

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

Policy 309.1 – Course Credits: Short Courses and Workshops

Effective: September 30, 1977; Issued: September 28, 1994

I. Administrative policy

A. The method for awarding credit for short courses and workshops should be consistent with the method used in the regular academic program.

II. Procedures:

A. The credit awarded for short courses and workshops should be adjusted so that a full-time student normally earns credit at the rate of 1-1/2 credits per week, with a maximum of two credits per week.

B. If pre- or post-session work is required of students, the amount of credit awarded may be adjusted accordingly. Any such requirements should be clearly set forth in publicity and brochures.

C. If pre-session work is required, and a student arrives who has not done the work, he should be refused entrance to the workshop or short course.

III. Rationale:

Credit recommendations are expressed in semester credit hours. In determining semester hour recommendations, evaluators use the following guidelines:

A. One semester credit hour for each 15 hours of classroom contact plus 30 hours of outside preparation or the equivalent; or

B. One semester credit hour for each 30 hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be 15 hours; or

C. One semester credit hour for not less than 45 hours of shop instruction (contact hours) or the equivalent.

History:

Guidelines issued by the Commissioner of Higher Education, September 30, 1977.