

D – Credit and Continuing Education Unit

D-1. Unit of Credit Defined. One unit of credit represents what a typical student might be expected to learn in one week of full-time study (40-45 hours including class time and preparation). Each course is evaluated by a system of credits related to time spent in class, lab, study-preparation, or field investigation. A semester credit is expected to require a total of three hours of scholarly activity each week. Ordinarily one 50-minute hour of class attendance is scheduled for each credit, but any combination of class attendance, lab, study-preparation, or field investigation may be arranged. Credit for workshops and similar short courses is granted on the basis of one semester credit for at least 45 hours of scholarly activity. Exceptions to this policy for undergraduate courses must be approved by the University Curriculum Committee. Exceptions for graduate courses must be approved by the Graduate Council and the University Curriculum Committee.

D-2. Credit-Load Limitations. (Also see J-5.)

D-2-a. Fall and Spring Semesters, and Summer Session.

(1) During the Fall and Spring, an undergraduate student may register for no more than 20 credits in a semester. This number may be increased to 22 with specific written approval by his or her academic dean. Registration for more than 22 credits (except for students enrolled in the WWAMI Medical Education Program) is permitted only on approval of a petition to the Academic Petitions Committee (petition forms are available in deans' offices). During the Summer Session, an undergraduate student may register for no more than 18 credits. A law student may register for no more than 18 credits in a semester without approval of the Associate Dean in the College of Law. See the College of Graduate Studies section in Part 4 for the credit limitation for a graduate student.

(2) Registration for courses with conflicting or overlapping meeting times is allowed only with the approval of the instructor of each affected course.

D-2-b. Full-Time Employees. A full-time UI employee may register for no more than six credits in a semester or three credits during the Summer Session. Written approval by the employee's departmental administrator and dean or director must accompany the registration form.

D-2-c. Non-degree Students. A non-degree students may register for no more than 7 credits each semester and may complete a maximum of 32 semester credits. Students on official UI exchange programs are not limited to 7 credits each semester. International exchange students must take 12 or more credits. Upon completion of 32 semester credits, the student must either be admitted as a degree-seeking student at UI or submit a letter of appeal to continue as a non-degree student.

D-2-d. Under Idaho State law, eligible high school students are given the opportunity to enroll in University of Idaho undergraduate courses and receive both college credit and credit towards high school graduation while still enrolled in high school. The number of credits for which a dual credit student may register in a given semester is determined by the high school counselor who must sign the enrollment form. However, the credit load limitations that apply to undergraduate students also apply to dual credit students.

D-3. Transfer Credit. Credit is accepted for work completed in accredited institutions of higher education as provided in the regulations covering the admission of transfer students. (See "Transfer Admission Requirements" in Part 2; also see E-4 and J-5.)

D-4. Review and Prerequisite Courses. Students will not receive credit for courses taken in review or for courses that are prerequisites of courses they have already completed in the same subject area. Exceptions: 1) As stated in I-1, 2) Students who transfer in a course for which the UI requires Biol 115 or 116 as a prerequisite (but who have not yet taken Biol 115 or 116), may take Biol 115 and 116 for credit.

D-5. Continuing Education Unit. Short learning activities may also be evaluated by a system of uniform continuing education units. Such units are granted in accordance with the following guidelines, which are set forth by the (national) Task Force on the Continuing Unit: A continuing education unit is expected to require 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors. Continuing education, as used in this definition, includes all instructional and organizational learning experiences in organized formats that impart noncredit education to post-secondary-level learners. These properties of continuing education may be applied equally under the system regardless of the teaching-learning format, program duration, source of sponsorship, subject matter, level, audience, or purpose. The number of units to be awarded is determined by considering the number of contact hours of instruction, or the equivalent, included in the

educational activity. Reasonable allowance may be made for activities such as required reports, lab assignments, field trips, and supervised study. A student may not receive academic credit and continuing education units for the same learning activity.