

# D - CREDIT AND CONTINUING EDUCATION UNIT

## D-1. Unit of Credit Defined

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 the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities, including laboratory work, internships, practica, studio work, short courses, workshops and other academic work leading to the award of credit hours.

## D-2. Credit-Load Limitations

(Also see J-5 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/j-general-requirements-baccalaureate-degrees/>)).

### 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 their 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 (<https://catalog.uidaho.edu/colleges-related-units/graduate-studies/#generalgraduateregulationstext>) section 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 U of I 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 student may register for no more than 7 credits each semester and may complete a maximum of 32 semester credits. Students on official U of I 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 U of I or submit a letter of appeal to continue as a non-degree student.

### D-2-d. Dual Credit Students

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 should be based on advising from both the high school and university who will approve the courses. However, a dual credit student may register for no more than 13 credits each semester.

## 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 (<https://catalog.uidaho.edu/student-services/admission/>)"; also see E-4 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/e-grades/>) and J-5 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/j-general-requirements-baccalaureate-degrees/>)).

## 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 include the following:

1. As stated in I-1 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/i-alternative-credit-opportunities/>), or
2. Students who transfer in a course for which the U of I requires BIOL 1140 or BIOL 1150 (but who have not yet taken BIOL 1140 or BIOL 1150) may take BIOL 1140 and BIOL 1150 for credit.

## D-5. Continuing Education

Continuing Education classes provide guided study on a particular area of knowledge, which may or may not be part of a larger curriculum, which is not for academic credit, and for which the institution does not collect academic tuition. Continuing Education Units (CEU) and Continuing Professional Education Units (CPEU) can be awarded upon completion of a Continuing Education Course. A Continuing Education Unit (CEU) is a non-academic credit granted by Continuing Education Programs for courses or curricula approved by the University of Idaho. CEUs may not contribute to academic certificates or degrees. A Continuing Professional Education Unit (CPEU) is a non-academic credit granted by Continuing Education Programs for courses or curricula approved by the University of Idaho or professional accrediting agencies. CPEUs may not contribute to academic certificates or degrees.

CEUs and CPEUs are granted in accordance with the following regulations:

- CEUs require 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors.
- CPEU contact hour requirements are determined by professional accrediting agencies and are provided under responsible sponsorship, capable direction, and qualified instructors.
- CEUs and CPEUs are designed to help participants achieve defined objectives relevant to the CEU/CPEU's scope, focus, and level.
- CEUs and CPEUs impart non-academic credit bearing education to post-secondary-level learners.
- CEUs and CPEUs may be awarded regardless of the teaching-learning format, program duration, source of sponsorship, subject matter, level, audience, or purpose.
- The number of CEU and CPEU 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 CEU or CPEU for the same learning activity.
- CEU and CPEU credits may be reported on a Continuing Education Record separate from a student's academic transcript (this process began in Spring 2024).

Each participant registered in a U of I Continuing Education course will be charged a reasonable fee which is set in an amount sufficient to recover the cost for providing the course.

- The cost includes approved charges directed to reimburse administrative units, such as CAPE, for the support or facilities that they provide to the Continuing Education Program.
- Idaho teachers employed at an Idaho elementary or secondary school taking CEUs or CPEUs for teacher professional development will follow Idaho State Board of Education policy V.R. 3.c.iii.

## **D-6. Professional Development Credit**

Professional development credit may be offered to improve effectiveness of teachers and administrators in raising student achievement. Courses must include a minimum of 15 contact hours per credit. Credits earned in professional development courses may not be applied toward a baccalaureate degree.