

SUBJECT: ACADEMIC AFFAIRS - ADMISSIONS

**Policy 301 – Admission Requirements**

**I. General Policies: Student Responsibilities**

A. Students must have graduated from a high school accredited by the state accrediting agency, *OR have a GED* to be admitted to any campus of the Montana University System. At the discretion of the institution, for students who complete their secondary education through home schooling or at unaccredited secondary schools, this requirement may be met by “satisfactory performance” on the ACT, SAT, or a recognized testing instrument defined in the Federal Register as indicative of a student’s “ability to benefit.”

B. As part of the application process to a four-year campus, all first-time traditional undergraduate students must submit their results from either the ACT or SAT college admissions exam. Applicants to two-year campuses may submit these test results, if available, to assist with placement decisions.

C. The two-year campuses of the Montana University System and two-year programs of UM-Western and MSU-Northern are open admission, in which the only academic requirement is (A) above. However, individual programs of study within those institutions may have more selective admission requirements.

D. Students in credit-bearing continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

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

H. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:

1. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
2. Under ARM 37.114.711, a student may be conditionally enrolled for an initial term if the student has not received the second dose of measles and/or rubella vaccine provided they receive the second dose at least 28 days after the first dose and before the beginning of the succeeding school term.
3. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating: a) The specific immunization that is contraindicated; b) The time period the immunization is contraindicated; and c) The reasons for the contraindication
4. A student may be exempt from the above requirements for religious reasons providing the student supplies a notarized statement that immunizations are contrary to the student’s religious beliefs. This notarized statement must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).
5. Individual campuses or programs may have additional immunization/testing requirements.

I. 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 **full** admission to a four-year campus.

J. The requirements in this section apply to admission to colleges and universities in the Montana University System. Specific academic programs (such as nursing or engineering) may have additional admission requirements, which can be found in the program catalogues and websites.

## **II. General Policies: Campus Procedures**

A. Campuses will adhere to the non-discrimination policy contained in section 703 of the policy and procedures manual.

B. 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.

C. In order to grant college credit, campuses may establish procedures for the early admission of students enrolled simultaneously in high school and a campus of the Montana university system (MUS), and for admission of non-high school graduates prior to the time their high school class has graduated. Such admission shall be selective and shall be confined to students who present evidence of the ability and maturity to successfully complete the college course(s). 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. Procedures for the admission of high school students in dual enrollment opportunities must be consistent with Operational Guidelines on Dual Enrollment, including test scores and prerequisites for courses with placement requirements.

D. Campuses may admit students under the non-degree category in order to take a limited number of credits without the complete documentation required in a regular application for admission.

E. 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 to (1) violence and destructive tendencies, (2) behavior at other educational institutions, and (3) 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.

F. Campuses are authorized to control the number of out-of state first-time and transfer students. In addition, campuses shall require applicants from non-English speaking countries to present evidence of proficiency in the use of the English language. Campuses may impose additional requirements on applicants from foreign countries.

G. The Montana University System will establish a uniform system for monitoring performance of all students based on admission criteria, including Proficiency Standards, ACT or SAT scores, high school GPA, age, high school rank and course of study to facilitate evaluation and analysis of the admissions requirements.

## **III. Scholarships**

A. To encourage a high level of academic preparation for students who wish to pursue higher education, the board of regents of higher education hereby adopts the following procedures:

1. Only students who have completed the Rigorous High School Core shall be eligible for regents' high school honor scholarships. (See 301.1 B5.)
2. Other state-supported scholarships, fee waivers, or grants-in-aid are 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.

B. In awarding scholarships based on academic achievement, special consideration should be given to students who have completed available academic core courses (including world languages) beyond those specified in the college preparatory program. Honors and advanced placement courses should be given extra weighting

#### IV. Definitions of Terms Found in 301 and 301.1:

- A. For purposes of admissions, a *transfer student* 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.
- B. *GPA* and *pass credits* mean those college-level credits for which grade points apply toward graduation.
- C. *College-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Developmental (remedial) courses, numbered below 100 are not considered college-level.
- D. *Traditional students* are 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.
- E. *Full admission* status describes students who have met all the admissions standards and are not admitted under exemptions, exceptions, conditions, or provisions.
- F. *Provisional admission* status is reserved for students who do not meet one or both of the proficiency standards (mathematics or writing). During this temporary provisional status, students must satisfactorily complete developmental coursework or placement tests to demonstrate the proficiency required for college-level work.
- G. *Open admission* refers to a non-competitive college admission process in which the only academic criterion for entrance is a high school diploma or General Educational Development (GED) certificate.
- H. *Early admission* refers to the admission of a high-school aged student prior to his or her high school graduation. The student may earn college credit while enrolled high school.
- I. *Non-degree admission* is intended for students not intending to pursue a degree program.
- J. *Program* can be found in two contexts in higher education: 1) a degree/credential program, such as a certificate, associate, or baccalaureate degree program; or 2) an academic program, such as a nursing or engineering program. Admissions requirements apply to both types of programs.
- K. *Ability to Benefit* exams are required of students who do not have US high school diplomas or recognized equivalents such as GEDs in order to be eligible to receive financial aid under any Title IV Higher Education Act program. The ATB exams, chosen from a list approved by the United States Department of Education, demonstrate the students' ability to benefit from the training offered.
- L. *Dual enrollment* is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school, either for dual credit or college-credit only. (*Operational Guidelines for Dual Enrollment*)

#### History:

Board action April 1, 1929 (rescinded); Item 18-002-R1077, Admission Requirements: General Policies; Montana University System, October 28, 1977 as revised April 13, 1984, May 3, 1985, December 1986, December 16, 1988, September 14, 1989, March 22, 1990, April 26, 1990, November 20, 1997, and January 28, 1999; editorial changes made July 14, 2004, clarification and consolidation August 2010.

SUBJECT: ACADEMIC AFFAIRS - ADMISSIONS

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

**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: In addition to English, social studies, and electives as described in the regents' college preparatory program, four years of mathematics in high school (Algebra I, Algebra II, geometry & a course beyond Algebra II) and three years of laboratory science, with grades of C or better in all courses. (Based on course availability, three years of mathematics, including a course beyond Algebra II, and four years of laboratory science may be substituted.) 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, 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.
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 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.

History of former 301.2:

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, (date), 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 (date) 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 (date) 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,

## 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: earth science, biology, chemistry, physics, and/or other lab sciences	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

### 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.

---

**301.2 Admissions Requirements; Out-of-State Undergraduates Repealed (Incorporated into 301.1 ID and 301 II)**

**301.7 College Preparatory Program Repealed (Incorporated into 301.1 IA and 301 II)**

**301.15 Mathematics Proficiency Repealed (Incorporated into 301.1 IB and IIB)**

**301.16 Writing Proficiency Repealed (Incorporated into 301.1 IC and IIC)**