

# **CMU J-Term Course Parameter Guidelines**

**(Adopted by AA Council March 1, 2017)**

**Recommendation #1: Generally limit students to no more than 3 credit hours of coursework in any one J-term.**

Rationale: Given the already narrow time availability for out-of-class preparation during a 9 or 10 day J-term, it is not possible for a student to meet CMU's standards for work with a load higher than 3 credits. During years when J-term is more than 12 days, an additional credit hour would be possible in special circumstances.

**Recommendation #2: Instruct J-term faculty that work for a course must begin at the start date of the term and end on the last day of the term. The exception to this is for optional deadlines that extend not more than two weeks beyond the last day of term.**

Rationale: Federal financial aid guidelines dictate that courses not extend more than two weeks outside of the published dates of a course's duration. Further, having due dates and homework assignments that overlap with other terms interferes with student success in their other courses.

**Recommendation #3: Academic Department Heads will review J-term course offerings to ensure that they meet the following criteria:**

- 1) The course is 3 credits or less.**
- 2) Work for the course can be completed within the published dates of the J-term, the exception being optional assignment deadlines that extend not more than two weeks beyond the last day of the term.**
- 3) The content delivery of the course has been constructed to accommodate the compressed schedule, using technology or other means to accelerate and vary the student experience.**
- 4) The nature of the assignments in the course will allow for the course to match the rigor of a more traditional format while also creating a realistic opportunity for successful student completion.**
- 5) The enrollment limit of the course is sufficiently low to allow adequate student-instructor interaction in the compressed format.**

Rationale: While department heads are certainly more than capable of vetting the courses from their department, J-term may require an extra bit of examination in order to maintain a high standard of quality, particularly in the case of 3 cr. courses. The list above is intended to be more helpful than coercive for ADHs.