



UNIVERSITY OF  
**MONTANA**



2013-2014 CATALOG

**Thrive.**

# **IMPORTANT NOTICE**

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If you have questions, please contact

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## **Advising**

Academic advising is critical to student success at University of Montana. All undergraduate students are required to meet with their advisor at least once each semester to review educational progress, discuss future plans and secure schedule approval prior to registration. Additional meetings are recommended for information and guidance on dropping and/or adding courses, changing/declaring majors, exploring available resources and ensuring that graduation requirements are met.

Faculty and professional advisors, as well as peer advising assistants facilitate positive academic advising experiences by:

- helping students to develop mentoring relationships with faculty and professional staff
- encouraging students to fulfill their obligation to plan in advance for advising sessions
- educating students to understand and accept their responsibilities in the advising process and for advising decisions, and
- promoting frank and productive dialogue about the student's academic goals.

Students improve their academic planning and success by fully using the advising services and by learning about the academic requirements of their major fields, and the University policies for registration and graduation. The UM catalog is the official source of information on these matters. Although advisors are available to assist students, it is important for students to realize that the ultimate responsibility for meeting all graduation requirements is their own.

### **Mountain Campus Students**

When students indicate a major on their application form, it becomes their initial declared major.

Advisor information and assignment is done through the student's major department. If the student is undeclared, pre-Communication Studies, pre-Psychology or Freshman Business, he/she is assigned to a professional advisor at the Undergraduate Advising Center ([www.umt.edu/uac](http://www.umt.edu/uac)).

To change a major, a student must submit an official Change of Major form to the Registration Desk at Griz Central. Once the new major is formally declared, the student should seek advising from the department.

Students with academic advising questions or concerns may contact the Undergraduate Advising Center, Lommasson Suite 269, The University of Montana, Missoula, MT 59812, [www.umt.edu/uac](http://www.umt.edu/uac), or by phone at (406)243-2835.

### **Missoula College Students**

Students are assigned an academic advisor in their major (program) upon acceptance to the Missoula College.

Academic programs are identified by the major the student declared on his/her Admissions application, or by an official change of major form filed by the student.

For questions regarding assigned advisors, or to change advisors, students can contact Student Services at 243-7882 or in the Missoula College Administration building.

For other questions or concerns about advising, students may contact their Department offices, Student Services (243-7882) or the Retention Coordinator (243-7878).

## **Academic Policies and Procedures**

### **Academic Calendar**

The Academic Calendar for the current academic year, as well as past and future years, may be found via the following link: [Academic Calendars](#)

### **Registration in Courses**

Students who have no prior attendance at The University must apply for admission and be admitted before being eligible to

register for courses. See the Admissions section of this catalog or the admissions website at <http://www.umt.edu/future>.

Detailed instructions regarding registration and course offerings are available via the following links:

Registration Information: <http://www.umt.edu/registrar/Registration/registrationinformation.aspx>

Class Schedule by term: [https://webprocess.umt.edu/cyberbear/bwckschd.p\\_disp\\_dyn\\_sched](https://webprocess.umt.edu/cyberbear/bwckschd.p_disp_dyn_sched)

Students must complete course registration during the scheduled registration period or be subject to payment of a late registration fee, if allowed to register. *Registration is not complete nor is any academic credit awarded until all course tuition and fees for the semester have been paid.*

### Readmission to the University After 24 Months of Non-attendance

If former students are planning to attend a summer session or an academic year semester but were not in attendance during the immediately preceding 24 months, then they must apply for readmission before being eligible to register for courses. Students should reapply by July 1 for autumn semester attendance, and by November 1 for spring semester attendance. See the Admissions section of this catalog.

Missoula College (formerly College of Technology) students must reapply for readmission via the Missoula College Registrar's Office (909 South Avenue). See <http://admissions.umt.edu/admissions/missoula-college>.

Mountain Campus students (seeking baccalaureate or higher degrees) must apply for readmission via the Enrollment Services Office in the Emma Lommasson Center. See: <http://www.umt.edu/future>.

Some specific programs at the Missoula College require students who do not enroll for a semester or more (excluding summer) to apply for *readmission* into that program.

All students who are both in good standing and (i) currently enrolled or (ii) readmitted to the University may preregister for the subsequent semester, unless a registration hold exists on the student's record.

### Notice to Students with Disabilities

Students with disabilities may obtain assistance with the registration process and the relocation of classes (if needed) through Disability Services in Lommasson Center 154 (406) 243 2243 VOICE/TDD.

### Adding and Dropping Courses or Changing Sections, Grading or Credit Status

When selecting and registering for their courses, students are expected to make informed choices and regard those choices as semester-long commitments and obligations.

### Adding, Dropping and Other Course Changes – Summary Tables

Students who request to add, drop or change the grading option must have all registration holds cleared in order for the request to be honored. The following information does NOT apply to the School of Law. Law school students should see the School of Law website for information.

### Autumn & Spring Semesters

Instructional Days	Day 1-7	Day 8-15	Day 16-45	Day 46 – Last Regular Class Day/ Friday Before Finals Week	After Last Regular Class Day
<b>Add a Course</b>	CyberBear	Course Add/Change Form with instructor signature	Course Add/Change Form with advisor* and instructor signature	Course Add/Change Form with advisor* and instructor signature	Only registration errors can be corrected; use the Course Add/Change Form with advisor* and instructor signature

<b>Change a Section</b>	CyberBear	<i>Course Add/Change Form</i> with both instructors' signatures	<i>Course Add/Change Form</i> with both instructors' signatures	<i>Course Add/Change Form</i> with both instructors' signatures	Only registration errors can be corrected; use the <i>Course Add/Change Form</i> with both instructors' signatures
<b>Drop a Course</b>	CyberBear	CyberBear	<i>Course Drop Form</i> with advisor* and instructor signature  (W on transcript)	<i>Course Drop Form</i> with advisor*, instructor and Dean's signature  (WP or WF on transcript)	Not permitted
<b>Change to/from Audit</b>	CyberBear	CyberBear	Not permitted	Not permitted	Not permitted
<b>Change to/from CR/NCR grading, or change credits (for variable credit courses)</b>	CyberBear	CyberBear	<i>Course Add/Change Form</i> with advisor* and instructor signature	<i>Course Add/Change Form</i> with advisor* and instructor signature	Not permitted

\* Not required for Graduate & Post-Baccalaureate students

### Winter Session

<b>Instructional Days</b>	<b>Day 1</b>	<b>Day 2-3</b>	<b>Day 4-8</b>	<b>Day 9-13</b>	<b>Day 14 &amp; Beyond</b>
<b>Add a Course</b>	CyberBear	<i>Course Add/Change Form</i> with instructor signature	<i>Course Add/Change Form</i> with instructor signature	<i>Course Add/Change Form</i> with instructor signature	Only registration errors can be corrected; use the <i>Course Add/Change Form</i> with instructor signature
<b>Change a Section</b>	CyberBear	<i>Course Add/Change Form</i> with both instructors' signatures	<i>Course Add/Change Form</i> with both instructors' signatures	<i>Course Add/Change Form</i> with both instructors' signatures	Only registration errors can be corrected; use the <i>Course Add/Change Form</i> with both instructors' signatures
<b>Drop a Course</b>	CyberBear	Cyberbear	<i>Course Drop Form</i> with instructor signature  (W on transcript)	<i>Course Drop Form</i> with instructor and Dean's signature  (WP or WF on transcript)	Not permitted
<b>Change to/from Audit</b>	CyberBear	Cyberbear	Not permitted	Not permitted	Not permitted
<b>Change to/from CR/NCR grading, or change credits (for variable credit courses)</b>	CyberBear	Cyberbear	<i>Course Add/Change Form</i> with instructor signature	<i>Course Add/Change Form</i> with instructor signature	Not permitted

### Summer Semester: 5-week Sessions

<b>Instructional Days</b>	<b>Day 1-2</b>	<b>Day 3-5</b>	<b>Day 6- 14</b>	<b>Day 15-23</b>	<b>Day 24 &amp; Beyond</b>
<b>Add a</b>	CyberBear	<i>Summer Override &amp; Add/Drop Form</i>	<i>Summer Override &amp; Add/Drop Form</i>	<i>Summer Override &amp; Add/Drop</i>	Only registration errors can be corrected; use the <i>Summer</i>

<b>Course</b>		with instructor signature	with instructor signature	Form with instructor signature	Override & Add/Drop Form with instructor signature
<b>Change a Section</b>	CyberBear	Summer Override & Add/Drop Form with both instructors' signatures	Summer Override & Add/Drop Form with both instructors' signatures	Summer Override & Add/Drop Form with both instructors' signatures	Only registration errors can be corrected; use the Summer Override & Add/Drop Form with both instructors' signatures
<b>Drop a Course</b>	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature  (W on transcript)	Summer Override & Add/Drop Form with instructor and Dean's signature  (WP or WF on transcript)	Not permitted
<b>Change to/from Audit</b>	CyberBear	CyberBear	Not permitted	Not permitted	Not permitted
<b>Change to/from CR/NCR grading, or change credits (for variable credit courses)</b>	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature	Summer Override & Add/Drop Form with instructor signature	Not permitted

### Summer Semester: 10-week Session

<b>Instructional Days</b>	<b>Day 1-5</b>	<b>Day 6-10</b>	<b>Day 11-29</b>	<b>Day 30-47</b>	<b>Day 48 &amp; Beyond</b>
<b>Add a Course</b>	CyberBear	Summer Override & Add/Drop Form with instructor signature	Summer Override & Add/Drop Form with instructor signature	Summer Override & Add/Drop Form with instructor signature	Only errors can be corrected; use the Summer Override & Add/Drop Form with instructor signature
<b>Change a Section</b>	CyberBear	Summer Override & Add/Drop Form with both instructors' signatures	Summer Override & Add/Drop Form with both instructors' signatures	Summer Override & Add/Drop Form with both instructors' signatures	Only errors can be corrected; use the Summer Override & Add/Drop Form with both instructors' signatures
<b>Drop a Course</b>	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature  (W on transcript)	Summer Override & Add/Drop Form with instructor and Dean's signature  (WP or WF on transcript)	Not permitted
<b>Change to/from Audit</b>	CyberBear	CyberBear	Not permitted	Not permitted	Not permitted
<b>Change to/from CR/NCR grading, or change credits (for variable credit courses)</b>	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature	Summer Override & Add/Drop Form with instructor signature	Not permitted

#### Special Sessions

Special Session courses vary from the sessions listed above. For example, a course taught over a period of five weeks is considered a “special session” course if its start and end dates are different than the published regular term dates. Please check with the Registrar's Office for specific dates related to changing registration in a special session course.

#### **Adding, Dropping and Other Course Changes – Detailed Information**

**Important Notice Regarding “Day of the Semester:”** All guidelines and timelines that follow refer to the traditional autumn and spring semesters, which are generally 74-75 days in length. The timelines that apply to Summer Sessions and Winter Session are detailed in the tables above. See "Important Dates" links on the Registrar's Office Website at: <http://www.umt.edu/registrar/calendar.aspx> or on The School of Extended and Lifelong Learning (SELL) website for additional detailed information. Also, please see the Business Services/Student Accounts website for information regarding how fees are impacted by dropping/adding courses, as well as the refund schedule for a complete withdrawal from The University. <http://www.umt.edu/bussrvcs/Students/default.aspx>

#### **Adding, Dropping or Other Course Changes – First Through Seventh (1 – 7) Instructional Day of the Semester**

During this timeframe, students may use CyberBear to add courses, drop courses, change grading options, and/or change variable credits. Access to CyberBear for adding courses or changing sections ends at 5:00 p.m. Mountain Time on the seventh day of classes.

#### **Adding, Dropping or Other Course Changes – Eighth Through Fifteenth (8 – 15) Instructional Day of the Semester**

During this timeframe, *with consent of the course instructor*, students may add courses or change sections with a signed paper-Registration Override Form or an instructor-approved electronic override (via CyberBear). Fees are reassessed each night during this time period. Added courses and credits may result in additional fees.

Students may drop courses, change grading option (including audit), and/or change variable credits via CyberBear until 5:00 p.m. Mountain Time on the fifteenth day.

#### **Adding, Dropping or Other Course Changes – Sixteenth Through Forty fifth (16 – 45) Instructional Day of the Semester**

During this timeframe, students must complete a paper *Course Drop Form* or *Course Add/Change Form* as well as obtain the signature of both the course instructor and student's advisor to (i) drop/add a course and/or (ii) make changes of section, grading option, or credit. The ability to change to or from audit is *no longer* available at this time. Completed forms must be returned to the GrizCentral Registration Counter (or the Registrar's Office at the Missoula College Campus) no later than close of business on the **forty-fifth** instructional day of a semester. If students have submitted Course Drop Forms but have not cleared all holds by this deadline, then they are required to also collect a signature from the Dean of the student's major no later than the Last Regular Class Day. A \$10.00 processing fee is charged for each drop or add. Added courses and credits may result in additional fees. There are no refunds or reductions of fees for courses dropped after the 15<sup>th</sup> day (or equivalent), and a grade of W (withdrawn) is recorded for each dropped course.

#### **Adding, Dropping, or Other Course Changes – Forty sixth Instructional Day of the Semester Through the Last Regular Class Day/Friday before Finals Week**

During this timeframe, a *Course Add/Change Form* must be completed by the student and signed by the course instructor and the student's advisor to add a course, change the grade option, or change variable credits. Changing to or from audit is *not permitted* during this time. *Not all requests for adds, changing grade options, or changing variable credits are approved.* Advisors have the right to indicate they do not recommend approval of the request. However, it is the course instructor's decision to approve or deny the request to add/change a course.

Completed forms must be returned to the GrizCentral Registration Counter (or the Registrar's Office at the Missoula College Campus) no later than close of business on the Last Day of Regular Classes. Students who request a change in grading



option must also have cleared all holds by this deadline or the request *cannot* be honored. A \$10.00 processing fee is charged for each add. Added courses and credits may result in additional fees.

During this timeframe, **students may drop courses only by petition**. Note that not all petitions are approved, and that documented justification is required. *Some examples of documented circumstances that may merit approval are: accident or illness, family emergency, or other circumstances beyond the student's control.* Instructors and advisors have the right to indicate they do not recommend the drop. However, it is the decision of the Dean of the student's major to approve or deny the request to drop courses.

To petition to drop a course, a *Course Drop Form* must be completed, with the signature of the student's advisor, the course instructor, and the Dean of the student's major. Completed forms must be returned to the GrizCentral Registration Counter (or the Registrar's Office at the Missoula College Campus) no later than close of business on the Last Regular Class Day/Friday before Finals Week. If students submit Course Drop Forms or request a change in grading option, then they must also have cleared all holds by this deadline; otherwise, the request *cannot* be honored. A \$10.00 processing fee is charged for each drop. There are no refunds or reductions of fees for courses dropped, and the instructor assigns a grade of WP (withdrawn/passing) if a student's course work has been passing or WF (withdrawn/failing) if failing. These grades do not affect grade averages but they are recorded on a student's transcript.

The opportunity to drop a course for the current term ends on the last day of instruction before scheduled final exams. Dropping a course taken in a previous term or altering grading option or audit status for such a course is **not** allowed. The only exceptions are for students who have received a grade of NF (never attended/fail).

**Law School Students** - See the School of Law section of this catalog for links to the School of Law website, which will list the add and drop deadlines for law courses.

### **Class Attendance/Absence Policy**

Students who are registered for a course but do not attend the first two class meetings may be required by the instructor to drop the course. This rule allows for early identification of class vacancies to permit other students to add classes. **Students not allowed to remain must complete a drop form or drop the course on the Internet (<http://cyberbear.umt.edu>) to avoid receiving a failing grade.** Students who know they will be absent should contact the instructor in advance.

Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. Instructors may excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance or participation in a University sponsored activity. (University sponsored activities include for example, field trips, ASUM service, music or drama performances, and intercollegiate athletics.) Instructors shall excuse absences for reasons of military service or mandatory public service.

Instructors may establish absence policies to conform to the educational goals and requirements of their courses. Such policies will ordinarily be set out in the course syllabus. Customarily, course syllabi will describe the procedures for giving timely notice of absences, explain how work missed because of an excused absence may be made up, and stipulate any penalty to be assessed for absences.

The UM Faculty Senate encourages the faculty to accommodate students incurring an excused absence by allowing them to make up missed work when this can be done in a manner consistent with the educational goals of their courses. Students expecting to incur excused absences should consult with their instructors early in the term to be sure that they understand the absence policies for each of their courses.

### **Withdrawal from the University**

Students who withdraw from the University (withdrawing from ALL classes) while a semester is in progress must complete withdrawal forms which are obtained from the Registration Counter in Griz Central (Lommasson Center) or the Registrar's Office in the College of Technology. Drop/add forms cannot be used to withdraw from school and students are not allowed to drop all their courses on the Internet. International students must first contact the Foreign Student Advisor before withdrawing

as visa status will be affected. Medical withdrawals are granted only for a student's significant health problems and must be documented by a healthcare provider.

See the Expenses section of this catalog for fee information relating to withdrawal from The University.

If a student receiving financial aid withdraws they may have to repay aid received in the current semester and it may affect eligibility in the future semesters. If a student stops attending classes without formally withdrawing they too may have to repay aid received in the current semester and may be ineligible for aid in future terms. Students who reside in a University residence hall or in family housing must notify the Residence Life Office or the Family Housing Office of the withdrawal.

Students who purchase health insurance with registration will receive a refund and lose coverage if withdrawn during the first fifteen instructional days unless a student is granted a medical withdrawal. Withdrawal after the fifteenth day will not result in a refund but coverage will continue through the remainder of the semester.

When withdrawal forms are completed in Griz Central or the Registrar's Office in the College of Technology before the last two weeks of the semester, grades of W (withdrawal) are assigned. Beginning two weeks from the end of the term, students may not withdraw from the University except for very unusual circumstances. Such late withdrawals are to be approved by the student's academic dean before the end of the semester. However, in exceptional cases, a student's academic dean may approve retroactive withdrawal for the last semester in attendance, provided the request is approved before the end of the student's next semester of enrollment.

### **University Employee Registration**

University employees who have applied and have been accepted for admission to the University may register with the approval of the employee's supervisor. Waivers of some fees are granted to some faculty and staff members who are at least three quarter time salaried employees on the date of registration. Additional information and the necessary forms are available in the Office of Human Resource Services in the Lommasson Center.

### **Grading System**

The University uses two types of grading: traditional letter grades and credit/ no credit grades. At the option of the instructors some courses are offered only on the traditional letter grade basis or only on the credit/no credit basis. Other courses are open to either type of grading, at the option of the student. Courses offered on the A -F basis only or CR/NCR only will be indicated in the [Class Schedule](#) or [via CyberBear](#). Grades preceded by an R indicate remedial courses. Grades preceded by an E indicate academic forgiveness was granted.

The instructor has the first fifteen (15) class days of the semester to change the grading option for their course. If a change does occur from the original published grading option, the students in the class and the Registrar's office must be notified of the change not later than the fifteenth (15) class day.

### **Traditional Letter Grading (A-F)**

Traditional Letter Grades represent an assessment of the overall quality of work performed in a given course. A-Excellent; B-Good; C-Satisfactory; D-Poor, F-Failure. When assigning traditional letter grades, instructors may, at their discretion, utilize the symbols + or -. Use of the + or - will be limited to A-, B+, B-, C+, C-, D+, and D-. Other grade symbols used are: I-Incomplete; N-work on the course may be continued in later semesters (when work is completed, the final grade assigned applies to all semesters of the course); NF-no record of academic performance; W-withdrawal from a course or course dropped after the fifteenth instructional day; WP-course dropped after the forty-fifth instructional day with passing work; WF-course dropped after the forty-fifth instructional day with failing work; AUD-auditor registration. (AUD is recorded for all students who register in courses as auditors, intending to listen to the courses without earning credit or being graded. The same fees are assessed as when registering for credit. Any attendance or participation expectations are established by the instructor of the course. If attendance expectations are not met, the instructor may request a notation be placed on the student's academic record indicating attendance was not satisfactory.) Remedial courses do not count in credits earned, nor in grade point averages, nor do they count toward graduation.

### Credit/No Credit Grading (CR/NCR)

**Student Option:** To encourage students to venture into courses where they might otherwise hesitate because of uncertainty regarding their aptitude or preparation, they may enroll in some courses on a credit/no credit basis. Freshmen and sophomores are discouraged from taking more than one course a semester on a credit/no credit basis.

**No more than 18 CR credits may be counted toward graduation requirements at the baccalaureate level.** Courses taken to satisfy General Education Requirements must be taken for traditional letter grade. Courses required for the student's major or minor must be taken for traditional letter grade, except at the discretion of the department concerned.

A grade of CR is assigned for work deserving credit (A through D-) and a grade of NCR is assigned for work of failing quality (F). CR and NCR grades do not affect grade point averages. The grades of CR and NCR are not defined in terms of their relationship to traditional grades for graduate course work.

Election of the credit/no credit option must be indicated at registration time or within the first 15 class days on CyberBear. Between the 16<sup>th</sup> day and the last day of instruction before finals week, a student may request a change from credit/no credit enrollment to an enrollment under the A-F grade system, or the reverse, by means of a Course Add/Change Form; note that not all such requests are approved. **See instructions above.**

The University cautions students that many graduate and professional schools and some employers do not recognize non-traditional grades (i.e., those other than A through F) or may discriminate against students who use the credit/no credit option for many courses. Moreover, students are cautioned that some degree programs may have different requirements regarding CR/NCR credits, as stipulated in the catalog.

### Faculty Option

- \* A faculty member may elect to grade an entire class using the traditional letter grading option (A-F).
- \* A faculty member may elect to grade an entire class using the credit/no credit option (CR/NCR). This method of grading is used in courses where more precise grading is inappropriate.
- \* A faculty member may elect to grade an entire class with the open grade mode option which allows students to choose between traditional letter grading and credit/no credit grading. When a course is offered with the open grade mode option, then the default grading at the time of registration defaults to traditional letter grading. *It is the student's responsibility to make the change to credit/no credit grading if this is their preference.*
- \* Faculty members must choose the grade mode option for their courses at the time when courses are being proposed for a particular semester or within the first 15 instructional days of the semester.
- \* Courses graded credit/no credit only and courses graded A-F only will be identified in the Class Schedule or via CyberBear.

### No Credit Grading in Composition (NC)

Students enrolled in WRIT 095D and WRIT 101 (formerly WTS100 and ENEX 101) and WTS 101 (COM 101) are graded by the traditional letter grades of A through F or are given NC for no credit. The NC grade is awarded when exceptional progress has occurred but the student needs to repeat the course. The NC grade does not affect grade point average.

### Incomplete Grade Policy

It is assumed that students have the responsibility for completing the requirements of the courses in which they are enrolled within the time framework of the semester

A grade of Incomplete (I) may be given when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it.

The incomplete is not an option to be exercised at the discretion of a student. In all cases it is given at the discretion of the instructor within the following guidelines:

1. A mark of incomplete may be assigned students when:
  - The student has been in attendance and doing passing work up to three weeks before the end of the semester, and
  - For reasons beyond the student's control and which are acceptable to the instructor, the student has been unable to complete the requirements of the course on time. *Negligence and indifference are not acceptable reasons.*
2. The instructor sets the conditions for the completion of the course work and notes these conditions on the final grade report.
3. When a student has met the conditions for making up the incomplete, the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
4. An incomplete which is not made up within one calendar year automatically will revert to the alternate grade which was assigned by the instructor at the time the incomplete was submitted.
5. An incomplete remains on the permanent record and is accompanied by the final grade, for example, IA, IB, IC, etc.

### **Computation of Cumulative Grade Point Average**

Quality points are assigned as follows: 4 quality points for each credit of A; 3.7 quality points for each credit of A-; 3.3 quality points for each credit of B+; 3 quality points for each credit of B; 2.7 quality points for each credit of B-; 2.3 quality points for each credit of C+; 2 quality points for each credit of C; 1.7 quality points for each credit of C-; 1.3 quality points for each credit of D+; 1 quality point for each credit of D; and 0.7 quality points for each credit of D-.

The cumulative grade average is computed by dividing the total quality points earned by the total number of credits attempted, excluding courses assigned W, WF, WP, CR, NC, NCR, I, AUD, or N grades and courses numbered under 100 (grade is preceded by an R). For repeated courses, excluding courses assigned W, WF, WP, CR, NC, NCR, I, AUD, or N grades, only the last grade earned will count toward the cumulative grade average. Grades for courses transferred from other colleges and universities are not included in the calculation of the grade average for graduation.

### **Undergraduate Academic Performance**

The cumulative grade average is calculated by dividing the total quality points earned by the total number of credits attempted, excluding courses assigned W, WF, WP, CR, NC, NCR, I, AUD, or N grades and courses numbered under 100 (grade is preceded by an R). Grades for courses transferred from other colleges and universities are not included in the calculation of the grade average for graduation. However, for determination of graduation honors/high honors, grades for all work transferred to this University, including failing grades are factored into the calculation.

### **Undergraduate Academic Probation**

An undergraduate student will be placed on academic probation if at the end of any semester his/her cumulative grade average drops below 2.00. The effect of the academic probation is to serve notice to the student that the quality of his/her work is below an acceptable level and that continuation of unsatisfactory work during their next semester of enrollment will result in academic suspension. Academic probation status is recorded on the student's academic transcript and semester grades (viewable on [cyberbear.umt.edu](http://cyberbear.umt.edu).) Students placed on probation should contact their academic advisor immediately to seek assistance and direction.

### **Undergraduate Academic Suspension**

An undergraduate student will be placed on academic suspension at the end of any semester if the student was on academic probation during his/her prior semester of attendance and the student's cumulative grade average remains below 2.00. Exceptions are made if the student earns at least a 2.00 grade average for the current semester without raising the cumulative grade average to the required minimum. In such cases, students remain on academic probation. A student placed on academic suspension may not re enroll at the University unless the student has been reinstated. Academic suspensions are noted on final grades and transcripts on <http://cyberbear.umt.edu>. **For more information go to the following URL:** <http://www.umt.edu/registrar/students/academicsuspension.aspx>

### **Reinstatement**

As noted above, an undergraduate student will be academically suspended at the end of a semester if placed on academic probation during the previous semester of attendance and the student's cumulative graduate point average (CGPA) remains below the 2.00 CGPA required for good academic standing.

Students who have been suspended for academic reasons and seek reinstatement must receive the approval of the academic dean of the school or college in which they intend to enroll. [If seeking reinstatement in the Missoula College, contact the Retention and Advising Coordinator at MC.] Typically, retroactive grade changes, dropped courses or withdrawals do not reverse the academic suspension status that is recorded on the transcript, unless there was an error or grading mistake.

Academic reinstatement is not automatic. The student must provide the reasons for previous poor academic performance along with a carefully prepared plan for improvement that is completed with the help of an academic advisor. A student denied reinstatement may appeal the denial in writing to the President of the University within ten days of receiving the notice of denial. The decision to deny reinstatement normally will not be reversed unless there is evidence the decision was made arbitrarily.

If a suspended and reinstated student has not attended UM for more than two years, the student must also complete an application for readmission through the Registrar's Office. The readmission form re-activates the student's record and, along with the reinstatement form, allows the student to register for courses.

### **Academic Forgiveness**

Effective Autumn Semester 2011

- A University of Montana – Missoula undergraduate, seeking their first undergraduate degree, who returns to the university after a minimum absence of three years and completes 30 credits of academic study with a minimum cumulative GPA of 2.5 is eligible for Academic Forgiveness.
- Academic Forgiveness allows a student who has met the requirements in statement #1 to select a prior semester or semesters he/she wishes to have excluded from calculation in the cumulative GPA. The semester(s) chosen must have occurred prior to his/her return to the university.
- Receiving Academic Forgiveness for a semester or semesters results in **all** credits and grades earned in the semester to be excluded from the student's GPA calculation. A student will not be allowed to select specific grades and credits to retain while excluding others earned within the same semester. The excluded courses and grades will remain on the transcript; however, they may not be used to fulfill any university requirements.
- Only University of Montana – Missoula grades and credits will be excluded.
- All excluded courses are still counted as attempted courses in determining if a student is meeting the Pace standard of the financial aid satisfactory academic progress (SAP) policy. If the terms being forgiven include courses a student previously passed the result could be that the student would now be out of compliance with the SAP policy and would have to do a financial aid appeal to have aid eligibility reinstated
- A student will be granted Academic Forgiveness only one time.
- Students who receive Academic Forgiveness will be bound by the University Catalog in effect at the time of their return to The University or any subsequent catalog in accordance with University policy.
- Students wishing to apply for Academic Forgiveness will contact the Registrar's Office for the appropriate form. The Registrar's Office will be responsible for verifying eligibility and notifying the student of approval.
- Other options exist for students who have not left the university, such as course repeat, withdrawals, and other mechanisms listed under academic policies in this catalog.

Students wishing to apply for Academic Forgiveness may obtain the form at the GrizCentral registration counter, or via the registrar's website at <http://www.umt.edu/registrar/>

### **Academic Support Services**

Many programs at The University of Montana-Missoula offer services to help students who are experiencing academic difficulty. Faculty academic advisors assist in academic planning and make appropriate referrals to other services as

necessary. Students with declared majors are assigned a faculty advisor by the relevant Department Chair. Students who are Undeclared, pre-Nursing, or a pre-major in Psychology, Communication Studies, or Business are assigned a professional advisor in the Undergraduate Advising Center located in the Lommasson Center.

Coursework is available to help students in specific areas. Developmental math and writing courses are delivered by the College of Technology, and include M 65 prealgebra, M 90 Introductory Algebra, M 95 Intermediate Algebra, and WRIT 95 Developmental Writing. Curriculum and Instruction 160 and AASC 101 focus on study skills, and Freshman Seminar UNC 101 and AASC 100 (Introduction to University Experience) provide an overview of university systems and processes. The Financial Aid Office, the Counseling Center, the Curry Health Center, the Career Services, and the Clinical Psychology Center provide one-to-one counseling to help with financial issues, personal concerns, and career and major choices.

Several tutoring programs are available to all students (<http://www.umt.edu/tutoring>). STUDY JAM provides early evening group study tables in the UC Commons for selected courses (e.g., Chemistry, Biology, Physics, Spanish, Economics, and Statistics). The Writing Center supports students in becoming more effective writers and provides tutoring at several locations across campus ([www.umt.edu/writingcenter](http://www.umt.edu/writingcenter); 406-243-2266). The Math Learning Centers provide tutoring at all levels of math coursework in two drop-in math tutoring centers. Math PiLOT oversees the ALEKS online placement testing for math and advises students who may be struggling in a math course. College of Technology students may receive tutoring in math, writing and a variety of other subjects through the Academic Support Center. The Counseling Center offers workshops on a variety of topics designed to enhance student academic performance.

For students who qualify, TRiO Student Support Services is a federally funded program offering academic support services, including one-on-one academic advising, career search and counseling (using a national career database), mentoring for Native American students, a two-credit study skills class, and tutoring at no cost. To qualify, a student must meet one of the following criteria: first-generation (neither parent has completed a four-year college degree), financial need based on family income (usually met if receiving a Pell grant), or a documented disability. For more information, visit TRiO at Lommasson Center 154, call 406-243-5032, or log on to <http://www.umt.edu/trioss/>.

The Academic Support Center (ASC) on the College of Technology campus offers a variety of services to support and enhance students' academic success. Students can receive tutoring in math, writing and numerous other areas. Skills assessments, accommodated test services and make-up testing are also offered at the ASC. Working with the Retention Coordinator students can develop study skills, participate in academic coaching and other student support activities, as well as complete the reinstatement process activities if necessary. For information related to these services, contact the ASC at 243-7826 or the Retention Coordinator at 243-7878.

### **Plagiarism Warning**

Plagiarism is the representing of another's work as one's own. It is a particularly intolerable offense in the academic community and is strictly forbidden. Students who plagiarize may fail the course and may be remanded to Academic Court for possible suspension or expulsion. (See Student Conduct Code that follows in this section of the catalog.)

Students must always be very careful to acknowledge any kind of borrowing that is included in their work. This means not only borrowed wording but also ideas. Acknowledgment of whatever is not one's own original work is the proper and honest use of sources. Failure to acknowledge whatever is not one's own original work is plagiarism.

### **Student Conduct Code**

The Student Conduct Code, embodying the ideals of academic honesty, integrity, human rights and responsible citizenship, governs all student conduct at The University of Montana-Missoula. Student enrollment presupposes a commitment to the principles and policies embodied in this Code. The Student Conduct Code sets forth University jurisdiction, student rights, standards of academic and general student conduct, disciplinary sanctions for breach of the standards of student conduct and procedures to be followed in adjudicating charges of both academic and general misconduct. The Vice President for Student Affairs is responsible for procedural administration of the Student Conduct Code for all general conduct. The Provost and Vice President for Academic Affairs is responsible for all academic conduct. Copies of the Student Conduct Code can be obtained from the offices of the Vice President for Student Affairs, the Provost and Vice President for Academic Affairs, Residence Life,

and Associated Students of The University of Montana-Missoula (ASUM). The Student Conduct Code also can be accessed from the internet at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php).

## General Information

### Maximum Credit Load

Generally, an undergraduate student should register for no more than 21 credits during a semester. The credit load would include physical education activity courses, and also remedial courses (those numbered below 100), credits from which do not count toward a certificate or degree.

Permission to enroll for more than the maximum credit load given above may be approved by the student's faculty advisor.

### Full-Time Student Defined

#### Undergraduate Students

Full Time:	12 or more enrolled credits
1/2 Time:	6 -11 enrolled credits
<1/2 Time:	5 or fewer enrolled credits
Not Enrolled:	0 enrolled credits (withdrawn/graduated, etc.)

#### Graduate Students

*Full Time:	9 or more enrolled credits
1/2 Time:	6 – 8 enrolled credits
<1/2 Time:	5 or fewer enrolled credits.
Not enrolled:	0 enrolled credits (withdrawn/graduated, etc.)

\* *One credit of PSYX 638 Clinical Psychology Internship per semester is equivalent to full-time enrollment for students in the Clinical Psychology Ph.D. Program.*

In most baccalaureate programs a student must earn at least 15 credits per semester to graduate in a four year period. One and two year programs usually require enrollment in between 15 and 19 credits per semester.

## Classification of Undergraduate Students

The undergraduate student is classified as a freshman, sophomore, junior or senior based on the number of credits earned. The student who has earned fewer than 30 credits is a freshman. The student who has earned at least 30 credits but fewer than 60 is a sophomore, and the student who has earned at least 60 credits but fewer than 90 credits is a junior. The student who has earned 90 or more credits is classified a senior.

## Dean's List (Honor Roll)

To qualify for the Dean's List, students must be undergraduates, must earn a semester grade average of 3.50 or higher, and receive grades of A or B in at least 9 credits. **No grades of C+, C, C-, D+, D, D-, F, NC or NCR are allowed.**

## Repeating a Course

Effective Autumn semester 2009, the following new course repeat fee structure was implemented:

- 1st repeat - \$25.00
- 2nd repeat - \$35.00
- 3rd repeat - \$50.00

The fee is assessed when a single course is repeated. The repeat fee is assessed for all students who repeat courses, not just those wanting to replace a grade for a course they took previously. Exemptions from the fee will be allowed for individuals with disabilities or financial hardship based upon recommendations from the Office of Disability Services or the Financial Aid Office.

Initial grades will be marked as repeated and remain on the transcript, but they will not be used to in the GPA calculation.

Grades of AUD, I, N, NC, NCR, NP, NF, W, WP, or WF may not be used to replace grades. An F grade will be used to replace grades. If the last grade received is an F, no credit is given for previous passing grades. All courses repeated remain on the permanent record but only the last grade received is used to determine credits earned. Only the last grade received is used in calculating the grade point average.

If students receiving federal financial aid repeat a course previously passed they can only receive financial aid to do so a second time. On a third attempt the course will not be counted in the enrollment status for determining aid eligibility.

If enrollment in a course is closed, a student who is repeating or auditing the course may be required by the instructor to drop the course. This rule grants enrollment preference to those students attempting to register for the course for the first time for credit. It is the responsibility of the student who is not allowed to remain in the course to formally drop the course to avoid a failing grade for that course.

Repeating a course in the School of Law is governed by a different policy. See the School of Law section of this catalog.

### **Credit By Examination**

Under certain circumstances, a currently registered student may receive credit by examination for a course in which he or she has not been regularly enrolled. The student must have a minimum cumulative grade average of 2.00 and an entering freshman must present a high school scholastic record equivalent to a 2.00 grade average to be eligible to earn credit by examination in any course.

Each school or department may determine those courses, if any, for which credit may be earned by examination. The dean of the school or the chair of the department must approve any arrangements prior to testing for such credit. On the successful completion of an examination, the department notifies the Registrar's Office. There are no fees for this type of credit by examination and grading may be credit/no credit or traditional letter grade.

Additional information can be found in the catalog under the Admissions, General Information section or at: <http://admissions.umt.edu/admissions/freshman/advanced-credits>

### **Course Numbering System**

- 001-099 Courses below college level. Credit not allowed toward a degree.
- 100-199 Primarily for freshmen.
- 200-299 Primarily for sophomores.
- 300-399 Primarily for juniors.
- 400-499 Primarily for seniors.
- 500-699 Primarily for graduate students.
- Senior (5th year) courses in Pharmacy are numbered 500 to 599.
- 800 cross-listed courses, used for secondary or other listing.

### **Undergraduates in Graduate Courses**

Post-baccalaureates and seniors holding a 3.0 (or greater) grade point average may, with consent of instructor, enroll in 500-level courses for undergraduate credit. Variance from these requirements cannot be petitioned.

### **Credit**

Credit is defined in terms of semester hours. In general, 1 semester hour credit is allowed for 1 hour of lecture each week of



the semester, or an average of 2 hours of laboratory each week of the semester.

### **Pre-requisites and Co-requisites**

"Pre-requisite" indicates that the course(s) or requirement(s) described must have been met/satisfactorily completed (grade of C- or better, unless otherwise specified in the course description in the catalog) before the student may take the course that requires the listed pre-requisite. Failure to complete satisfactorily the pre-requisite will result in the student being dropped from the course which requires the pre-requisite. If credit for a pre-requisite was earned via the Advanced Placement (AP) Examination Program, the AP score is recorded on a student's academic record with a grade of "CR\*" (prior to Autumn Semester 2012), or a score of AP3, AP4, or AP5 (Autumn Semester 2012 and thereafter). "Co-requisite" indicates the course or courses must be taken concurrently (in the same academic term) with the course described. In some cases a co-requisite may be completed prior to the semester in which the course that requires the co-requisite is taken.

### **Cross-listed and Equivalent Courses**

Some courses are offered jointly by two or more departments. In such cases, the course description will provide information for registration. As of Autumn Semester 2013, a select group of cross-listed courses were being offered as part of a continuing pilot study authorized by the Office of The Commissioner of Higher Education and the faculty of the university.

In certain cases, a course description indicates credit is not allowed for a particular course and for another course offered by a different department. These courses are very similar in content, although offered separately, and credit is not allowed toward a degree for both courses.

### **Technical Courses**

A few courses at the Missoula College are shown with a course number suffix of "T" and are primarily technical in nature. The courses will be required in a specific Certificate of Applied Science program or a specific Associated of Applied Science program or professional industry certificate offered by the College. Up to 15 credits of vocational-technical course work from regionally accredited schools are accepted as free elective in transfer toward an AA, AS, or baccalaureate program. Up to 20 credits may transfer for students completing an AAS degree. Refer to vocational technical credits in the Admissions section or Credit Maximums section.

### **Cancellation of Courses**

The University reserves the right to cancel any course due to low enrollment.

### **Common Course Numbering - Montana University System**

All universities, 4-year and 2-year colleges that are part of the Montana University System are now required to use the same course numbering for undergraduate courses. With common course numbering, transfer students can be reassured that they will receive credit for undergraduate courses taken at another Montana institution, as long as the admitting institution offers that same course. This transparency will make it easier for students to continue their higher education at any state-supported campus.

Effective Autumn Semester 2009, all units of the Montana University System (MUS) began to offer classes using new subject abbreviations and new numbers that are common across all MUS units. Subject areas and numbers continue to be renumbered as of the publication of this catalog. Information regarding Common Course Numbering at the University of Montana is available at : <http://www.umt.edu/newnumber/>

### **Final Examinations**

Final examinations for the semester are scheduled in two-hour segments, one for each course. The segments should be considered as class meetings to be treated by the instructor as he or she thinks educationally appropriate. The time scheduled for final examinations is the only time period during which final examinations are to be given. If an instructor elects not to give a final examination during the designated week, under no circumstances are final examinations to be given during the week

preceding the scheduled final examination days.

Students may seek relief from writing more than two examinations during the same day. Students who are scheduled for more than two examinations may contact the appropriate faculty to arrange an alternate testing time during the scheduled final examination period. If satisfactory arrangements cannot be made, the student should seek the assistance of his or her dean.

### **Transcript of Academic Record**

A transcript of a student's academic record may be obtained from the Registrar's Office in the Lommasson Center or the Registrar's Office at the College of Technology upon the written and signed request of the student. In compliance with federal and state laws designed to protect student privacy, transcripts are not released without the student's authorizing signature.

Transcripts are usually available within two to five working days after receipt of the signed request. There is a charge of \$3.00 for each official transcript. Payment must be received before transcripts are released. Transcripts and other services are withheld if the student owes a debt to the University. Special handling requests require extra fees. Students may order an academic transcript on-line for a small additional fee. Additional information regarding ordering options and fees may be viewed via the Registrar's Website.

A student who enrolled after summer semester 1991 may view his or her academic record via the Internet at <http://cyberbear.umt.edu>.

### **Associate of Applied Science, Associate of Arts and Certificate of Applied Science Admission**

The Associate of Applied Science and Certificate of Applied Science programs in the Missoula College are designed to lead an individual directly to employment in a specific career path. In some instances, particularly in allied health, the degree is a prerequisite for taking a licensing examination. Students may pursue a baccalaureate degree at the University of Montana after completing an AAS degree through a Bachelor of Applied Science degree plan. The Associate of Arts degree is a University of Montana transfer degree which offers students the opportunity to complete a 60 credit transfer degree toward completing a baccalaureate degree at the University of Montana or other accredited institutions of higher education.

### **Academic Eligibility**

To be eligible for admission, students must have graduated from an accredited high school or passed the GED. Students admitted to the Missoula College who wish to enroll in courses at the mountain campus must meet the admission requirements of the main campus.

### **How to Apply**

Applications are available from Enrollment Services-Admissions or the Missoula College by request or are available on the University website at <http://admissions.umt.edu/apply.html>.

An application for admission is complete when the Missoula College receives the credentials described below.

1. Application form. Applications must be completed and signed.
2. Application fee. The fee is \$30 or \$36 when applying on-line. This non-refundable application fee is payable once at the undergraduate level provided payment is followed by enrollment. Record of payment will remain on file for one year for students who do not enroll. The University of Montana-Missoula waives the application fee for students who have attended an affiliate campus: Montana Tech and the Missoula College, UM Helena College of Technology, and University of Montana-Western.
3. Proof of high school graduation/GED. An official high school transcript with graduation date or GED score report must be sent to the Missoula College.
4. All students are required to submit a completed Pre-Registration Immunization Form to the Curry Health Center two weeks prior to registration. It is important that the immunization record be complete and accurate and validated by a health official. Students born after December 31, 1956 must submit proof of immunization or titer against Rubella and measles (Rubeola). Students will not be allowed to register until the Curry Health Center has received proof of

immunization.

Critical Information Required Prior to Advising and Completion of Registration:

All students are required to take either the ACT, SAT or Compass-E-Write test and submit scores (associated with writing) to the Admissions Office. Montana students may submit the Montana University System Writing Assessment Score (MUSWA) in lieu of these tests.

In addition to providing the required placement scores for writing courses, the academic departments of the Missoula College require course placement information for math courses. Students must provide ALEKS placement score information or transfer course approval. This information is critical to the advising process and the student registration process; neither of which will be completed without the information being supplied prior to the process.

**When to Apply**

Applications are considered on a first come, first-served basis. The Missoula College will notify applicants of their status once their application has been processed.

**Bachelor of Applied Science Admission**

**Academic Eligibility**

Applicants must hold an Associate of Applied Science degree from an accredited institution with a minimum cumulative grade average of 2.5.

**How to Apply**

UM baccalaureate applications are available from Enrollment Services-Admissions or the Missoula College by request or are available on the University website at <http://admissions.umt.edu/apply>. Applicants should contact the Bachelor of Applied Science advisor at Missoula College, 406-243-7801. The applicant and advisor meet to discuss application procedures as well as degree plan identification and required approval.

Receipt of the following constitutes a complete application toward completing a B.A.S. degree:

1. Application Form. Applications must be complete and signed.
2. Official college/university transcripts. The student must supply a complete official transcript from each regionally accredited college or university attended.
3. Application Fee. The fee is \$30 or \$36 when applying online (if the applicant is new to The University of Montana system).
4. Immunization Form. All students are required to submit a completed Pre-Registration Immunization Form to the Curry Health Center two weeks prior to registration if the applicant is new or has been absent for more than 24 months from The University of Montana system.

**When to Apply**

Applications from students who hold an A.A.S. degree with a GPA of 2.5 are accepted on a continuing basis. Applicants in the process of completing the A.A.S. degree are encouraged to begin the application process during their final semester. Students are not, however, admitted until after the A.A.S. degree has been awarded.

**Bachelor Degree Admission – Entering Freshmen**

**Academic Eligibility**

The University continues to raise the academic standards required for full admission to Baccalaureate programs, and the process will continue in future years. For the 2013-14 academic year both in-state and out-of-state high school graduates will be offered full admission if they meet the requirements below.

Some departments reserve the right to set higher admission standards for their undergraduate programs. Applicants to these programs will be admitted to the appropriate pre-major program by Enrollment Services-Admissions. Application to the undergraduate degree program is an additional, separate process administered by the department and arranged for by the student seeking acceptance.

1. Graduation from a state accredited high school.
2. Successful completion of the following College Preparatory program:
  - Four years of English.
  - Three years of math, 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.
  - Three years of social studies, including one year global studies (i.e., world history or world geography), one year American history and one year of additional course work (i.e., government, psychology, economics).
  - 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 prep laboratory science.
  - Two years chosen from the following: foreign language (preferably two years), computer science, visual and performing arts, or vocational education units.
3. Students must meet one of the following admissions requirements:
  - ACT composite of 22, **or**
  - SAT combined score of 1540, **or**
  - a 2.50 cumulative grade point average, **or**
  - class rank in the upper half of the graduating class.
  - Students whose tests or GPA are significantly below this level may be admitted on a conditional basis.
4. Students must meet a minimum Math Proficiency score of:
  - 22 on the ACT Math section or
  - 520 on the SAT Math section or
  - A score of 3 or above on the AP Calculus AB or BC Subject Exams. In lieu of the above requirement, students can complete a Rigorous High School Core that includes four years of math with grades of C or higher and three years of lab science or
  - 4 on the International Baccalaureate Calculus Exam.
5. Students must meet a minimum Writing Proficiency score of:
  - 18 on the Combined English/Writing section of the Optional Writing Test or a 7 on the Writing Subscore of the ACT; or
  - 440 on the Writing Section of the SAT or a 7 on the Essay the SAT; or
  - 3.5 on the Montana University System Writing Assessment; or
  - 3 on the AP English Language or English Literature Examination; or
  - 4 on the International Baccalaureate Language A1 Exam or
  - 50 on the CLEP Subject Exam in Composition.

### Home-Schooled Students

Information on admission requirements for home-schooled students or students who graduate from a non-accredited high school can be found at <http://admissions.umt.edu/admissions/freshman/alternative-admission>.

### Traditional-Age Freshmen with GED

GED freshmen are those students who have passed the GED and enter college within three years of the date they would have graduated from high school. Admission will be determined by current University of Montana criteria for GED freshmen. All GED freshmen applicants are required to take the ACT or SAT.

## Non-Traditional Freshmen

Non-traditional freshmen are those students who are over 21 years old and who did not enter college for a period of at least three years from the date of high school graduation. Admission will be determined by current University of Montana criteria for non-traditional students. Non-traditional freshmen will be admitted conditionally if test scores are not posted on the high school transcript or if a student has never taken the ACT or SAT.

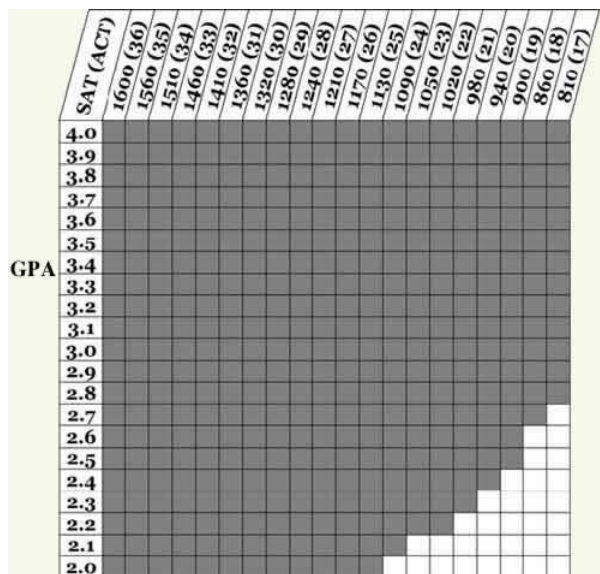
The following students are exempt from Standards 1, 2, 3, 4 and 5 above:

- Summer Only Students
- Part-time students taking seven or fewer college-level semester credits.

## Conditional Acceptance

Students who do not meet the admission requirements may be admitted on a conditional basis if the Admissions Committee determines that a student could be successful by taking advantage of the academic support services that are available. Students will be granted full admission after completing 24 credits with a grade point average of at least 2.0. Students are expected to complete the 24 credits within two semesters but must complete them within three semesters. In cases where academic preparation falls well below the admission standards listed above, applicants will be directed to the Missoula College where courses can be taken to strengthen their preparation for success at The University of Montana.

## Future trends in Admission Eligibility at UM



In future years, the academic criteria for full admission to Baccalaureate programs at The University will continue to rise. Students who fail to meet these stricter admission standards may be admitted on a conditional basis (see above).

## How to Apply

Applications for admission are available from Enrollment Services-Admissions by request or are available on the University website at <http://admissions.umt.edu/apply>. An application for admission is complete when Enrollment Services-Admissions receives the credentials described below.

1. *Application form.* Applications must be complete and signed.
2. *Application Fee.* The fee is \$30 or \$36 when applying online. This non-refundable fee is payable once at the undergraduate level provided payment is followed by enrollment. Record of payment will remain on file for one year for students who do not enroll. Applications are not processed prior to payment of this fee. The University of Montana-Missoula waives the application fee for students who have attended an affiliate campus: Montana Tech or Highlands College (former College of Technology) in Butte , Helena College (formerly Helena College of Technology, and University

of Montana-Western in Dillon.

3. *Test scores.* Official ACT or SAT results should be sent directly from the testing company or may be posted on the high school transcript.
4. *High School Student Self-Report form.* This form is part of the standard application form and is the basis for the initial admission decision.
5. *Final high school transcripts.* Transcripts should be submitted after graduation and must include a graduation date and final GPA. Information provided on the self-report form will be verified from this transcript.
6. *Immunization Form.* All students are required to submit a completed Pre-Registration Immunization Form to the Curry Health Center two weeks prior to registration. It is important that the immunization record be complete, accurate and validated by a health official.

### **When to Apply**

Applications and all required documents submitted by the following dates will receive priority consideration:

- March 1 - Fall semester
- November 15 - Spring semester

Applications received after the priority dates are considered on a space-available basis.

### **Distance Education**

The University of Montana provides the opportunity to apply as a Distance Education only student. Students who are interested in applying for this status must meet the University's general admission requirements for freshman and transfer students. This admission status is designed for students who are registering for online courses only and do not plan to take any courses on campus. When applying for this status, students are not required to provide proof of immunization or complete a medical History Form. Since Distance Education only students have some of the mandatory fees waived, they are not eligible for health insurance, services provided by the Curry Health Center, athletic event discounts or the Campus Recreation facilities.

Currently enrolled students or former University of Montana students must change their status by completing a *Distance Learning Change of Status Form*. This form is available at: [umonline.umt.edu/forms/change\\_request.php](http://umonline.umt.edu/forms/change_request.php)

### **Former University of Montana-Missoula Students - Readmission**

Students previously enrolled at The University of Montana-Missoula who have interrupted their enrollment for more than 24 months or more must submit an application for readmission. Applications for readmission may be obtained from the Registrar's Office, the Griz Central Registration Counter, Enrollment Services-Admissions (in (all in The Emma B. Lommasson Center (EL), or the Missoula College Registrar's Office

**Former undergraduate degree students who do not plan to change their status and who have attended another college/university since attending The University of Montana-Missoula, even if their absence from UM has been less than two years in duration, must submit college transcripts.**

Former students who are applying for readmission must comply with Immunization Requirements as listed in this catalog.

Former undergraduate students are **not** required to pay the undergraduate application fee of \$30.00 unless they are changing from an undergraduate status to a graduate status or vice versa. The application fee is paid only **once** at the undergraduate level. For additional information, contact the Registrar's Office at 406-243-2939 or visit us on the web at <http://www.umt.edu/registrar>.

### **GED (General Educational Development)**

A person who is not a graduate from an accredited high school may be eligible for admission by earning passing scores on the GED test. Passing scores are a minimum score of 35 on each test and an average score of 45. Effective Jan 1, 2002 passing

scores are a minimum score of 410 on each test and an average score of 450. GED students who have been out of high school for less than three years must also submit ACT or SAT scores. For additional information and test center locations in Montana, contact the Office of Public Instruction, Helena, MT 59601.

### **Graduate Nondegree Status**

Graduate nondegree status allows students who have not been formally admitted to a graduate degree program to receive graduate credit for courses.

Up to nine semester nondegree graduate credits (or the credits earned during a single semester, whichever is greater) may be applied toward a subsequent graduate degree program, with the approval of the student's program chair and the graduate dean. Acceptance as a graduate nondegree student does not imply future admission to a degree program.

Graduate nondegree students may take U/G courses for either graduate or undergraduate credit, as defined by the university catalog. Graduate credits will be assigned automatically unless a request for undergraduate credit is submitted to the Graduate School by the fifth week of the semester. Undergraduate credits taken as a graduate nondegree student cannot be applied to a subsequent graduate degree.

Applicants admitted as graduate nondegree students are NOT ELIGIBLE for federal financial aid. Graduate nondegree students are assessed the graduate level tuition and fees at the master's level rate for all credits taken.

Applicants must have earned a baccalaureate degree (or higher degree) from a regionally accredited college or university prior to enrollment in the graduate nondegree status.

Applicants seeking graduate nondegree status must apply online at [www.umt.edu/grad](http://www.umt.edu/grad) and pay a \$60 non-refundable application fee. Deadline for submitting a graduate nondegree application is prior to the fifteenth day of classes each semester.

### **Graduate Nondegree Readmission**

Students who previously attended The University of Montana in a graduate nondegree status and have not been enrolled for 24 months or more may use the graduate nondegree readmission form to reapply for the same status.

Graduate nondegree readmission forms can be downloaded from the Forms section of the Graduate School homepage: [www.umt.edu/grad](http://www.umt.edu/grad) Fromer graduate nondegree students applying for readmission pay a \$20 non-refundable application fee.

### **Graduate Degree**

Graduate degree admission is for candidates seeking to complete a Master's, Specialist, or Doctoral program at UM. Program information and deadlines are listed at: [www.umt.edu/grad/Programs](http://www.umt.edu/grad/Programs). Each academic department conducts the initial evaluation of completed application packets and submits the packets, with recommendations for admission or denial, to the Graduate School for final decisions.

Applicants seeking graduate status must apply online at: [www.umt.edu/grad/Apply](http://www.umt.edu/grad/Apply) and pay a \$60 non-refundable fee.

### **International Student Admission**

The University of Montana-Missoula Enrollment Services-Admissions Office will issue the Immigration Form I-20 (necessary for obtaining an F 1 student visa) to international applicants who are academically eligible for the undergraduate degree status (see above) and who supply complete credentials as described below. In certain situations an international applicant may not need an I- 20; in these cases, Enrollment Services-Admissions should be contacted for individual advice regarding admission status, academic eligibility, and admission requirements. International students are encouraged to submit ACT or SAT scores if available, but ACT or SAT scores are not required for admission.

### **How to Apply**

Receipt of the following credentials constitutes a complete international application for admission:

1. International application form. This form can be obtained by contacting Enrollment Services-Admissions. The form must be complete and signed. Applications are also available on the university website at <http://admissions.umt.edu/apply/html>.
2. \$30.00 paper application fee or \$36.00 on-line application fee (in US dollars). This non refundable fee is payable once at the undergraduate level when payment is followed by enrollment. In all other cases record of payment will remain on file for one year. Payment of this fee is expected prior to consideration of the application. The University of Montana-Missoula waives the application fee for students who have attended an affiliate campus: Montana Tech and the Division of Technology, Helena College of Technology, and Western Montana College.
3. Academic Credentials:
  1. Official or certified copies of non-U.S. academic credentials beginning with secondary school and continuing through the highest level of achievement.
  2. U.S. transcripts. Complete official transcripts showing all U.S. high school and college/university attendance.
4. Statement of Financial Support. The applicant must submit a certified statement from a bank or sponsor verifying that adequate financial resources are available to pay for the student's estimated expenses for the first year (tuition, fees, room, board, miscellaneous expenses, student health insurance, expenses of dependents, etc.). This estimated amount is adjusted annually and is available by contacting Enrollment Services-Admissions.
5. English Language Proficiency. An official score report showing one of the following:
  - 61 IBT (173 CBT or 500 PBT) on the Test of English as a Second Language (TOEFL).
  - 5.5 on the International English Language Testing System (IELTS).
  - 69 on the Michigan English Language Assessment Battery (MELAB)
  - SAT Writing Score of 440/ACT score of 18 on the Combined English/Writing section.

Those students who are citizens of countries where English is the native tongue need not submit proof of English language proficiency, unless English is not the student's native language. Students who have test scores below the minimum requirement may be eligible for conditional admission.

Any questions concerning the evidence of proficiency in English should be directed to Enrollment Services-Admissions. When the student arranges to take the TOEFL test, he or she should request that examination results be sent directly to Enrollment Services-Admissions, The University of Montana-Missoula, Missoula, Montana 59812. (Code N. 4489 00)

### **Conditional Admission**

International students who have not met the required test score and who meet all other admission requirements will be offered conditional admission. Conditionally admitted students study in an intensive program at The University of Montana-Missoula English Language Institute (ELI) on campus until the minimum English language proficiency is met or the student is recommended by ELI. After English proficiency is achieved, enrollment in regular university courses begins.

Medical History Record. All students are required to submit a completed Pre-Registration Immunization Form to the Curry Health Center two weeks prior to registration. It is required that the immunization record (for measles, rubella, diphtheria, tetanus and polio) be complete, accurate, and validated by a physician. Skin testing for tuberculosis will be required upon arrival through the Curry Health Center.

Visa Transfer Form. F 1 students transferring from another college or university in the U.S. must have this form completed by the foreign student advisor of the transfer school and returned to the UM Enrollment Services-Admissions Office. A new I-20 will be issued by UM once a transfer release date is entered in SEVIS (Student & Exchange Visitor Information System) by the current school.

### **When to Apply**

Applications and all required documents must be received by the following dates:

- Autumn Semester Deadline – July 15



- Spring Semester Deadline – December 15

Applications received after the deadline will be considered for admission for the next term.

### **Transfer Student Admission**

#### **Academic Eligibility**

Undergraduate degree applicants who have graduated from high school or have earned a GED and have attempted twelve or more college level credits must meet the academic eligibility requirements described here. Any undergraduate degree transfer applicant who has attempted fewer than twelve college level credits must meet the academic eligibility requirements for freshman mentioned in the freshman admission section.

Applicants must present a 2.00 (C) cumulative grade average (on a 0-4 scale) for all college level work attempted to be eligible for admission.

#### **How to Apply**

Applications for admission are available from Enrollment Services-Admissions by request or are available on the University website at <http://admissions.umt.edu/apply>.

Receipt of the following credentials in Enrollment Services-Admissions constitutes a complete application for admission:

1. Application Form. Applications must be complete and signed.
2. Application Fee. The fee is \$30.00 or \$36 when applying on-line. This non-refundable fee is payable once at the undergraduate level provided payment is followed by enrollment. Record of payment will remain on file for one year for students who do not enroll. An application cannot be considered prior to payment of this fee. The University of Montana-Missoula waives the application fee for students who have attended an affiliate campus: Montana Tech, Montana Tech College of Technology, Helena College of Technology, and University of Montana Western.
3. Official College/University Transcripts. The student must supply a complete official transcript from each regionally accredited college or university attended, and from each college or university attended holding candidate status for regional accreditation. Applications from students who are enrolled at the transfer school while applying to UM will be considered for admission based on current official transcripts showing all academic work completed and posted to date. The final official transcript must be on file before the second registration at UM. Academic eligibility will be reviewed upon receipt of the complete transcript.
4. Immunization Form. All students are required to submit a completed Pre-Registration Immunization Form to the Curry Health Center two weeks prior to registration. It is important that the immunization record be complete and accurate and validated by a health official. Students born after December 31, 1956 must submit proof of immunization or titer against Rubella and measles (Rubeola). Students will not be allowed to register until the Curry Health Center has received proof of immunization.

#### **When to Apply**

Applications and all required documents submitted by the following dates will receive priority consideration:

- March 1 - Autumn semester
- November 15 - Spring semester

Applications received after the priority dates are considered on a space-available basis.

#### **Undergraduate Nondegree Status**

An applicant who wishes to pursue studies for his or her personal growth and who does not wish to work toward a formal degree at The University of Montana-Missoula may apply as an undergraduate nondegree student. This option is not available