

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

SUBJECT: ACADEMIC AFFAIRS

Policy 303.6 – Out-of-State Course Offerings

**Effective: November 19, 1998; Issued: December 30, 1998**

---

**Board policy:**

A. Campuses of the Montana university system (MUS) system are encouraged to make additional educational opportunities available to their students through field trips and study programs in other parts of this country and abroad. Such programs should be aimed primarily at regular students of the institution, with registration through the campus. Such programs should conform to the standard of the Northwest Association of Schools and Colleges that "foreign and domestic travel study programs should not grant credit for travel per se."

B. Campuses of the MUS may offer courses, workshops and programs at out-of-state locations. Such courses and workshops must meet the same standards required if the offering were made in-state. The institution must comply with all applicable statutes and regulations regarding registration or licensing in the state where the course is offered.

1. These courses, workshops, or programs may be offered face-to-face or through electronic means or a combination of both.
2. A campus planning to offer out-of-state courses, workshops, and programs shall notify the commissioner's office and other campuses in the system at least 60 days prior to advertising or offering them. For academic programs already approved by the board of regents, this will constitute a request for a level I program approval. For new programs not previously approved by the board of regents, this will require a level II review and more extended deliberation.

C. Credit course fees associated with delivery costs will be approved by the board of regents in advance of the course being offered.

History:

Item 30-006-R0281, Out-of-state course offerings; Montana University System, February 6, 1981, as revised November 19, 1998.