

May 20 – 21, 2004

ITEM: 123-103-R0504

Repeal, Amend and Adopt Admissions Policies for the Montana University System.

EXPLANATION:

This item combines all of the admissions requirements for in-state students into one policy. It also does the same thing for out-of-state students. The mathematics proficiency requirements for four-year programs are incorporated into both policies. General admissions guidelines, set out in Policy 301, are amended to extend some of those procedures to the Colleges of Technology and the Community Colleges. Policy 301.5, Transfer of Credits, is also modified slightly.

Most of the changes are accomplished without the creation of new policy language. Existing language, governing admission to the Montana University System, is simply rearranged and incorporated into the policies listed in the next paragraph. Particular changes that may require your careful review include:

- General Admissions Policy 301, which was revised significantly to extend some of its provisions to the two-year campuses because those institutions are already doing most of those things as part of their admissions' practices.
- Section A.7. of Policy 301, which sets out immunization and health screening requirements; that section was revised to comply with the current Montana statute and regulations concerning immunization, especially as they apply to distant students. A copy of the applicable statute and regulation is included, in case there are questions about this revision.
- Section A.4.b) and c) of Policy 301.1, revised slightly to clarify the policy language concerning mathematics and social science coursework; that language had already been "adopted" by staff in the Office of the Commissioner of Higher Education, to assist Montana high schools with interpretation of the College Preparatory Program policy. Those same revisions were made in Section A.4.b) and c) of Policy 301.2, dealing with out-of-state student admissions.
- Section A.5. of both Policy 301.1 and Policy 301.2, dealing with in-state and out-of-state students. Those sections are being suggested to recognize the admissions practices adopted by The University of Montana and discussed at Board of Regents' meetings earlier this year.

To accomplish these changes,

- Policy 301 is amended;
- Policy 301.1 is amended, and the new mathematics proficiency standards are incorporated into the policy;
- Policy 301.2 is amended, and the new mathematics proficiency standards are incorporated into the policy;
- Policy 301.5 is amended;
- Policy 301.7 is repealed.

The specific changes are set out in the attachments to this item.

These revisions have been extensively reviewed by the chief academic officers, the chief student affairs officers, the presidents and deans of the two-year campuses, members of MACRAO (that organization includes admissions and registrar personnel), directors of student health services and other members of the Montana University System community.

SUBJECT: ACADEMIC AFFAIRS
Policy 301 – Admissions; General
Effective _____; Issued _____

Board policy:

1. This policy does not apply to Colleges of Technology and Community Colleges.

A. The general policies in this section apply to all two-year and four-year institutions in the Montana University System. The Montana Board of Regents has also adopted admissions policies that **only** apply to four-year institutions in the Montana University System. Those policies are described or referenced in section B.

1. Campuses will adhere to the non-discrimination policy contained in Section 703 of the Policy and Procedures Manual.
2. Campuses may establish a cut-off date for the submission of complete credentials for admission, and any applicant who does not submit a complete application by that date may be required to delay entrance until a subsequent semester.
3. Campuses may establish procedures for the admission and simultaneous attendance of students in high school and a campus of the Montana University System, and admission of non-high school graduates prior to the time their high school class has graduated. Such admission shall be highly selective and shall be confined to students who present evidence of high ability and achievement and maturity to do college work. Such admission shall be based on providing educational opportunities that are not available in the high school setting. Such procedures must include the requirement that the high school principal or counselor approve participation of a student in the college program.
4. Campuses may establish admissions policies in order to accommodate special populations other than high school students. Such student populations include the following:
 - a. ~~Campuses may establish the category of special or non-degree students. This category will allow admission for the purpose of taking a limited number of credits without the complete documentation required in a regular application for admission.~~
 - b. ~~Campuses may establish procedures for the admission of applicants who do not meet the minimum requirements set forth these regulations in the admissions regulations set out in Policy Section 300 of the Policy and Procedure Manual. Such procedures shall include submission of evidence of the ability to do college-level work and shall be subject to approval of the Commissioner of Higher Education.~~
 - c. applicants who have not graduated from high school. The requirement of high school graduation may also be satisfied by: That requirement may be satisfied in the following ways:
 1. A High School Equivalency Diploma based on the G.E.D. (General Educational Development) examination;
 2. satisfactory performance on either the ACT's ~~(American College Testing program)~~ ASSET or COMPASS examinations. These examinations are often used by ~~for~~ students who complete their secondary education through home schooling or at unaccredited secondary schools. e. Standards for "satisfactory performance" on the ACT examinations shall be recommended by the admitting institution and approved by the Board of Regents. These scores shall not fall below scores which the U.S. Department of Education has published through the Federal Register as indicative of a student's "ability-to-benefit" from post-secondary education.

- d. applicants who have not graduated from high school, and do not satisfy the requirements of the previous subsection. Only two-year institutions may accept applications from these students, and the students can only take coursework at the institution as non-degree students.
5. Campuses may restrict the number of students admitted to particular academic programs. Students may be admitted to the institution, but before they can continue their program of study in one of these limited-enrollment programs, they must be admitted to the program under internal procedures developed by each campus.
6. Any campus may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual's history and experience relative (a) to violence and destructive tendencies, (b) to behavior on other college campuses, and (c) to any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing. Each campus shall have a procedure by which such decisions may be appealed.
7. a. ~~All foreign students, except those qualifying for an exemption under part b. e. below, entering any institution of the Montana University System must show a physician-validated immunization record for measles, rubella, diphtheria, tetanus, and skin testing for tuberculosis. This evidence must be presented before a student is permitted to register.~~
comply with post-secondary immunization requirements as mandated by section 20-5-403 of the Montana Codes. Title 37, Section 114 of the Administrative Rules of Montana exempts additional students from the immunization requirement, and campuses will adopt admissions policies consistent with that regulation. All students entering any institution of the Montana University System must comply with tuberculosis screening programs, established by that institution, to minimize the risk of contagious tuberculosis within the campus community. These programs will be consistent with public health standards and recommendations.
- ~~b. All non-foreign students, except those qualifying for an exemption under part c. below, entering any institution of the Montana University System born after December 31, 1956, must show proof of immunization on or after their first birthday and after December 31, 1967, against measles and rubella. Immunization may be shown by the record of a physician, health agency or a school. Immunization against measles can also be shown by a physician's record of diagnosis of the disease. Such evidence must be presented before a student is permitted to register.~~
- b. e.i.) Medical exemption. A person qualifies for a medical exemption when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States verifying that the physical condition of the person seeking to attend school makes the required immunization unsafe and indicating the specific nature and probably duration of the condition. The exemption shall not extend beyond the period of the condition which contraindicates immunization.
- ii.) Religious exemption. A person qualifies for a religious exemption when the person files a notarized affidavit on an approved form that immunization is contrary to the religious tenets and practices of the signer.
8. Students in credit continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

9. Falsification or willful suppression by a student of any information called for on an application for admission may be grounds for cancellation of admission.

B. The following general policies only apply to four-year institutions in the Montana University System:

1. All first-time entering first-year, traditional undergraduate students (those who enter college within three years of high school graduation or within three years from the date when they would have graduated from high school) will be required to take the ACT (American College Testing program) or SAT (Scholastic Aptitude Testing program) and submit the results to the institution.
2. Admission of undergraduate in-state students will also be governed by the standards established in Policy 301.1.
3. Admission of undergraduate out-of-state students will also be governed by standards established in Policy 301.2.

C. The Commissioner's office will establish a procedure for monitoring performance of all students based on: ACT or SAT score, high school GPA, age, high school standing and course of study.

Montana Code Annotated 2003

20-5-403. Immunization required -- release and acceptance of immunization records.

(1) The governing authority of any school other than a postsecondary school may not allow any person to commence attendance as a pupil unless the person:

- (a) has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (rubeola) in the manner and with immunizing agents approved by the department, except that pertussis vaccination is not required for a person 7 years of age or older;
- (b) has been immunized against Haemophilus influenza type "b" before enrolling in a preschool if under 5 years of age;
- (c) qualifies for conditional attendance; or
- (d) files for an exemption.

(2) (a) The governing authority of a postsecondary school may not allow any person to commence attendance as a pupil unless the person:

- (i) has been immunized against rubella and measles (rubeola) in the manner and with immunizing agents approved by the department; or
- (ii) files for an exemption.

(b) The governing authority of a postsecondary school may impose immunization requirements as a condition of attendance that are more stringent than those required by this part.

(3) A pupil who transfers from one school district to another may photocopy immunization records in the possession of the school of origin. The school district to which a pupil transfers shall accept the photocopy as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the school shall send the original immunization records for the pupil to the school district to which the pupil transfers.

History: En. Sec. 2, Ch. 147, L. 1979; amd. Sec. 1, Ch. 509, L. 1981; amd. Sec. 1, Ch. 102, L. 1983; amd. Sec. 2, Ch. 644, L. 1989; amd. Sec. 1, Ch. 165, L. 1991.

Subchapter 7

Immunization of School Children

37. 114. 701 DEFINITIONS The following definitions, together with the definitions contained in 20-5-402, MCA, apply throughout this subchapter:

(1) "Adequate documentation" means that documentation required by either ARM 37. 114. 708 or 37. 114. 799, depending upon the date when school attendance commenced or is to commence.

(2) "Commencing attendance for the first time" means the first occasion a student attends any Montana school, and does not include transfers from one Montana school to another.

(3) "Department" means the department of health and environmental sciences.

(4) "DT vaccine" means a vaccine containing a combination of diphtheria and tetanus toxoids for pediatric use.

(5) "DTP vaccine" means a vaccine containing diphtheria and tetanus toxoids and pertussis (whooping cough) vaccine combined, including a vaccine referred to as DTaP.

(6) "Hib vaccine" means a vaccine immunizing against infection by Haemophilus influenza type B disease.

(7) "Laboratory confirmation of measles disease" means a copy of a laboratory test result from the department's public health laboratory which documents that a person has had measles and does not include either the results of immunity testing or a physician's diagnosis that the person has had measles.

(8) "MMR vaccine" means a vaccine containing a combination of measles, mumps, and rubella vaccine.

(9) "Official parent-maintained immunization record" means a standard document distributed by the department or by another state's principal health agency to record the immunization status of a child and designed to be retained and maintained by the parents of that child.

(10) "Physician" is a person licensed to practice medicine in any jurisdiction in the United States or Canada.

(11) "Polio vaccine" means a trivalent polio vaccine, known by the abbreviations OPV, EIPV, or IPV.

(12) "Pupil" means:

(a) in a school other than a post-secondary school, a person who receives instruction in classes at the school, including a foreign exchange student, regardless of the length of attendance or whether credit is received;

(b) in a post-secondary school, a person attending classes on the school's campus who has either matriculated into a degree program or is registered for more than one-half of the full-time credit load that is normal for that school.

(13) "Td vaccine" means a vaccine containing tetanus and diphtheria toxoids and intended for administration to adults and to children 7 years of age and older.

(14) "Transfer" means to change school attendance, at any time, from one public school district to another, between private schools, or between public and private schools, and includes a change which occurs between the end of one school year and commencement of the next.

(15) "Vaccine" means:

(a) if administered in the United States, an immunizing agent approved by the bureau of biologics, food and drug administration, U.S. public health service; or

(b) if administered outside of the United States, an immunizing agent administered by a person licensed to practice medicine in the country where it is administered or by an agent of the principal public health agency of that country and properly documented as noted in ARM 37.114.708. (History: Sec. 20-5-407, MCA; IMP, Sec. 20-5-402, MCA; NEW, 1980 MAR p. 1265, Eff. 8/2/80; AMD, 1980 MAR p. 1699, Eff. 8/2/80; AMD, 1981 MAR p. 621, Eff. 7/1/81; AMD, 1983 MAR p. 852, Eff. 7/15/83; AMD, 1993 MAR p. 1214, Eff. 6/11/93; TRANS, from DHES, 2002 MAR p. 913.)

SUBJECT: ACADEMIC AFFAIRS

Policy 301.1 – Admissions requirements; in-state undergraduates

Effective _____; Issued _____

A. Board policy:

1. A graduate of any Montana high school which is accredited by the Board of Public Education may enter any four-year campus of the Montana University System as a first-time, full-time undergraduate student, provided:

- a) the graduate meets the College Preparatory Program outlined in Section ~~301.7~~ A.4. below; **and**
b) ~~and~~ at least one of the following requirements:
a. (1) ~~for admission to Montana State University-Northern and The University of Montana-Western, has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 960 on the total verbal/math exam of the Scholastic Aptitude Test (SAT) for admission to Montana State University-Northern and The University of Montana-Western;~~ (2) ~~for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman and The University of Montana-Missoula, has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 1030 on the total verbal/math exam of the Scholastic Aptitude Test (SAT). for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, and The University of Montana-Missoula.~~ The campuses identified in 1.a.(1) above Montana State University-Northern and The University of Montana-Western may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for The University of Montana-Missoula, Montana State University-Bozeman, Montana State University-Billings, and Montana Tech of The University of Montana, the other four-year campuses of the Montana University System;

Or b. (2) has obtained at least a 2.5 high school grade point average (GPA);

Or e. (3) ranks in the upper half of the school's graduating class.

2. In addition to the admissions requirements set out in Section A.1., any student seeking admission to a four-year program at Montana State University-Bozeman, Montana State University-Billings, Montana State University-Northern, The University of Montana-Missoula, Montana Tech of the University of Montana, and The University of Montana-Western must satisfy a mathematics proficiency standard. That standard is as follows:

- a) for Fall 2004 and Fall 2005, students must earn a minimum mathematics (quantitative) score of:
- 16 on the ACT,
 - 390 on the SAT, or
 - a score of 3 or above on the AP Calculus AB or BC Subject Examinations;
- b) for Fall 2006, students must earn a minimum mathematics (quantitative) score of:
- 17 on the ACT,
 - 420 on the SAT, or
 - a score of 3 or above on the AP Calculus AB or BC Subject Examinations;
- c) for Fall 2007 and the following years, students must earn a minimum mathematics (quantitative) score of:
- 18 on the ACT,
 - 440 on the SAT, or
 - a score of 3 or above on the AP Calculus AB or BC Subject Examinations.
- d) in lieu of the indicators set out in subsections A.2.a),b) and c) above, students may offer CLEP Subject Examinations in selected topics (College Algebra, College Algebra-Trigonometry, Calculus or Trigonometry) if their score on the examination meets or exceeds the ACE Recommended Score for Awarding Credit of 50 in 2003.

e) alternately, students may be excused from any testing in mathematics and deemed proficient if they complete a *Rigorous High School Core* including four years of mathematics in high school (Algebra I, II, geometry & a course beyond Algebra II, as outlined in the matrix attached to this policy as Appendix I) with grades of C or better in all courses.

2- 3. A Montana resident who is a graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any four-year campus of the Montana University System as a first-time, full-time undergraduate student provided the student meets at least one of the requirements in Section A.1 above. If that student seeks admission to a four-year program, he/she must also satisfy the mathematics proficiency standard in Section A.2. above.

4. In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program for students who wish to enter a four-year campus of the Montana University System:

a) four years of English; in each year, the content of the courses should have an emphasis on the development of written and oral communication skills and literature;

b) three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses); students are encouraged to take a mathematics course in their senior year; if students have taken Algebra I prior to high school, they must still complete three years of college preparatory mathematics once they reach high school;

c) three years of social studies which shall include a full year of global studies such as World History or World Geography; a full year of American History; and an additional year of other social studies coursework which may include a combination of Government, Economics, Psychology, Sociology, Indian History or other third year courses;

d) two years of laboratory science; one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science;

e) two years chosen from the following:

- foreign language (preferably two years)
- computer science
- visual and performing arts, or
- vocational education units which meet the Office of Public Instruction guidelines.

5. Any four-year institution with a two-year College has authority to establish internal admissions practices directing some students to that two-year College based on published criteria.

~~6. Nothing herein shall guarantee any person entry into any four year campus of the Montana University System nor shall this policy be construed to restrict any unit from establishing procedures to comply with any enrollment limitations adopted by the Board of Regents.~~

~~5. An in-state transfer applicant must meet the criteria for "good academic standing," as defined by the receiving institution.~~

B. Exemptions:

4. Institutions 1. Four-year campuses are authorized to exempt up to 15% of first-time, full-time undergraduates from the requirements of Section A.1. above for students with special talents, minorities and others who demonstrate special needs.

2. Each of the four-year campuses of the Montana University System is granted discretionary exemptions for in-state applicants who have not completed the College Preparatory Program, described in Sections A.1.a) and A.4. above, not to exceed 5 percent of the in-state enrollment of first-time, full-time first-year students.

3. The following categories of students are exempt from the requirements in of Sections A.1. and 2. above:
- non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school);
 - summer only students; and
 - part-time students taking seven or fewer college-level semester credits.

C. Procedures:

To implement the College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures:

- Only persons who have completed the College Preparatory Program shall be eligible for
 - Regents High School Honor Scholarships
 - Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances, this provision may be waived for students who have been graduated from high school for more than three years.
- In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed available academic solids beyond those specified in the College Preparatory Program. Honors and advanced placement courses should be given extra weighting.
- Students who enter campuses of the Montana University System without sufficient academic background may find it necessary to enroll in remedial courses which will add time and expense to the students' educational experience.
- Students who do not meet the college preparatory requirements may eliminate their deficiency by taking courses that satisfy the requirements in summer school or as a part-time student at one of the four-year campuses of the University System, or by attending a two-year institution and transferring credit to a four-year campus of the Montana University System.
- Institutions will be obligated to provide appropriate annual reports indicating numbers of students enrolled as exemptions and their academic progress in comparison to those students regularly admitted. At the conclusion of the period of exemptions, the Commissioner of Higher Education's Office will present a report to the Board of Regents summarizing these data with appropriate analysis and interpretation. The Commissioner's Office will also make recommendations to the Regents regarding continuation, discontinuation or modification of the discretionary exemption program.

D. Definitions:

1. For the purpose of this section, college-level work means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.

~~1. In-state transfer means a Montana resident who has completed 12 or more GPA or Pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.~~

~~2. For the purpose of this section, GPA and Pass credit mean those college-level credits for which grade points apply toward graduation.~~

Cross Reference:

See Section 301.7, College Preparatory Program

APPENDIX I

A		MINIMUM CORE WITH TEST REQUIREMENT				
COURSE	YRS	MT REGENTS COLLEGE PREP PROGRAM				
Mathematics	3	Algebra I, II and Geometry (or the sequential content equivalent of these courses). Mathematics course in senior year encouraged.	Exam	2004/2005 Score	2006 Score	2007 Score
			ACT Mathematics	16	17	18
			SAT Mathematics	390	420	440
			CLEP	50	50	50
English	4	Written and oral communication skills and literature.				
Science	2	2 lab sciences: one year must be earth science, biology, chemistry or physics.				
Social Studies	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year courses.				
Electives	2	Foreign language, computer science, visual and performing arts, or vocational education.				
B		MINIMUM CORE WITH AP CREDIT BY EXAM				
COURSE		ADVANCED PLACEMENT	Exam	Score		
Mathematics		Advanced Placement Courses designed to prepare students for these exams.	Calculus AB	3+		
			Calculus BC	3+		
			Statistics	3+		
English		Advanced Placement Courses designed to prepare students for these exams.	English Language	3+		
			English Literature	3+		
English	4	Written and oral communication skills and literature.				
Science	2	2 lab sciences: one year must be earth science, biology, chemistry or physics.				
Social Studies	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year courses.				
Electives	2	Foreign language, computer science, visual and performing arts, or vocational education.				
C		RIGOROUS CORE WITHOUT TEST REQUIREMENT				
COURSE	YRS	RIGOROUS CORE				
Mathematics	3	Algebra I, II, geometry (or the sequential content equivalent of these courses, i.e. three levels of Integrated Mathematics).				
	1	A course beyond Algebra II or beyond Integrated Math III (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, Integrated Math IV). <i>All with grades of C or better.</i>				
English	4	Written and oral communication skills, literature, and a designated college-prep composition or research-writing course.				
Science	3	Full year each: General, physical or earth science; biology; chemistry or physics.				
Social Studies	3	Global studies (world history, world geography), American history; government, economics, American Indian history or other third-year courses. Recommendation: one half year or more of other courses such as psychology, humanities.				
Electives	3	2 years of a second language, music, fine arts, speech/debate, career and technical education. (such as information technology, computer science).				

SUBJECT: ACADEMIC AFFAIRS

Policy 301.2 – Admissions requirements; out-of-state undergraduates

Effective _____; Issued _____

A. Board Policy:

1. The campuses of the Montana University System are authorized to control the number of out-of-state first-time and transfer students.

2. An out-of-state graduate of an out-of-state high school which is accredited by the state accrediting agency may enter any four-year campus of the Montana University System as a first-time, full-time undergraduate student, provided:

a) the graduate meets the College Preparatory Program, outlined in Section ~~301.7~~ and A.4 below;

and

b) at least one of the following requirements:
a- (1) for admission to Montana State University-Northern and The University of Montana-Western, has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 960 on the total verbal/math exam of the Scholastic Aptitude Test (SAT); ~~for admission to Montana State University-Northern and The University of Montana-Western; for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman and The University of Montana-Missoula~~, has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 1030 on the total verbal/math exam of the Scholastic Aptitude Test (SAT); ~~for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, and The University of Montana-Missoula~~. The campuses identified in 2.1.(1) above Montana State University-Northern and The University of Montana-Western may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for The University of Montana-Missoula, Montana State University-Bozeman, Montana Tech of The University of Montana, and Montana State University-Billings, the other four-year campuses of the Montana University System;

Or b- (2) has obtained at least a 2.5 high school grade point average (GPA);

Or c- (3) ranks in the upper half of the school's graduating class.

3. In addition to the admissions requirements set out in Section A.2, any student seeking admission to a four-year program at Montana State University-Bozeman, Montana State University-Billings, Montana State University-Northern, The University of Montana-Missoula, Montana Tech of The University of Montana and The University of Montana-Western must satisfy a mathematics proficiency standard. That standard is as follows:

- a) for Fall 2004 and Fall 2005, students must earn a minimum mathematics (quantitative) score of:
- 16 on the ACT,
 - 390 on the SAT, or
 - a score of 3 or above on the AP Calculus AB or BC Subject Examinations;
- b) for Fall 2006, students must earn a minimum mathematics (quantitative) score of:
- 17 on the ACT,
 - 420 on the SAT, or
 - a score of 3 or above on the AP Calculus AB or BC Subject Examinations;
- c) for Fall 2007 and the following years, students must earn a minimum mathematics (quantitative) score of:
- 18 on the ACT,
 - 440 on the SAT, or
 - a score of 3 or above on the AP Calculus AB or BC Subject Examinations.

- d) in lieu of the indicators set out in subsections A.3.a), b) and c) above, students may offer CLEP Subject Examinations in selected topics (*College Algebra, College Algebra-Trigonometry, Calculus or Trigonometry*) if their score on the examination meets or exceeds the ACE Recommended Score for Awarding Credit of 50 in 2003.
- e) alternately, students may be excused from any testing in mathematics and deemed proficient if they complete a *Rigorous High School Core* including four years of mathematics in high school (Algebra I, II, geometry & a course beyond Algebra II, as outlined in the matrix attached to this policy as Appendix I) with grades of C or better in all courses.

4. In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program for students who wish to enter a four-year campus of the Montana University System:

- a) four years of English; in each year, the content of the courses should have an emphasis upon the development of written and oral communication skills and literature;
- b) three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses); students are encouraged to take a mathematics course in their senior year;
- c) three years of social studies which shall include Global Studies (such as World History or World Geography), American History, and Government, Economics, Indian History or other third year courses;
- d) two years of laboratory science; one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science;
- e) two years chosen from the following:
 - foreign language (preferably two years)
 - computer science
 - visual and performing arts, or
 - vocational education units which meet the Office of Public Instruction guidelines.
- f) Out-of-state students may also satisfy this College Preparatory Program requirement by completing a similar program required by their home state. In either case, the student's high school shall certify completion of such a program.
- g) Out-of-state students graduating from accredited high schools in states that do not have a college preparatory program, have several different college preparatory programs, or have a college preparatory program that is dissimilar to Montana's, must meet two of the three admission criteria set out in section A.2.b) above.

5. Any four-year institution with a two-year College has authority to establish internal admissions practices directing some students to that two-year College based on published criteria.

6. After an out-of-state student has been admitted to a campus of the Montana University System, there shall be no differentiation between in-state and out-of-state students as far as enrollment in courses and programs is concerned.

6. ~~Out of state transfer applicants must present at least a 2.0 cumulative grade point average (i.e., equivalent to a "C" on a 4.0 scale), based on transferable credits carried from all colleges or universities previously attended to be eligible for consideration.~~

7. In addition to satisfying the above requirements, campuses shall require applicants from foreign countries (except Canadian citizens) to present evidence of proficiency in the use of the English language. Campuses may impose additional requirements on applicants from foreign countries.

B. Exemptions.

~~4. Institutions~~ 1. Four-year campuses are authorized to exempt up to 15% of first-time, full-time undergraduates from the requirements of Section A.2. above for students with special talents, minorities and others who demonstrate special needs. That 15% exemption may include out-of-state students.

~~3. 2.~~ The following categories of students are exempt from the requirements of Sections A.2. and 3. above:

- a) non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
- b) summer only students; and
- c) part-time students taking seven or fewer college-level semester credits.

C. Procedures.

To implement the College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures:

1. In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed available academic solids beyond those specified in the College Preparatory Program. Honors and advanced placement courses should be given extra weighting.
2. Students who enter campuses of the Montana University System without sufficient academic background may find it necessary to enroll in remedial courses which will add time and expense to the students' educational experience.
3. Students who do not meet the college preparatory requirements may eliminate their deficiency by taking courses that satisfy the requirements in summer school or as a part-time student at one of the four-year institutions of the Montana University System, or by attending a two-year institutions and transferring credit to a four-year campus.

D. Definitions.

~~1. An out-of-state transfer applicant is one who has completed 12 or more GPA or Pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.~~

~~2. For the purposes of this section, GPA and Pass credit means those college-level credits for which grade points apply toward graduation.~~

1. For purposes of this section, college-level work means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.

Cross Reference:

See Section 301.7, College Preparatory Program.

APPENDIX I

A		MINIMUM CORE WITH TEST REQUIREMENT				
COURSE	YRS	MT REGENTS COLLEGE PREP PROGRAM				
Mathematics	3	Algebra I, II and Geometry (or the sequential content equivalent of these courses). Mathematics course in senior year encouraged.	Exam	2004/2005 Score	2006 Score	2007 Score
			ACT Mathematics	16	17	18
			SAT Mathematics	390	420	440
			CLEP	50	50	50
English	4	Written and oral communication skills and literature.				
Science	2	2 lab sciences: one year must be earth science, biology, chemistry or physics.				
Social Studies	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year courses.				
Electives	2	Foreign language, computer science, visual and performing arts, or vocational education.				
B		MINIMUM CORE WITH AP CREDIT BY EXAM				
COURSE		ADVANCED PLACEMENT	Exam	Score		
Mathematics		Advanced Placement Courses designed to prepare students for these exams.	Calculus AB	3+		
			Calculus BC	3+		
			Statistics	3+		
English		Advanced Placement Courses designed to prepare students for these exams.	English Language	3+		
			English Literature	3+		
English	4	Written and oral communication skills and literature.				
Science	2	2 lab sciences: one year must be earth science, biology, chemistry or physics.				
Social Studies	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year courses.				
Electives	2	Foreign language, computer science, visual and performing arts, or vocational education.				
C		RIGOROUS CORE WITHOUT TEST REQUIREMENT				
COURSE	YRS	RIGOROUS CORE				
Mathematics	3	Algebra I, II, geometry (or the sequential content equivalent of these courses, i.e. three levels of Integrated Mathematics).				
	1	A course beyond Algebra II or beyond Integrated Math III (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, Integrated Math IV). <i>All with grades of C or better.</i>				
English	4	Written and oral communication skills, literature, and a designated college-prep composition or research-writing course.				
Science	3	Full year each: General, physical or earth science; biology; chemistry or physics.				
Social Studies	3	Global studies (world history, world geography), American history; government, economics, American Indian history or other third-year courses. Recommendation: one half year or more of other courses such as psychology, humanities.				
Electives	3	2 years of a second language, music, fine arts, speech/debate, career and technical education. (such as information technology, computer science).				

SUBJECT: ACADEMIC AFFAIRS
Policy 301.5 – Transfer of Credits
Effective _____; Issued _____

Board Policy:

A. Transfer students.

1. Students transferring between post-secondary institutions in the State of Montana (i.e. "in-state students") must meet the criteria for "good academic standing," as defined by the receiving institution.

2. Out-of-state transfer applicants must present at least a 2.0 cumulative grade point average (i.e., equivalent to a "C" on a 4.0 scale), based on transferable credits carried from all colleges or universities previously attended to be eligible for consideration.

B. Transfer policies.

1. All college level courses from regionally accredited institutions of higher education will be received and applied by all campuses of the Montana University System, and by the community colleges, towards the free elective requirements of the Associate and Baccalaureate degrees.

2. In relation to the major, minor, general education, distribution requirements and free electives of the Associate and Baccalaureate degrees, all campuses of the Montana University System, and the community colleges, are authorized to determine the applicability of credits earned at regionally accredited institutions of higher education.

3. In administering the policy in paragraphs (1) and (2) of Section B, an institution shall include the credits earned by a student from an institution which is a candidate for regional accreditation after the student has successfully completed 20 semester credits with a 2.0 cumulative grade point average at the receiving institution.

4. Campuses of the Montana University System, and the community colleges, may give credit for education received from non-collegiate institutions on the basis of recommendations published by the American Council on Education and the National Program on Noncollegiate Sponsored Instruction from the Board of Regents of the State of ~~NY~~ New York (NYSSED).

5. The Chief Academic Officers shall recommend to the Commissioner procedures to resolve transferability problems. In formulating the recommendations, it is understood that Chief Academic Officers are representing their institution's policy as approved by the Chief Executive Officer.

6. Institutions may make exceptions to give credit if the criteria described above are not met. However, the following principles should be followed:

- a. The chief academic officer, registrar, and admissions officer should review each case utilizing the following criteria:
 - (1) There must be evidence that there is academic quality in the institution, both in the faculty and in program offering.
 - (2) The student must earn at least a minimum 2.0 grade point average or its equivalent at the receiving institution.
- b. Institutions may determine policies relating to the acceptance of college credit from other countries.

C. Definitions.

1. In-state transfer means a Montana resident who has completed 12 or more GPA or Pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.

2. For the purposes of this section, GPA and Pass credits mean those college-level credits for which grade points apply toward graduation.

3. College-level courses shall be defined as those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institutions. The receiving institution will determine in advance of a student's enrollment which courses within an associate of applied science degree will be credited toward a given associates or baccalaureate degree. In all cases, such courses shall not include remedial or developmental courses.

POLICY REPEALED

SUBJECT: ACADEMIC AFFAIRS

Policy 301.7 - College preparatory program

Effective July 1, 2001; Issued July 30, 2001

Board Policy

1. In order to improve students' preparation for college-level work, the Board of Regents of Higher Education requires the following College Preparatory Program for students who wish to enter a campus of the Montana University System beginning with the fall term, 1990 except as indicated in Section 2 below.
 - a. Four years of English: in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and literature.
 - b. Three years of mathematics which shall include Algebra I, Geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.
 - c. Three years of social studies which shall include Global studies (such as World History or World Geography); American History; and Government, Economics, Indian History or other third year courses.
 - d. Two years of laboratory science: one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.
 - e. Two years chosen from the following:
 - foreign language (preferably two years)
 - computer science
 - visual and performing arts, or
 - vocational education units which meet the Office of Public Instruction guidelines.
2. The following categories of students are exempt from the requirements in Section 1 above:
 - a. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
 - b. summer only students, and
 - c. part-time students taking seven or fewer college-level semester credits.
3. Out-of-state students are required to have completed the college preparatory program outlined in Section 1, or to have completed a similar program required by their home state. In either case, the student's high school shall certify completion of such a program. The categorical exemptions identified in Section 2 also apply to out-of-state students.
4. Out-of-state students graduating from accredited high schools in states that do not have a college preparatory program, have several different college preparatory programs, or have a college preparatory program that is dissimilar to Montana's, must meet any two of the three criteria listed below:

a.

(1) has obtained a score of at least 20 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 960 on the total verbal/math exam of the Scholastic Aptitude Test (SAT) for admission to Northern Montana College and The University of Montana-Western,

(2) has obtained a score of at least 22 on the Enhanced (Composite) American College Testing (ACT) test or a score of at least 1030 on the total verbal/math exam of the Scholastic Aptitude Test (SAT), for admission to Montana College of Mineral Science and Technology, Eastern Montana College, Montana State University, and University of Montana. The colleges identified in 4.a.(1) above may request permission from the Board of Regents to raise the Enhanced (Composite) American College Testing (ACT) test score or the Scholastic Aptitude Test (SAT) total verbal/math exam score to those specified for University of Montana, Montana State University, Eastern Montana College, and Montana College of Mineral Science and Technology,

or

b. At least a 2.5 high school grade point average,

or

c. Class standing in the upper half of the graduating class.

5. These requirements do not apply to the public community colleges in Montana nor to the colleges of technology.

Procedures:

To implement the College Preparatory Program, and to encourage a high level of academic preparation for students who wish to continue on to higher education, the Board of Regents of Higher Education hereby adopts the following procedures:

1. Only persons who have completed the College Preparatory Program shall be eligible for

a. Regents High School Honor Scholarships

b. Other state-supported scholarships, fee waivers, or grants-in-aid awarded on the basis of academic achievement. In unusual circumstances this provision may be waived for students who have been graduated from high school for more than three years.

2. In awarding scholarships based on academic achievement, special consideration should be given to persons who have completed available academic solids beyond those specified in the College Preparatory Program. Honors and advanced placement courses should be given extra weighting.

3. Students who enter campuses of the Montana University System without sufficient academic background may find it necessary to enroll in remedial courses which will add time and expense to the students' educational experience.

4. Beginning in Fall 1990, students that do not meet the college preparatory requirements may eliminate their deficiency by taking courses that satisfy the requirements in summer school or as a part-time student at one of the six campuses of the University System, or by attending a community college and transferring credit to a University System campus.

5. To ensure reasonably smooth transition to full implementation of the College Preparatory Program, each of the six campuses of the Montana University System is granted discretionary exemptions for in-state applicants who have not completed the College Preparatory Program not to exceed 5 percent of the in-state enrollment of first-time, full-time first-year students.

Institutions will be obligated to provide appropriate annual reports indicating numbers of students enrolled as exemptions and their academic progress in comparison to those students regularly admitted. At the conclusion of the period of exemptions, the Commissioner of Higher Education's Office will present a report to the Board of Regents summarizing these data with appropriate analysis and interpretation. The Commissioner's Office will also make recommendations to the Regents regarding continuation, discontinuation, or modification of the discretionary exemption program.

Definitions

1. For the purpose of this section, *GPA (and Pass) credits* mean those college-level credits for which grade points apply toward graduation.

2. For the purpose of this section, *college-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Such courses shall include neither remedial nor developmental courses.