Dean

- Review proposed short courses from various academic units.
- Communicate with Vice President and Chief Academic Officer approved short courses.
- Review assessment report for short courses to assure teaching/learning environment is optimal.

#### Vice President and Chief Academic Officer (VPCAO)

- Review proposals from colleges for approval.
  - Communicate with Vice President for Students Affairs for implementation of approved short courses.
- 

### 3. Policy Statements

---

1. QU offers the following semesters:
  - a. Two regular semesters namely Fall and Spring. Each semester shall have 15 weeks of teaching.
  - b. One regular summer semester with 6 weeks of teaching.
  - c. Four-week semesters for both undergraduate and graduate courses. These may be offered during summer and winter semesters; University will have two four-



week sessions during summer semester as well as four-week session during winter semester

2. All courses, regardless of type of semesters they are offered, are subject to the highest standards of quality.
3. Courses offered during short semesters should be equivalent to courses offered during regular semesters in terms of quality, content, coverage and assessment.
4. Short semester classes and credit are the same as the regular 15-week sessions but at a faster pace.
5. Academic departments may, for justifiable reasons, develop course proposals for appropriate courses to be offered during short semesters.
6. Courses offered during academic semesters may not violate any QU policy, especially related to number of contact hours per credit hour (credit hour policy).
7. Course offerings during short semesters is subject to approval by VPCAO.
8. A course offered during short semesters may be recognized for credit (awarded credit hours) if it has been approved in accordance with Qatar University Policies.
9. Course in short semesters may be offered on a 4-week session for both undergraduate and graduate courses.
10. Students are allowed to register for short or regular semesters as long as they do not violate student academic load.
11. Students may register in overlapping semesters (during summer) as long as they do not exceed student load allowed for summer.
12. Faculty workload policy will apply for winter semester.
13. Student academic load for winter semester is 3 credit hours.
14. Scheduling of short semesters must take into consideration final grade processing and posting to banner.
15. Drop and withdrawal policies apply for short semesters, but it will be adjusted to fit the short semester schedule.
16. Academic standing will not apply to winter semester.
17. All semesters shall be reflected on the university academic calendar.

---

#### 4. Procedure

---

1. The university will determine the dates of all semesters, except the two-week semester.
2. An academic department will develop a proposal to offer courses during the short semesters. The proposal must contain, at minimum, course information (course number, title, number of credit hours, instructor, expected enrollment) and justification for offering the short course to the college dean;
3. The college dean will review the requests against the justifications to offer the course taking into consideration the impact of such courses on the learning of the students;
4. If approved, the dean will submit the proposal to the office of Vice President and Chief Academic Officer (VPCAO) for his/her approval. The VPCAO may request additional information/documentation;
5. Upon approval by the VPCAO, the details of approved short courses will be submitted to Vice President for Student Affairs for implementation.

