

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 301.5.5 –Common Course Numbering
Adopted: November 16, 2007; Revised May 23, 2014

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 the 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 title.

- B. The commissioner shall maintain CCN Administrative Guidelines documentation and shall make that documentation available on the Commissioner's Office website.

- 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). Item 163-101-R0514, revised May 23, 2014.