

**Faculty Senate Meeting Agenda**  
**Monday, April 6, 3:30-5:00**  
**STC Boardroom, Faculty Senators and Administration**

- Call to Order—Michael Francisconi, Eva Mastandrea, Tyler Seacrest, Estee Aikin, Brandon Hansen, Delaney Hansen, Megan Chilson, Mike Morrow, Kurt Steadman, Bethany Blankenship, Dana Cotton, Karl Ulrich, Dana Cotton, Beth Weatherby
- Approval of minutes from March 23—Kurt moved to approve. Michael seconded. Minutes approved.
- New Business
  - Budget Recommendations Draft—All faculty meeting for April 22; 3:30-5:00
  - Curriculum Proposals 39 & 41 first reading
  - 2016-2017 Academic Calendar Draft (C. Walters)
    - See Appendix A
  - Grades for non-attending students (C. Walters)
    - See Appendix B
  - Double blocking/stringer report (C. Walters)
    - See Appendix C
- Unfinished Business
  - Bylaws revisions: Charts?
  - Credit Policy (C. Walters)
    - See Appendix D (examples below)
    - <http://studentaffairs.stanford.edu/registrar/faculty/unit-of-credit>
    - [http://oregonstate.edu/senate/committees/curric/agen/2012-2013/0607/CHP\\_rev.pdf](http://oregonstate.edu/senate/committees/curric/agen/2012-2013/0607/CHP_rev.pdf)
    - [http://www.willamette.edu/dept/policies/academic/credit\\_hour.html](http://www.willamette.edu/dept/policies/academic/credit_hour.html)
    - <http://nsc.smartcatalogiq.com/en/2013-2014/Catalog/Registration-and-Records/Requirements-for-Registration/Policy-on-Credit-Hour>
    - <http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Credit%20Hour%20Policy.html>

- Good of the order/Q & A
- Adjourn—Michael moved to adjourn, Estee seconded. Everyone made like Houdini and disappeared.

# The UNIVERSITY of MONTANA WESTERN--Appendix A

## Academic Calendar - FALL 2016

<u>FALL SEMESTER 2016</u>	<u>COMMON CALENDAR DATES &amp; DEADLINES</u>				
Registration (including fee payment)	April 11-August 30, 2016				
New Student Registration	May 2-August 30, 2016				
Fall Faculty Conference	TBD				
New Student Orientation	Scheduled by the Director of Residence Life				
1st \$40 Late Registration Fee Begins****	August 31, 2016				
Class Schedules of Non-paid Students Canceled Beginning****	September 1, 2016				
Fall Semester Weekend Classes Begin	September 2, 2016				
DEADLINE to apply for Fall 2016 Graduation Audit	August 8, 2016				
Labor Day Holiday (University Closed)	September 5, 2016				
2nd \$40 Late Registration Fee Begins****	September 12, 2016				
Election Day (not a national election year)	November 8, 2016				
Veteran's Day Holiday (University Closed)	November 11, 2016				
Registration for Spring Semester 2017 begins	November 7, 2016				
Thanksgiving Recess (No Classes)	November 21-25, 2016				
Thanksgiving Holiday (Offices Closed)	November 24-25, 2016				
	<u>BLOCK or FULL TERM - SPECIFIC DATES &amp; DEADLINES</u>				
	<u>EXPERIENCE ONE CLASSES</u>				<u>FULL</u>
<u>FALL SEMESTER 2016</u>	<u>BLOCK 1</u>	<u>BLOCK 2</u>	<u>BLOCK 3</u>	<u>BLOCK 4</u>	<u>SEMESTER</u>
Classes Begin	August 29 (M)	Sept 26 (M)	Oct 24 (M)	Nov 28 (M)	August 29 (M)
Last Day to Register**** or Add (2nd day of block)	August 30 (T)	Sept 27 (T)	Oct 25 (T)	Nov 29 (T)	Sept 9 (F)
Class Schedules of Non-paid Students Canceled***	September 1, 2016				
Last Day to drop all classes- no record on transcripts	September 16, 2016				
Last Day to Drop a Class** ('W' recorded) or Change to/from					
Audit Status (end 2nd week of block)	Sept 9 (F)	Oct 7 (F)	Nov 4 (F)	Dec 9 (F)	Dec 9 (F)
DEADLINE to Withdraw (drop ALL** classes) (end 2nd week of block)	Sept 9 (F)	Oct 7 (F)	Nov 4 (F)	Dec 9 (F)	Dec 9 (F)
Final Exams for Term or Block.	-----Announced by Instructors-----				
Term or Block Ends	Sept 21 (W)	Oct 19 (W)	Nov 17 (R)	Dec 21 (W)	Dec 21 (W)
Final Grades Due in Registrar's Office	Sept 28 (W)	Oct 26 (W)	Nov 23 (W)	Dec 28 (W)	Dec 28 (W)
	***Some charges (Registration & Orientation Fees, etc) are non-refundable				
**Students may NOT withdraw from any class that has ended	****Fee payment due 1st day of semester or immediately upon late registration				
Calendar2016-17Fall      DRAFT      Fall	Approved: CRS-- , UC-- , FS--see minutes				
<a href="http://www.timeanddate.com/calendar/">http://www.timeanddate.com/calendar/</a>					

## **Appendix B**

### **Non-Attendance Grade**

The following proposal for the addition of a nonattendance grade to Montana Western's grading system has been prepared and submitted at the request of various faculty and academic departments as well as the need to increase grade transparency for financial aid compliance.

### **Recommendation**

Beginning summer 2015 add a "FN" grade to the University's grading system. FN stands for failure due to never attending. This grade will not require faculty to enter a last date of attendance as the grade itself signifies the student did not attend the course. For record purposes the grade will have the same implications as an "F" grade and will be included as attempted credit and effect the GPA.

### **Procedures at other colleges/universities**

Billings: An F is assigned. It counts in the GPA

Northern: An F is assigned. It counts in the GPA

Bozeman: If a student never attended the course, grade with an F and use the first day of the course as the last day of attendance. It counts in the GPA

UM: 'NF' may be assigned only if the student NEVER attended class. The assumption of the 'NF' grade is that a registration error occurred and the 'F' grade is not earned. The 'NF' grade will enable the student to correct a registration error without petitioning.

Helena College: An NF is assigned. It counts in the GPA.

Great Falls: Has an attendance policy for no shows before census. Otherwise they recommend instructors issue an F if the student hasn't been attending throughout the term. It counts in the GPA.

Tech: An F is assigned. It counts in the GPA

Appendix C

	Doubleblock (DB) Headcount by Block						Double Block Headcount by Class Standing				
	BI 1	BI 2	BI 3	BI 4	Total DB	Fall Hdcnt	Frosh	Soph	Junior	Senior	Post Bacc
Fall 2005	9	18	8	10	45	1160	0	4	5	36	0
% of Total	20.0%	40.0%	17.8%	22.2%	3.9%		0.0%	8.9%	11.1%	80.0%	0.0%
Fall 2006	13	9	13	16	51	1172	7	6	28	10	0
% of Total	25.5%	17.6%	25.5%	31.4%	4.4%		13.7%	11.8%	54.9%	19.6%	0.0%
Fall 2007	10	12	15	22	59	1119	6	10	39	4	0
% of Total	16.9%	20.3%	25.4%	37.3%	5.3%		10.2%	16.9%	66.1%	6.8%	0.0%
Fall 2008	12	13	17	16	58	1208	0	3	15	40	0
% of Total	20.7%	22.4%	29.3%	27.6%	4.8%		0.0%	5.2%	25.9%	69.0%	0.0%
Fall 2009	12	7	14	13	46	1263	1	2	5	38	0
% of Total	26.1%	15.2%	30.4%	28.3%	3.6%		2.2%	4.3%	10.9%	82.6%	0.0%
Fall 2010	11	8	6	17	42	1374	1	3	5	33	0
% of Total	26.2%	19.0%	14.3%	40.5%	3.1%		2.4%	7.1%	11.9%	78.6%	0.0%
Fall 2011	1	2	2	18	23	1379	0	1	4	18	0
% of Total	4.3%	8.7%	8.7%	78.3%	1.7%		0.0%	4.3%	17.4%	78.3%	0.0%
Fall 2012	36	4	3	8	51	1475	0	2	13	36	0
% of Total	70.6%	7.8%	5.9%	15.7%	3.5%		0.0%	3.9%	25.5%	70.6%	0.0%
Fall 2013	8	4	5	7	24	1408	1	3	6	14	0
% of Total	33.3%	16.7%	20.8%	29.2%	1.7%		4.2%	12.5%	25.0%	58.3%	0.0%
Fall 2014	3	5	13	38	59		3	5	13	38	0
% of Total	5.1%	8.5%	22.0%	64.4%	#DIV/0!		5.1%	8.5%	22.0%	64.4%	0.0%

	Stringer with Block Courses Headcount by Block						Stringer w/Block Course Headcount by Class Standing				
	BI 1	BI 2	BI 3	BI 4	Total DB	Fall Hdcnt	Frosh	Soph	Junior	Senior	Post Bacc
Fall 2005					0	1160					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2006					0	1172					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2007					0	1119					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2008					0	1208					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2009					0	1263					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2010					0	1374					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2011					0	1379					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2012					0	1475					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2013					0	1408					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fall 2014											
% of Total											

Datasource: For Doubleblocking Information: Banner Report WJRRMBC ran at EOT; For Stringer Information Banner Report: ran at EOT

**Student State Credit Load- Fall Semester**  
**The University of Montana Western**

# Credits	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+	Total
<b>Fall 2004</b>	3	19	35	14	7	94	10	29	26	6	10	149	92	83	127	187	89	109	18	16	11	2	1	0	1137
% total	0.3%	1.7%	3.1%	1.2%	0.6%	8.3%	0.9%	2.6%	2.3%	0.5%	0.9%	13.1%	8.1%	7.3%	11.2%	16.4%	7.8%	9.6%	1.6%	1.4%	1.0%	0.2%	0.1%	0.0%	
	6.9%					15.4%						73.5%						4.0%		0.3%					
<b>Fall 2005</b>	3	12	24	29	4	84	13	24	32	15	10	126	76	96	125	278	68	91	26	13	4	4	2	1	1160
% total	0.3%	1.0%	2.1%	2.5%	0.3%	7.2%	1.1%	2.1%	2.8%	1.3%	0.9%	10.9%	6.6%	8.3%	10.8%	24.0%	5.9%	7.8%	2.2%	1.1%	0.3%	0.3%	0.2%	0.1%	
	6.2%					15.3%						74.1%						3.7%		0.6%					
<b>Fall 2006</b>	3	10	22	34	2	79	7	34	11	19	12	148	53	111	75	313	65	104	21	31	8	5	1	4	1172
% total	0.3%	0.9%	1.9%	2.9%	0.2%	6.7%	0.6%	2.9%	0.9%	1.6%	1.0%	12.6%	4.5%	9.5%	6.4%	26.7%	5.5%	8.9%	1.8%	2.6%	0.7%	0.4%	0.1%	0.3%	
	6.1%					13.8%						74.1%						5.1%		0.9%					
<b>Fall 2007</b>	5	3	15	33	1	63	16	26	16	9	16	137	50	141	88	285	66	90	0	28	13	5	4	9	1119
% total	0.4%	0.3%	1.3%	2.9%	0.1%	5.6%	1.4%	2.3%	1.4%	0.8%	1.4%	12.2%	4.5%	12.6%	7.9%	25.5%	5.9%	8.0%	0.0%	2.5%	1.2%	0.4%	0.4%	0.8%	
	5.1%					13.0%						76.6%						3.7%		1.6%					
<b>Fall 2008</b>	1	2	21	37	2	73	15	34	13	10	7	176	46	112	95	295	64	112	39	28	11	12	0	3	1208
% total	0.1%	0.2%	1.7%	3.1%	0.2%	6.0%	1.2%	2.8%	1.1%	0.8%	0.6%	14.6%	3.8%	9.3%	7.9%	24.4%	5.3%	9.3%	3.2%	2.3%	0.9%	1.0%	0.0%	0.2%	
	5.2%					12.6%						74.5%						6.5%		1.2%					
<b>Fall 2009</b>	0	5	21	41	4	82	8	28	14	8	9	95	50	106	61	413	71	157	42	24	17	4	2	1	1263
% total	0.0%	0.4%	1.7%	3.2%	0.3%	6.5%	0.6%	2.2%	1.1%	0.6%	0.7%	7.5%	4.0%	8.4%	4.8%	32.7%	5.6%	12.4%	3.3%	1.9%	1.3%	0.3%	0.2%	0.1%	
	5.6%					11.8%						75.5%						6.6%		0.6%					
<b>Fall 2010</b>	2	3	21	29	2	88	13	41	12	14	5	124	53	84	65	480	54	183	51	32	9	6	1	2	1374
% total	0.1%	0.2%	1.5%	2.1%	0.1%	6.4%	0.9%	3.0%	0.9%	1.0%	0.4%	9.0%	3.9%	6.1%	4.7%	34.9%	3.9%	13.3%	3.7%	2.3%	0.7%	0.4%	0.1%	0.1%	
	4.1%					12.6%						75.9%						6.7%		0.7%					
<b>Fall 2011</b>	1	6	20	34	3	60	15	43	6	6	10	143	55	74	62	510	66	154	51	41	12	5	0	2	1379
% total	0.1%	0.4%	1.5%	2.5%	0.2%	4.4%	1.1%	3.1%	0.4%	0.4%	0.7%	10.4%	4.0%	5.4%	4.5%	37.0%	4.8%	11.2%	3.7%	3.0%	0.9%	0.4%	0.0%	0.1%	
	4.6%					10.2%						77.2%						7.5%		0.5%					
<b>Fall 2012</b>	8	25	24	40	2	66	15	48	9	13	6	160	48	58	95	557	76	133	37	41	8	4	1	1	1475
% total	0.5%	1.7%	1.6%	2.7%	0.1%	4.5%	1.0%	3.3%	0.6%	0.9%	0.4%	10.8%	3.3%	3.9%	6.4%	37.8%	5.2%	9.0%	2.5%	2.8%	0.5%	0.3%	0.1%	0.1%	
	6.7%					10.6%						76.4%						5.8%		0.4%					
<b>Fall 2013</b>	2	0	12	46	2	51	9	47	19	7	7	108	36	42	45	604	76	151	45	79	8	6	1	5	1408
% total	0.1%	0.0%	0.9%	3.3%	0.1%	3.6%	0.6%	3.3%	1.3%	0.5%	0.5%	7.7%	2.6%	3.0%	3.2%	42.9%	5.4%	10.7%	3.2%	5.6%	0.6%	0.4%	0.1%	0.4%	
	4.4%					9.9%						75.4%						9.4%		0.9%					
<b>Fall 2014</b>																									
% total																									

Datasource: DWH EOT Report H

**Student State Credit Load- Spring Semester**  
**The University of Montana Western**

# Credits	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+	Total
<b>Spring 2005</b>	7	11	46	12	3	118	11	23	22	13	11	115	64	90	116	149	73	128	36	16	7	6	2	1	1080
% total	0.6%	1.0%	4.3%	1.1%	0.3%	10.9%	1.0%	2.1%	2.0%	1.2%	1.0%	10.6%	5.9%	8.3%	10.7%	13.8%	6.8%	11.9%	3.3%	1.5%	0.6%	0.6%	0.2%	0.1%	
	7.3%					18.3%						68.1%						5.5%		0.8%					
<b>Spring 2006</b>	14	13	48	28	0	60	24	38	12	17	13	151	56	136	76	206	61	69	16	31	9	5	1	1	1085
% total	1.3%	1.2%	4.4%	2.6%	0.0%	5.5%	2.2%	3.5%	1.1%	1.6%	1.2%	13.9%	5.2%	12.5%	7.0%	19.0%	5.6%	6.4%	1.5%	2.9%	0.8%	0.5%	0.1%	0.1%	
	9.5%					15.1%						69.6%						5.2%		0.6%					
<b>Spring 2007</b>	5	14	22	43	3	69	19	35	9	30	9	155	47	109	74	221	54	72	25	43	15	12	11	10	1106
% total	0.5%	1.3%	2.0%	3.9%	0.3%	6.2%	1.7%	3.2%	0.8%	2.7%	0.8%	14.0%	4.2%	9.9%	6.7%	20.0%	4.9%	6.5%	2.3%	3.9%	1.4%	1.1%	1.0%	0.9%	
	7.9%					15.5%						66.2%						7.5%		3.0%					
<b>Spring 2008</b>	3	3	21	47	6	51	11	43	9	17	11	158	33	127	77	247	58	86	31	44	11	12	4	4	1114
% total	0.3%	0.3%	1.9%	4.2%	0.5%	4.6%	1.0%	3.9%	0.8%	1.5%	1.0%	14.2%	3.0%	11.4%	6.9%	22.2%	5.2%	7.7%	2.8%	3.9%	1.0%	1.1%	0.4%	0.4%	
	7.2%					12.7%						70.6%						7.7%		1.8%					
<b>Spring 2009</b>	4	2	22	36	1	65	17	29	10	16	12	120	52	118	104	248	59	109	41	26	12	13	5	5	1126
% total	0.4%	0.2%	2.0%	3.2%	0.1%	5.8%	1.5%	2.6%	0.9%	1.4%	1.1%	10.7%	4.6%	10.5%	9.2%	22.0%	5.2%	9.7%	3.6%	2.3%	1.1%	1.2%	0.4%	0.4%	
	5.8%					13.2%						71.9%						7.0%		2.0%					
<b>Spring 2010</b>	4	1	15	43	4	101	11	46	13	12	10	121	45	103	59	370	76	127	36	43	17	4	8	3	1272
% total	0.3%	0.1%	1.2%	3.4%	0.3%	7.9%	0.9%	3.6%	1.0%	0.9%	0.8%	9.5%	3.5%	8.1%	4.6%	29.1%	6.0%	10.0%	2.8%	3.4%	1.3%	0.3%	0.6%	0.2%	
	5.3%					15.2%						70.8%						7.5%		1.2%					
<b>Spring 2011</b>	4	1	16	32	2	80	17	39	10	18	9	165	69	70	63	455	59	124	30	50	9	5	1	1	1329
% total	0.3%	0.1%	1.2%	2.4%	0.2%	6.0%	1.3%	2.9%	0.8%	1.4%	0.7%	12.4%	5.2%	5.3%	4.7%	34.2%	4.4%	9.3%	2.3%	3.8%	0.7%	0.4%	0.1%	0.1%	
	4.1%					13.0%						75.6%						6.7%		0.5%					
<b>Spring 2012</b>	4	4	22	49	5	60	17	39	16	16	12	159	59	54	72	476	68	88	53	53	14	9	1	2	1352
% total	0.3%	0.3%	1.6%	3.6%	0.4%	4.4%	1.3%	2.9%	1.2%	1.2%	0.9%	11.8%	4.4%	4.0%	5.3%	35.2%	5.0%	6.5%	3.9%	3.9%	1.0%	0.7%	0.1%	0.1%	
	6.2%					11.8%						72.2%						8.9%		0.9%					
<b>Spring 2013</b>	2	1	24	38	2	62	11	43	13	13	12	117	59	65	61	512	99	99	40	52	18	5	4	2	1354
% total	0.1%	0.1%	1.8%	2.8%	0.1%	4.6%	0.8%	3.2%	1.0%	1.0%	0.9%	8.6%	4.4%	4.8%	4.5%	37.8%	7.3%	7.3%	3.0%	3.8%	1.3%	0.4%	0.3%	0.1%	
	4.9%					11.4%						74.7%						8.1%		0.8%					
<b>Spring 2014</b>	3	2	22	80	1	45	11	43	17	14	10	126	35	46	44	514	81	104	36	86	11	10	3	7	1351
% total	0.2%	0.1%	1.6%	5.9%	0.1%	3.3%	0.8%	3.2%	1.3%	1.0%	0.7%	9.3%	2.6%	3.4%	3.3%	38.0%	6.0%	7.7%	2.7%	6.4%	0.8%	0.7%	0.2%	0.5%	
	8.0%					10.4%						70.3%						9.8%		1.5%					
<b>Spring 2015</b>																									0
% total																									

Datasource: DWH EOT Report H

	Doubleblock (DB) Headcount by Block						Double Block Headcount by Class Standing				
	BI 5	BI 6	BI 7	BI 8	Total DB	Fall Hdcnt	Frosh	Soph	Junior	Senior	Post Bacc
Spring 2006	7	3	10	10	30	1085	4	6	2	18	0
% of Total	23.3%	10.0%	33.3%	33.3%	2.8%		13.3%	20.0%	6.7%	60.0%	0.0%
Spring 2007	8	12	16	20	56	1106	0	5	14	37	0
% of Total	14.3%	21.4%	28.6%	35.7%	5.1%		0.0%	8.9%	25.0%	66.1%	0.0%
Spring 2008	11	6	9	23	49	1114	2	7	8	32	0
% of Total	22.4%	12.2%	18.4%	46.9%	4.4%		4.1%	14.3%	16.3%	65.3%	0.0%
Spring 2009	8	11	19	11	49	1126	4	6	13	26	0
% of Total	16.3%	22.4%	38.8%	22.4%	4.4%		8.2%	12.2%	26.5%	53.1%	0.0%
Spring 2010	10	10	7	12	39	1272	1	8	2	28	0
% of Total	25.6%	25.6%	17.9%	30.8%	3.1%		2.6%	20.5%	5.1%	71.8%	0.0%
Spring 2011	4	6	28	3	41	1329	2	7	13	19	0
% of Total	9.8%	14.6%	68.3%	7.3%	3.1%		4.9%	17.1%	31.7%	46.3%	0.0%
Spring 2012	2	9	3	6	20	1352	0	0	2	18	0
% of Total	10.0%	45.0%	15.0%	30.0%	1.5%		0.0%	0.0%	10.0%	90.0%	0.0%
Spring 2013	8	9	4	7	28	1354	0	3	3	22	0
% of Total	28.6%	32.1%	14.3%	25.0%	2.1%		0.0%	10.7%	10.7%	78.6%	0.0%
Spring 2014	3	4	6	6	19	1351	0	2	1	16	0
% of Total	15.8%	21.1%	31.6%	31.6%	1.4%		0.0%	10.5%	5.3%	84.2%	0.0%
Spring 2015											
% of Total											

	Stringer with Block Courses Headcount by Block						Stringer w/Block Course Headcount by Class Standing				
	BI 5	BI 6	BI 7	BI 8	Total DB	Spr Hdcnt	Frosh	Soph	Junior	Senior	Post Bacc
Spring 2006					0	1160					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2007					0	1172					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2008					0	1119					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2009					0	1208					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2010					0	1263					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2011					0	1374					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2012					0	1379					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2013					0	1475					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2014					0	1408					
% of Total	#DIV/0!	#####	#####	#####	0.0%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Spring 2015											
% of Total											

Datasource: For Doubleblocking Information: Banner Report WJRRMBC ran at EOT; For Stringer Information Banner Report: ran at EOT



**Student State Credit Load- Summer Semester**  
**The University of Montana Western**

# Credits	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24+	Total	
<b>Sum 2004</b>	9	14	87	21	10	76	18	24	12	18	2	18	4	2	8	5	2	4	0	0	0	0	0	0	0	334
% total	2.7%	4.2%	26.0%	6.3%	3.0%	22.8%	5.4%	7.2%	3.6%	5.4%	0.6%	5.4%	1.2%	0.6%	2.4%	1.5%	0.6%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	42.2%					44.9%						12.9%					0.0%		0.0%							
<b>Sum 2005</b>	10	23	78	18	19	57	17	37	13	26	7	11	6	2	7	6	0	2	0	0	0	0	0	0	0	339
% total	2.9%	6.8%	23.0%	5.3%	5.6%	16.8%	5.0%	10.9%	3.8%	7.7%	2.1%	3.2%	1.8%	0.6%	2.1%	1.8%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	43.7%					46.3%						10.0%					0.0%		0.0%							
<b>Sum 2006</b>	8	20	34	76	5	46	23	33	6	30	6	11	3	4	2	3	2	1	0	0	0	0	0	0	0	313
% total	2.6%	6.4%	10.9%	24.3%	1.6%	14.7%	7.3%	10.5%	1.9%	9.6%	1.9%	3.5%	1.0%	1.3%	0.6%	1.0%	0.6%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	45.7%					46.0%						8.3%					0.0%		0.0%							
<b>Sum 2007</b>	7	8	31	61	6	21	20	37	7	17	7	10	4	5	2	4	0	2	1	1	0	0	0	0	0	251
% total	2.8%	3.2%	12.4%	24.3%	2.4%	8.4%	8.0%	14.7%	2.8%	6.8%	2.8%	4.0%	1.6%	2.0%	0.8%	1.6%	0.0%	0.8%	0.4%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
	45.0%					43.4%						10.8%					0.8%		0.0%							
<b>Sum 2008</b>	1	8	8	13	51	6	26	15	35	11	10	8	22	6	3	4	2	0	0	0	0	0	0	0	1	230
% total	0.4%	3.5%	3.5%	5.7%	22.2%	2.6%	11.3%	6.5%	15.2%	4.8%	4.3%	3.5%	9.6%	2.6%	1.3%	1.7%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	
	35.2%					44.8%						19.6%					0.0%		0.4%							
<b>Sum 2009</b>	4	8	22	52	11	28	14	34	7	16	7	32	6	8	5	3	0	0	0	1	0	0	0	0	0	258
% total	1.6%	3.1%	8.5%	20.2%	4.3%	10.9%	5.4%	13.2%	2.7%	6.2%	2.7%	12.4%	2.3%	3.1%	1.9%	1.2%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
	37.6%					41.1%						20.9%					0.4%		0.0%							
<b>Sum 2010</b>	7	9	23	86	8	26	26	58	9	10	10	26	7	9	4	5	1	1	0	0	0	1	0	0	0	326
% total	2.1%	2.8%	7.1%	26.4%	2.5%	8.0%	8.0%	17.8%	2.8%	3.1%	3.1%	8.0%	2.1%	2.8%	1.2%	1.5%	0.3%	0.3%	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	
	40.8%					42.6%						16.3%					0.0%		0.3%							
<b>Sum 2011</b>	13	7	19	75	7	21	8	52	4	8	8	28	2	5	1	2	1	0	0	1	0	0	0	0	0	262
% total	5.0%	2.7%	7.3%	28.6%	2.7%	8.0%	3.1%	19.8%	1.5%	3.1%	3.1%	10.7%	0.8%	1.9%	0.4%	0.8%	0.4%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
	46.2%					38.5%						14.9%					0.4%		0.0%							
<b>Sum 2012</b>	10	3	21	90	9	19	1	67	9	5	1	29	2	1	0	7	1	0	0	1	0	0	0	0	0	276
% total	3.6%	1.1%	7.6%	32.6%	3.3%	6.9%	0.4%	24.3%	3.3%	1.8%	0.4%	10.5%	0.7%	0.4%	0.0%	2.5%	0.4%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
	48.2%					37.0%						14.5%					0.4%		0.0%							
<b>Sum 2013</b>	8	5	24	81	4	26	5	57	2	12	3	23	3	4	0	1	0	0	0	0	0	0	0	0	0	258
% total	3.1%	1.9%	9.3%	31.4%	1.6%	10.1%	1.9%	22.1%	0.8%	4.7%	1.2%	8.9%	1.2%	1.6%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	47.3%					40.7%						12.0%					0.0%		0.0%							
<b>Sum 2014</b>	9	6	20	84	5	21	13	71	5	9	1	20	0	6	0	4	0	0	0	1	0	0	0	0	0	275
% total	3.3%	2.2%	7.3%	30.5%	1.8%	7.6%	4.7%	25.8%	1.8%	3.3%	0.4%	7.3%	0.0%	2.2%	0.0%	1.5%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
	45.1%					43.6%						10.9%					0.4%		0.0%							

Datasource: DWH EOT Report H

### Credit Hour Definition—Appendix D

Under federal regulations section 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 of credit; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

In most cases, one hour of classroom or direct faculty instruction is considered 50 minutes of direct instruction per week over a 15 week semester. To fulfill the direct faculty instruction requirement, classes must meet a minimum of 750 minutes or 12.5 hours per credit hour. As the University of Montana Western uses block scheduling to organize its curriculum, blocks by credit hours require the following basic metrics to meet these requirement within each block period

N of Credits	Faculty Instruction Requirement	Out-Of-Class Student Work
4 Credits	50 hours	102 hours
3 Credits	37.5 hours	75 hours
2 Credits	25 hours	50 hours
1 Credits	12.5 hours	25 hours

Most four-credit classes are offered 3 hours per day for 17-18 days per block. This provides 51-54 hours of faculty instruction opportunity for the average class. The average 17-18 day block requires an additional 5.5-6 hours of out-of-class student work.

#### *Online and Other Non-Traditional Courses*

Credits awarded for a course or academic experience must be reasonably equivalent to the standard of 37.5 hours per credit. These hours may consist of course activities including, but not limited to:

- Face to face course meetings
- Virtual course meetings or student-instructor and student-student interaction
- Time to read/view assigned texts or other assigned materials
- Experiential learning activities consistent with the learning objective of the course
- Hours spent towards internship, methods/observations, independent study, research, and practicum.

#### **Credit Hour Review Process (Options to consider based on university review process)**

Option 1: As part of the seven-year review process, each department and degree program will provide documentation of the review process and evidence that courses are meeting the credit hour requirements. Documentation of this review will be kept (insert location of documentation)

Option 2: As part of the annual assessment report departments will audit (insert # here) courses and document a detailed description of how the credit hours are being met through the selected courses.

Different courses should be selected each year. Documentation of this review will be kept (insert location of documentation)

Option 3 (**Vetoed**): Include a statement on each syllabus that documents the expected class/study hours of the average student based on the credit hour. Syllabi are submitted each term to the Provost Office and are available for review.

DRAFT