

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 303.9 – Collaborative Programs
Effective: Academic Year 2002; Issued: November 8, 2005

I. Board Policy:

- A. In order to make the best use of educational resources and provide maximum educational opportunity, collaborative programs are authorized among campuses of the Montana university system (MUS) where this is feasible and beneficial to the student.
- B. This policy does not apply to continuing education, extension courses, or independent simultaneous registration at two campuses of the MUS.

II. Definitions:

- A. Collaborative Program -- An instructional program offered jointly or in an integrated fashion by two or more campuses of the MUS. Individual courses included within the program will be offered by two or more campuses.
- B. Primary Institution -- The institution where a student is currently earning a degree.
- C. Secondary Institution -- The institution where a student is taking coursework being delivered by that institution as part of a collaborative program.

III. Procedures:

- A. A student participating in a collaborative program will only apply and register at his/her primary institution. All courses that are part of a collaborative program will be placed on the school student systems as course offerings. This allows the student to register for the participating collaborative course as part of his/her regular registration. Student services will be delivered by the primary institution.
- B. The student bill will be generated by the primary institution and will reflect coursework being delivered by all institutions. Fees will be assessed according to the fee matrix of the primary institution. Fees will be collected and retained by the primary institution, with the exception of tuition. An amount equal to tuition associated with the credit hours generated by the student in the collaborative program, with no consideration of the flat spot, will be transferred by the primary institution to the secondary institution immediately following the fifteenth class day. The transfer of tuition revenue recognizes the delivery of instruction by the secondary institution while all other fees will be retained by the primary campus.
- C. An adjustment of credit hours for enrollment reporting will be made by both institutions to ensure the credit hours are reported by the secondary institution delivering the instruction.

History:

Item 98-004-R0398 Collaborative Programs; Montana University System (NEW), approved by the Board of Regents on May 21, 1998, as revised by the Task Force on Fees Report approved by the Board of Regents on March 24, 2000 with an effective date of Academic Year 2002.