
Procedure	Credit Hour Definitions
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Procedure Number:	201.35
Date Adopted:	5/8/14
Last Revision:	2/11/16
References:	ASCRC Procedure 201.40, 201.55, 203.6, BOR Policy 303.3, 309.1, Code of Federal Regulations 34 (C.F.R.) 600.2
Approved by:	ASCRC, Graduate Council, Faculty Senate

Definition of Credit Hour

Credits for all coursework completed at the University of Montana shall be awarded in accordance with the Department of Education's regulations as set forth in 34 C.F.R. [§ 600.2](#).

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester; or
2. At least an equivalent amount of work for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The one hour of work referred to above is approximate and may be reasonably met with a 50-60 minute time period.

This definition is not intended to require a minimum amount of time in class, nor limit the scope or distribution over time of activities that may count toward the credit hour. Moreover, it only specifies the minimum amount of time. Departments and programs are free to apply higher workload requirements per credit hour.

Applications of the Definition

Credits awarded for short courses and workshops shall comply with ASCRC procedure [201.40](#) and BOR policy [309.1](#).

Laboratory work, practica, studio work, and similar activities may be awarded 1 credit per at least 3 hours of organized or independent academic activity per week for 15 weeks. Departments may establish a higher minimum time requirement per academic credit hour earned.

One hour of academic credit for internships in courses numbered 198, 298, 398 and 498 may be earned for the equivalent of not less than 45 hours of work in a 15 week semester upon demonstration of student achievement consistent with institution or program learning goals (see ASCRC procedure [203.60](#)). Departments may establish a higher minimum time requirement per academic credit hour earned. The amount of internship credit which may be counted toward the minimum credit

requirements for the bachelor (B.A./B.S.), associate of science (A.S.), and associate of arts (A.A.) degrees is limited to 6 credit hours. Credits attempted in these areas which are beyond the maximum applicable will remain on the students' permanent record but cannot be used toward graduation.

Activities may include a variety of items, but they should develop or apply student abilities consistent with the institution's or program's learning objectives.

Evaluation of Compliance

Compliance with the federal credit-hour policy is evaluated when a course is proposed, when a course is changed, and as part of regular [program review](#).