

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

Policy 301.1 – Admission Requirements for Undergraduates into Four-year University Programs

Adopted: October 28, 1977; Revised: September 23, 2010

- I. Full Admission.** To be fully admitted as first-time, full-time undergraduates (without conditions or provisions), students must meet the following requirements:
- A. Completion of the Regents' College Preparatory Program:
1. 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 study of literature.
 2. Three years of mathematics including 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.
 3. 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.
 4. 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.
 5. Two years chosen from the following:
 - (a) foreign language (preferably two years)
 - (b) computer science
 - (c) visual and performing arts, or
 - (d) career/technical education units which meet the office of public instruction guidelines.
- B. Demonstration of Mathematics Proficiency:
1. A score of 22 or above on ACT mathematics; or
 2. A score of 520 or above on SAT mathematics; or
 3. A score of 3 or above on the AP calculus AB or BC subject examination or a score of 4 on the IB calculus test; or
 4. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or
 5. Completion of a rigorous high school core including four years of mathematics in high school (Algebra I, Algebra II, geometry & a course beyond Algebra II) and three years of laboratory science; or three years of mathematics including a course beyond Algebra II and four years of laboratory science, in addition to English, social studies, and electives as described in the regents' college preparatory program, with grades of C or better in all courses. (See Appendix I.)
- C. Demonstration of Writing Proficiency:
1. A score of 7 or above on the essay or 18 on the combined English/writing section of the optional writing test of the ACT; or
 2. A score of 7 or above on the essay or 440 on the writing section of the SAT; or
 3. A score of 3.5 or above on the Montana university system (MUS) writing assessment; or
 4. A score of 3 or above on the AP English language or English literature examination; or
 5. A score of 4 or above on the IB language A1 exam; or
 6. A score of 50 or above on the (CLEP) subject examinations in composition.
- D. General preparation as demonstrated through at least one of the following:
1. A composite score of at least 20 on the ACT or a score of at least 1440 on the total of mathematics, critical reading, and writing scores on the SAT (Scholastic Aptitude Test) for admission to Montana State University-Northern; or
 2. A composite score of at least 22 on the ACT or a score of at least 1540 on the total of mathematics, critical reading, and writing scores on the SAT, for admission to Montana State University-Billings,

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Montana Tech of The University of Montana, Montana State University-Bozeman, The University of Montana-Missoula, and The University of Montana Western; or

3. A high school grade point average (GPA) of at least 2.5; or
4. A ranking in the upper half of the school's graduating class.

II. Provisional Admission: When admitted under provisional status, first-time, full-time undergraduate students are subject to the following rules:

A. Provisional Admission Status based on Proficiency Standards and Operational Rules:

Students who have not yet demonstrated the ability to meet the mathematics and/or writing proficiency standards may be admitted without condition to a two-year degree program or admitted provisionally to a four-year degree program on any campus of the MUS. Operational Rules for the Provisional Admissions Status Created by Montana Board of Regents provide guidelines to assist students who have been provisionally admitted. (See Appendix II.) If students cannot move their admission status from provisional to full early in their academic careers, they cannot continue in a four-year degree program.

B. Demonstration of Mathematics Proficiency after Provisional Admission:

1. Students denied full admission to a four-year program in the MUS because they do not meet the mathematics proficiency standard may prove that they have the appropriate proficiency in the following ways:
 - (a) within 3 semesters or 32 credits of enrolling, earn a C- grade or better in intermediate algebra (M 95), or in a college course that is the prerequisite to a mathematics course that satisfies the general education program requirement described in board policy 301.10; or
 - (b) earn a score of 22 or above on the mathematics portion of the ACT or 520 or above on the mathematics portion of the SAT; or
 - (c) earn a score of at least 60 on the COMPASS algebra exam, or an equivalent score on another placement exam used by the campus, upon enrollment; or
 - (d) complete an A.A. or A.S. degree.
2. The above-described standards are also used to determine mathematics proficiency when students transfer from two-year programs or campuses to four-year programs or campuses. Scores below 22 on the mathematics portion of the ACT or 520 on the SAT indicate placement into developmental mathematics courses.
3. Students whose mathematics scores are below 18 on the ACT or 440 on the SAT may be fully admitted to a two-year degree program of the MUS, but may not be admitted to a four-year degree program of the MUS.

C. Demonstration of Writing Proficiency after Provisional Admission:

1. Students denied full admission to a four-year program in the MUS because they do not meet the writing proficiency standard may prove that they have the appropriate proficiency in the following ways:
 - (a) within 3 semesters or 32 credits of enrolling, earn a grade of C- or better in developmental writing (WRIT 95) or a composition course that is the prerequisite to the composition course that satisfies the general education program requirements described in board policy 301.10;
 - (b) earn the required score on one or more of the writing assessments listed for admissions;
 - (c) submit a letter to the admissions office documenting a disability that prevented him/her from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test; or
 - (d) earn a score of at least 90 on the COMPASS writing skills exam; or
 - (e) complete an A.A. or A.S. degree.

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2. The above-described standards are also used to determine writing proficiency when students transfer from two-year programs or campuses to four-year programs or campuses. Scores below these thresholds indicate placement into developmental composition courses.

III. Enrollment Management Procedures: Campuses may apply admission review processes that 1) improve the likelihood of student success; 2) encourage rigorous college preparation among applicants; and 3) ensure balanced treatment of all student applications.

A. For applicants who exceed every criterion of undergraduate admissions standards, campuses may establish facilitated admissions procedures, and may identify such students with special privileges, titles, or honors.

B. For applicants whose transcripts and exam scores leave some question about the prospective student's success, additional documentation (such as essays, letters of recommendation, and/or portfolios) may be required before granting admission.

IV. Exemptions: Exemptions are used to admit students under special circumstances and must be used judiciously:

A. Exemptions for First-time, Full-time Students: Institutions may exempt up to 15% of first-time, full-time undergraduates from the requirements of this policy, with the exception of Completion of the Regents' College Preparatory Program, for students with special talents, minorities and others who demonstrate special needs.

B. Categorical Exemptions: The following categories of students are also exempt from the requirements of this policy:

1. 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),
2. summer only students, and
3. part-time students taking seven or fewer college-level semester credits.

C. Procedures Required for Granting Exemptions:

Campuses must establish procedures for the admission of applicants who do not meet the minimum requirements set forth in this policy. Such procedures shall include submission of evidence of the ability to do college-level work and shall be subject to approval of the deputy commissioner for academic and student affairs.

History:

History of former 301.1:

Board of education ex officio regents of University of Montana, February 7, 1952 (rescinded); Item 18-003-R1077, admission requirements: in-state undergraduates; Montana university system, October 28, 1977, (board of regents minutes) May 5-6, 1988, as revised May 5, 1989, September 14, 1989, March 22, 1990, December 13, 1990, March 22, 1991, September 14, 1992, May 3, 1993, May 4, 1995, and November 18, 1999 (Item 104-103-R0999); Item 109-1602-R1100, authorization for institutional name change from Western Montana College of The University of Montana to The University of Montana-Western, approved by the Board of Regents January 18, 2001, with an effective date of July 1, 2001; editorial revisions made July 14, 2004. Revised May 20, 2005 (Item 127-113-R0505), adjusted SAT scores. Editorial change made 4/11/08, to include reference to writing proficiency standard. Item 142-1601-R0309, approved by BOR March 5, 2009, to raise ACT/SAT admissions for University of Montana Western; Item 148-104-R0910 clarification and consolidation, September 23, 2010.

History of former 301.2:

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Item 183-004, state board of education ex officio regents of University of Montana, August 13, 1963 (rescinded); Item 18-004-R1077, admission requirements: out-of-state undergraduates; Montana university system, October 28, 1977; (board of regents minutes) May 5-6, 1988, as amended May 5, 1989, September 14, 1989, March 22, 1990, May 3, 1993, May 4, 1995, and November 18, 1999 (Item 104-103-R0999); Item 109-1602-R1100, authorization for institutional name change from Western Montana College of The University of Montana to The University of Montana-Western, approved by the board of regents January 18, 2001, with an effective date of July 1, 2001; editorial changes made July 14, 2004. Revised May 20, 2005 (Item 127-113-R0505), adjusted SAT scores. Item 142-1601-R0309, approved by BOR March 5, 2009, to raise ACT/SAT admissions requirements for University of Montana Western. *Repealed*, Item 148-104-R0910 clarification and consolidation, September 23, 2010 and incorporated into 301.1 ID and 301 II.

History of former 301.7:

Item 42-002-R1283, College Preparatory Program, Montana University System (Revised), May 18, 1984, July 20, 1984, June 16, 1988, May 5, 1989, November 3, 1989 (Board of Regents Minutes), March 22, 1990, December 13, 1991, May 3, 1993, May 4, 1995, and November 18, 1999 (Item 104-103-R0999); Item 109-1602-R1100, Authorization for Institutional Name Change from Western Montana College of The University of Montana to The University of Montana-Western, approved by the Board of Regents January 18, 2001, with an effective date of July 1, 2001. Item 136-106-R0907. (Supporting Material) September 20, 2007. Elimination of 5% exemption pool under Section 5, Procedures, in Fall 2010. *Repealed*, Item 148-104-R0910 clarification and consolidation, September 23, 2010 and incorporated into 301.1 IA and 301 II.

History of former 301.15:

Math Proficiency Admissions Standards, approved July 10, 2003 (Item 119-104-R0503). Revised May 20, 2005 (Item 127-128-R0505), approval of math proficiency statement; editorial change June 30, 2006. Item 137-105-R1107 approved November 16, 2007 (supporting material). *Repealed*, Item 148-104-R0910 clarification and consolidation, September 23, 2010 and incorporated into 301.1 IB and IIB.

History of former 301.16:

Approval of Proficiency Admission Requirements and Developmental Education in the Montana University System, approved by the Board of Regents on November 17, 1995 (Item 89-003-R1195); Item 107-109-R0500, Report from Joint K-16 Composition Standards Committee on Writing Proficiency Standards for Admission and Graduation from MUS, approved July 6, 2000; Item 122-115-R0104, Writing Proficiency Recommendation (Background), approved January 15, 2004; Item 129-109-R1105, Writing Proficiency Policy, approved November 18, 2005; and Item 135-105-R0507 approved May 31, 2007. Editorial changes made December 7, 2007. Item 138-105-R0308 (Supporting Material), approved March 6, 2008. Editorial changes made January 20, 2008. *Repealed*, Item 148-104-R0910 clarification and consolidation, September 23, 2010 and incorporated into 301.1 IC and IIC.

Appendix I Regents' College Preparatory Program (301.1 IA) and Rigorous Core (301.1 IB)

Course	College Prep Program	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent, i.e. 3 levels of Integrated Math).	3	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II or Integrated Math III (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or course equivalent) <i>All with grades of C or better.</i>	4
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature; Recommendation: a designated college-prep composition or research-writing course.	4
Science	Lab sciences: one year must be earth science, biology, chemistry or physics	2	Lab sciences: General, physical or earth science, biology, chemistry or physics	3
Social Studies	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommendation: ½ yr of other courses such as psychology, humanities	3
Electives	World language, computer science, visual and performing arts, or career/technical education	2	Recommendation: 2 years of one world language; and music, fine arts, speech/debate, or career/technical education (such as computer science)	3

Appendix II

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Operational Rules for Provisional Admissions Status

The institutions that make up the Montana University System must follow these operational rules as they work with provisionally admitted students:

1. Students must be informed of their admission status by letters that include the following points:
 - a) The minimum mathematics and/or writing score(s) required compared to their score(s) that did not satisfy this requirement;
 - b) The name and number of the developmental course into which they may be placed and how they may register for or challenge the course(s);
 - c) An explanation of what they must do to be fully admitted, including:
 1. Re-taking the entrance exam(s);
 2. Providing CLEP results;
 3. Taking another placement exam, such as COMPASS; or
 4. Successfully completing the developmental coursework.
 - d) Other services available to students, such as tutoring centers.
2. If students have been provisionally admitted, they must change that status to full admission as soon as possible, but at least before the end of three semesters or the completion of 32 credits in the Montana University System, whichever event occurs first. If students do not comply with this operational rule, their provisional admissions status will be revoked and they will not be able to continue their matriculation in a four-year degree program. The Registrars at each of the four-year campus will monitor student progress to assist with the implementation of this rule.
3. Students who are provisionally admitted may declare a major.
4. Campuses may advise students to limit their course load while developing the mathematics and/or writing skills needed to be successful in college-level courses.
5. The term “provisional admission” has a particular meaning in the Montana University System, under Board of Regents’ Policy. It cannot be used to describe any other admissions status or situation in the System.
7. Provisional admission does not change existing rules within the Montana University System concerning financial aid, scholarship eligibility, satisfactory academic progress, academic probation or suspension rules.