

**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**

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**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.