

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: ACADEMIC AFFAIRS

Policy 301.5.5 – Equivalent Course Identification and Numbering

***Adopted: November 16, 2007; Issued December 3, 2007***

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**Board Policy:**

The purpose of this policy is to facilitate the transfer of credits among units of the Montana university system (MUS) by implementing a process by which courses found to be equivalent throughout the system are identified with a common number and title.

- A. The board adopts the following process for identifying equivalent courses within the MUS:
  - 1. The commissioner of higher education will oversee a process by which undergraduate courses in the MUS will undergo a discipline-based faculty review to determine, and periodically review, equivalency under this policy.
  - 2. Courses determined to be equivalent shall be accepted as if the courses had been taken at the receiving campus.
  - 3. The commissioner, after appropriate consultation within the system, shall assign each equivalent course a common course prefix, number and name.
  - 4. Courses will be presumed to have the same number of credits, with exceptions granted by the councils or the commissioner, as appropriate.
  
- B. The commissioner of higher education will provide direction and assistance, establish progress measures, and report to the board of regents on the implementation of a system of applying common course numbers to equivalent courses.
  
- C. The common numbering of courses will not affect or override individual campus requirements for acquisition of degrees at a campus, including the requirement that a student earn a certain number of credits at the campus awarding the degree.

History:

New policy approved and adopted November 16, 2007 (Item 137-107-R1107 | Supporting Material)