

University of Montana Catalog 2015 - 2016

The University of Montana capitalizes on its unique strengths to create knowledge, provide an active learning environment for students, and offer programs and services responsive to the needs of Montanans. The University delivers education and training on its four campuses and through telecommunications to sites inside and outside of Montana. With public expectations on the rise, the University asks its students, faculty, and staff to do and accomplish even more than they have in the past. The University has a commitment to education defined in the broadest sense as personal development and citizen preparation, workforce development and training, graduate education and research, service learning, and community building on and off the campuses. The University enhances its programs through continuous quality review for improvement and remains fully accountable to the citizenry through annual audits and performance evaluations.

The Montana University System - Mission

The following Strategic Plan was adopted by the Board of Regents in July 2006, and updated in January 2010.

More information is available on the [Office of the Provost website](#).

Mission

The Mission of the Montana University System is to serve students through the delivery of high quality, accessible postsecondary educational opportunities, while actively participating in the preservation and advancement of Montana's economy and society.

Vision

We will prepare students for success by creating an environment of ideas and excellence that nurtures intellectual, social, economic, and cultural development. We will hold academic quality to be the prime attribute of our institutions, allocating human, physical, and financial resources appropriate to our educational mission. We will encourage scientific development and technology transfer, interactive information systems, economic development and lifelong learning. We will protect academic freedom, practice collegiality, encourage diversity, foster economic prosperity, and be accountable, responsive, and accessible to the people of Montana.

Introduction

The Montana University System Strategic Plan is the primary planning document of the Board of Regents. The Plan sets forth an agenda for higher education in Montana by delineating the strategic directions, goals, and objectives that guide the Montana University System (MUS).

History

In July 2006, after several years of study, public dialogue, and internal deliberations, the Board of Regents approved the Strategic Plan. Since then, updates have occurred annually, including revisions to strategic initiatives as well as a refreshing of the data within each goal. The development of the Strategic Plan began with two primary initiatives.

The first was to work more closely with the interim legislature to develop a set of mutually agreed upon accountability measures that would guide the MUS and evaluate progress. Working with the Postsecondary Education Policy and Budget (PEPB) subcommittee of the 57th Legislature, the Board of Regents did develop this set of accountability measures in July 2002. Subsequently, the PEPB subcommittee has updated the accountability measures. This latest set of agreed-upon measures evolved into "shared policy goals" and work to form one base for this strategic plan.

The second initiative was to work with the PEPB Subcommittee to explore new ways for the MUS take a more direct leadership role in the state's economic development. This overall effort, called "Shared Leadership for a Stronger Montana Economy", engaged a broad range of Montanans to prioritize specific initiatives that would help establish a new role for the MUS in strengthening the state's economy. The Governor's Office and several legislative interim committees were included in the effort.

In July 2004, the Board of Regents and the PEPB subcommittee met jointly and agreed on three priority initiatives for immediate implementation:

- Develop stronger business-university system partnerships for workforce training;
- Remove barriers to access for postsecondary education; and
- Expand distance learning programs and training.

Goals

The Strategic Plan is comprised of three primary goals that contain a series of sub-goal statements and objectives within each area.

Goal 1: Access & Affordability

Increase the overall educational attainment of Montanans through increased participation, retention and completion rates in the Montana University System.

Goal 2: Workforce & Economic Development

Assist in the expansion and improvement of the state's economy through the development of high value jobs and the diversification of the economic base.

Goal 3: Efficiency & Effectiveness

Improve institutional and system efficiency and effectiveness Maintaining the high quality of our institutions and the education provided to our students is not listed as an explicit goal. This is because it is THE MOST IMPORTANT consideration for every goal and initiative of the Montana University System and is considered to be an integral part of every component of this strategic plan.

University of Montana - Mission

Mission

The University of Montana capitalizes on its unique strengths to create knowledge, provide an active learning environment for students, and offer programs and services responsive to the needs of Montanans. The University delivers education and training on its four campuses and through telecommunications to sites inside and outside of Montana. With public expectations on the rise, the University asks its students, faculty, and staff to do and accomplish even more than they have in the past. The University has a commitment to education defined in the broadest sense as personal development and citizen preparation, workforce development and training, graduate education and research, service learning, and community building on and off the campuses. The University enhances its programs through continuous quality review for improvement and remains fully accountable to the citizenry through annual audits and performance evaluations.

University of Montana Missoula - Mission

Mission

University of Montana-Missoula pursues academic excellence as demonstrated by the quality of curriculum and instruction, student performance, and faculty professional accomplishments. The University accomplishes this mission, in part, by providing unique educational experiences through the integration of the liberal arts, graduate study, and professional training with international and interdisciplinary emphases. The University also educates competent and humane professionals and informed, ethical, and engaged citizens of local and global communities; and provides basic and applied research, technology transfer, cultural outreach, and service benefiting the local community, region, State, nation and the world.

Vision Statements

In pursuit of its mission, University of Montana-Missoula will:

1. Educate students to become ethical persons of character and values, engaged citizens, competent professionals, and informed members of a global and technological society.
2. Increase the diversity of the students, faculty, and staff for an enriched campus culture.
3. Attain the Carnegie Commission status of Doctoral Research–Extensive University (50 or more doctorates in at least 15 fields annually) and increase funded research to \$100,000,000 annually by 2011.

4. Pursue more partnerships—especially with local communities, businesses and industries, public schools, community and tribal colleges, state and local governments and universities abroad—and expand the training and technology transfer programs to promote community and economic development.
5. Develop the capability and infrastructure for use of information technology to increase the efficiency and productivity of the campus and the state; and
6. Involve and engage the faculty, staff, students, alumni, partners, and friends of the University in institutional governance.

Equal Opportunity

University of Montana is committed to a program of equal opportunity for education, employment and participation in University activities without regard to race, color, gender, age, religion, creed, political ideas, marital or family status, physical or mental disability, national origin or ancestry, gender identity, or sexual orientation.

University of Montana - Missoula Strategic Goals

The planning context for the University of Montana is framed by the Montana Board of Regents Strategic Plan. The UM Strategic Plan is also known as Core Themes. It is updated annually and its progress is continuously monitored through the compilation and analysis of key outcomes data.

The following five strategic issues form the foundation of the new UM Strategic Plan. The degree to which the University of Montana attends and adheres to these goals will ultimately determine its continued success and value.

PARTNERING FOR STUDENT SUCCESS

The University will help its students succeed academically and personally so they graduate well-prepared for their careers or further education. The Partnering for Student Success plan identifies six key objectives critical to student success and sets forth actions to promote a successful first year for entering freshmen and to address the needs of returning students. UM seeks to improve students' success by addressing their preparedness for college-level work, improving their transition to college, providing an integrated early curriculum, increasing student engagement and support, and emphasizing faculty and staff development. As part of the plan, UM created the Office for Student Success, which is charged with developing, implementing, and coordinating initiatives to increase students' persistence toward graduation.

EDUCATION FOR THE GLOBAL CENTURY

UM will offer an educational experience at all degree levels that provides graduates the foundation to make positive impacts on a world that is increasingly interconnected. The University's Academic Strategic Plan, endorsed by the Faculty Senate in 2009, identified the need to create a gateway-to-discovery experience focused on the challenges

of the global century for all incoming students at each level of postsecondary education. At the same time, the University recognizes the need to support and strengthen foundational academic programs. For all students, curricula will focus on producing workers and leaders who make a difference in the cultural and economic fabric of Montana and the world.

DISCOVERY AND CREATIVITY TO SERVE MONTANA AND THE WORLD

The University will transform discovery and creativity into knowledge, applications and experiences in ways that benefit the state, region, nation and world. Scholarship, research, and creative work are central to the lives of faculty, students, and staff, and to academic programming at the University of Montana. Therefore, UM supports research, scholarship, and creative work across the natural and physical sciences, social and behavioral sciences, arts, and humanities, and works to enhance opportunities for interdisciplinary connections. By fostering an entrepreneurial spirit in the community of research and technology, UM transforms discovery into application.

DYNAMIC LEARNING ENVIRONMENT

UM will enhance its character as a place where people are passionate about learning, discovery and growth. The University of Montana is consistently recognized as one of the most attractive and enticing campuses in the nation. Community and campus engagement literally means that the lives of the students, faculty, staff, alumni, and friends of the University are centered on the campus. Examples range from sold-out athletic events that feature perennial championship teams, to galleries, campus theaters, and arenas filled to capacity for performances featuring local and world famous artists. UM builds a vibrant and dynamic learning environment, where the natural surroundings are integrated into the curriculum.

PLANNING-ASSESSMENT CONTINUUM

The University will model transparency, systematic communication and sound decision-making to ensure that resources are marshaled to achieve UM's mission. The Planning-Assessment Continuum characterizes a cultural orientation of the University of Montana designed to facilitate desired outcomes, clarify the University's vision and mission, and communicate and demonstrate to internal and external stakeholders that the University is making the best use of its resources. Executive leadership provides communication of mission and vision, clear and consistent processes, overarching mission-driven goals, equitably applied parameters, and rules enforcement, while faculty, staff, and students provide ideas, process improvements, work, action, and other vital contributions to the direction of the University.

Accreditation

The University of Montana-Missoula is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution.

Individuals may also contact:
 Northwest Commission on Colleges and Universities
 8060 165th Avenue N.E., Suite 100
 Redmond, WA 98052
 (425) 558-4224
www.nwccu.org

Accreditation documents may be reviewed in the Provost's Office, located in University Hall Room 126.

Many of the professional schools and departments have special accreditation as well.

The following table provides detailed information on these special accreditations:

College or School	Department	Degrees	Accrediting Institution
College of Humanities and Sciences	Chemistry	BS, MS, PhD	American Chemical Society (ACS)
College of Humanities and Sciences	Computer Science	BS	Computing Accreditation Commission of ABET
College of Humanities and Sciences	Psychology, Clinical	PhD	American Psychological Association

College or School	Department	Degrees	Accrediting Institution
College of Humanities and Sciences	School Psychology	EdS, PhD	National Association of School Psychologists and American Psychological Association
School of Business Administration	Accounting	BS, MAcct	Association to Advance Collegiate Schools of Business (AACSB-International)
School of Business Administration	Business	BS, MBA	Association to Advance Collegiate Schools of Business (AACSB-International)
Missoula College	Food Service Management	AAS	American Culinary Federation Educational Institute (ACFEI)
Missoula College	Nursing	AS	Accreditation Commission for Education in Nursing (ACEN)
Missoula College	Paralegal Studies	AAS	American Bar Association (ABA)
Missoula College	Pharmacy Technology	Certificate	American Society of Health System Pharmacists (ASHSP)
Missoula College	Respiratory Care	AAS	Committee for Accreditation of Respiratory Care (CoARC w/CAAHEP)
Missoula College	Surgical Technology	AAS	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Phyllis J. Washington College of Education and Human Sciences	Athletic Training	BS	Commission on Accreditation of Allied Health Education (CAATE)

College or School	Department	Degrees	Accrediting Institution
Phyllis J. Washington College of Education and Human Sciences	Counselor Education	MA, Mental Health Counseling; and School Counseling	Council for Accreditation of Counseling and Related Educational Programs (CACREP)
Phyllis J. Washington College of Education and Human Sciences	Communication Science and Disorders	MS in Speech- Language Pathology	American Speech Language Association-Council on Academic Accreditation (ASHA)
Phyllis J. Washington College of Education and Human Sciences	Education	BA, MEd, EdS,	National Council for Accreditation of Teacher Education (NCATE); Montana Board of Public Education
Phyllis J. Washington College of Education and Human Sciences	Co-Teach Preschool, Institute for Educational Research and Service	n/a	National Association for the Education of Young Children (NAEYC)
College of Visual and Performing Arts	Art & Media Arts	BA, BFA, MA, MFA	National Association of Schools of Art and Design (NASAD)
College of Visual and Performing Arts	Theater & Dance	BA, BFA, MA, MFA	National Association of Schools of Theater (NAST)
College of Visual and Performing Arts	Music	BA, BM, BME, MM	National Association of Schools of Music (NASM)
College of Forestry and Conservation	Forest Resources Management	BS	Society of American Foresters (SAF)
College of Forestry and Conservation	Recreation Management	BS	National Recreation and Park Association/American Association for Leisure and Recreation (NRPA/AALR)

College or School	Department	Degrees	Accrediting Institution
School of Journalism	Journalism	BA	Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)
School of Law	Law	JD	American Bar Association (ABA) American Association of Law Schools (AALS)
College of Health Professions and Biomedical Sciences	Pharmacy	PharmD	Accreditation Council for Pharmacy Education (ACPE)
College of Health Professions and Biomedical Sciences	Public Health	MPH	Council on Education for Public Health (CEPH)
College of Health Professions and Biomedical Sciences	Physical Therapy	DPT	Commission on Accreditation in Physical Therapy Education (CAPTE)
College of Health Professions and Biomedical Sciences	Social Work	BA	Council on Social Work Education (CSWE)
College of Health Professions and Biomedical Sciences	Social Work	MSW	Council on Social Work Education (CSWE)
The University of Montana	Department of Laboratory Animal Resources	n/a	Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC)

University Officers

2015-2016 Academic Year

Montana Board of Regents of Higher Education

- Fran Albrecht (Vice Chair) - Missoula
- Asa Hohman (Student Regent) - Missoula
- William Johnstone - Great Falls
- Robert A. Nystuen - Kalispell
- Martha Sheehy - Billings
- Paul Tuss (Chair) - Havre
- Clayton Christian, Commissioner of Higher Education (ex-officio)
- Denise Juneau, Superintendent of Public Instruction (ex-officio)
- Steve Bullock, Governor (ex-officio)

President's Cabinet

- Royce C. Engstrom, Ph.D. – President
- Perry J. Brown, Ph.D. – Provost and Vice President for Academic Affairs
- Teresa Branch, Ph.D. – Vice President for Student Affairs
- Lucy France, J.D. – Legal Counsel
- Shane Giese, M.B.A. – President/CEO, University of Montana Foundation
- Kent Haslam, M.Ed. – Athletic Director
- William Johnston, M.P.A. – President/CEO, University of Montana Alumni Association
- Peggy Kuhr, M.A. – Vice President for Integrated Communication
- Michael Reid, M.B.A. – Vice President for Administration and Finance
- Matt Riley, M.B.A. – Chief Information Officer
- Jessica Weltman, J.D. – Director, Equal Opportunity and Affirmative Action Office
- Scott Wittenburg, Ph.D. – Vice President for Research and Creative Scholarship

Academic Officers

- Larry Abramson, M.A. - Dean, School of Journalism
- Christopher Comer, Ph.D. - Dean, College of Humanities and Sciences
- Roberta Evans, Ph.D. - Dean, Phyllis J. Washington College of Education and Human Sciences
- Wayne Freimund, Ph.D. - Interim Dean, College of Forestry and Conservation
- Larry Gianchetta, Ph.D. - Dean, School of Business Administration
- Reed Humphrey, Ph.D. - Dean, College of Health Professions and Biomedical Sciences
- Joseph Hickman, M.A. - Registrar

- Paul Kirgis, J.D. - Dean, School of Law
- Nathan Lindsay, Ph.D. - Associate Provost for Dynamic Learning
- Stephen Kalm, D.M.A. - Dean, College of Visual and Performing Arts
- Roger Maclean, Ed.D. - Dean, School of Extended and Lifelong Learning
- Shannon O'Brien, Ph.D. - Dean, Missoula College
- Sharon O'Hare, M.A. - Associate Vice President for Enrollment and Student Success
- J. B. Alexander Ross, Ph.D. - Dean, Graduate School
- Brock Tessman, Ph.D. - Dean, Davidson Honors College
- Shali Zhang, Ph.D. - Dean, Mansfield Library

Contacts, Calendar and Reserved Rights - University of Montana - Missoula

Contacts

[University of Montana website \(http://www.umt.edu/\)](http://www.umt.edu/)

Department	Phone Number
Enrollment Services/Orientation	(406) 243 6266
Business Services	(406) 243 2223
Missoula College	(406) 243 7882 (In Montana, 1 800 542 6882)
Disability Services TDD	(406) 243 2243
University Villages	(406) 243 6030
Financial Aid	(406) 243 5373
Graduate School	(406) 243 2572
Registrar	(406) 243 2995

Residence Halls	(406) 243 2611
University Switchboard	(406) 243 0211

Reserved Rights

The right is reserved to change any of the rules and regulations of the University at any time including those relating to admission, instruction and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who already are enrolled in the University.

The 2015-2016 Calendar

The 2015-2016 Academic Calendar (as well as previous and future calendars) may be viewed on the [Provost Office web page](#).

A Listing of Important Dates and Deadlines may be viewed on the [Registrar's Office Calendar web page](#).

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 current 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 the [UM admissions home school web page](#).

Traditional-Age Freshmen with GED

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 Admissions website](#). 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. 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. Final high school transcripts. Transcripts should be submitted after graduation and must include a graduation date and final GPA. Eligibility for admission and scholarships will be verified from this transcript.
5. Immunization Form. All students are required to submit a completed Medical Requirement Form to the Curry Health Center 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.

Transfer Students

Academic Eligibility

Undergraduate degree applicants who have graduated from high school or have earned a HiSET or 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 Admissions Transfer web page](#).

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. 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 Medical Requirement 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.

General Education for Transfer Students

Students transferring credits from other institutions must meet all requirements by transfer, by examination, or by completing courses at the University of Montana-Missoula.

According to Board of Regents policy, students who can demonstrate that they have completed an approved lower-division general education requirement at an approved Montana institution of higher education will be deemed to have completed general education requirements except for the advanced writing requirements in their majors.

Montana University System transfer students who have completed the lower-division course work in an approved general education program prior to admission should request that the Registrar of the other school certify completion of these requirements to the Admissions Office.

Students who have earned 20 or more credits equivalent to the approved Montana University System Transfer Core (see [MUS Transfer core website](#)) as a degree-seeking student at another institution prior to their initial registration at UM-Missoula may choose to complete the MUS Transferable General Education Curriculum to satisfy all UM lower division General Education requirements. Students will still have to complete UM's advanced writing requirement.

In order to determine if transfer course work satisfies General Education requirements, the credits for each course are rounded. For example, if a student transfers in two N-courses each worth 2.66 credits, each course counts as 3 N-credits towards the Group XI requirement. On the other hand, an L-course worth 2.49 credits does not satisfy the Group V requirement of 3 L-credits.

Students who have completed a bachelor degree at the University or elsewhere will be presumed to have completed the General Education Requirement.

Admissions & New Student Services will evaluate all transfer credits for General Education credit. Students who wish to appeal that evaluation may petition the Graduation Appeals Subcommittee of the Academic Standards and Curriculum Review Committee, but such petitions must be initiated during the first semester of the student's attendance following that evaluation.

Writing Course Requirement Regarding Transfer Students

The Admissions Office (406-243-6266) evaluates transcripts for course equivalencies with the exception of UM's approved writing courses. If transfer students believe a transfer course meets the approved writing course requirement defined in the [Faculty Senate Writing Committee guidelines](#) they may petition for an exemption through the Writing Committee. These students must provide the following information to the Writing Committee. Appeal information should be submitted to the Faculty Senate Office, UH 221, camie.foos@mso.umt.edu, 243-5553.

1. A cover letter outlining the basis for the request. Include pertinent information such as contact information, student ID number, and how you fulfilled this requirement in a course at your previous institution.
2. A syllabus and course description. The course must include at least 16 pages of writing for assessment and at least 50% of the course grade should be based on your performance on writing assignments.
3. Three papers from any college class with original instructor comments. Original instructor comments are those grading and feedback markings on papers that are returned to the student for revision or at the end of the term. Papers without these comments will not be considered. At least one of these papers must be at least six pages long and include a bibliography or works cited. Your papers should demonstrate your ability to:
 - Use writing to learn and synthesize new concepts
 - formulate and express written ideas that are developed, logical, and organized
 - Compose written texts that are appropriate for a given audience, purpose, and context
 - Revise written work based on comments from the instructor
 - Find, evaluate, and use information effectively and ethically
 - Begin to use discipline-specific writing conventions
 - Demonstrate appropriate English language usage.

Incomplete packets will not be evaluated.

This information pertains only to the intermediate writing course, not the advanced writing requirement. Students should speak to their major department regarding any issues relating to the advanced writing requirement.

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 [Missoula College website](#). 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 (if the applicant is new to The University of Montana system).
4. Immunization Form. All students are required to submit a completed Medical Requirement 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.

General Admission Information

Advanced Placement (AP) Program/College Level Examination Program (CLEP)

College credit may be granted based on achievement in college level high school courses, provided the University has received satisfactory scores from the College Level Entrance Examination Program (CLEP) or the Advanced Placement Program (AP) examinations.

It should not be assumed that credit granted by other colleges/universities would be allowed by UM. Specific questions regarding the Advanced Placement Program should be directed to Enrollment Services-Admissions.

The University policy for awarding credit on the basis of AP/CLEP is available on the [Admissions Advanced-Credit web page](#).

International Baccalaureate

The University of Montana recognizes IB achievement and grants college credit provided the University has received satisfactory scores from the International Baccalaureate Program. University policy on awarding IB credit is available on the [Admissions Advanced-Credit web page](#).

Foreign Language Placement

Transfer credit is not granted for high school foreign languages. Placement testing is done by the Department of Modern and Classical Languages and Literatures to determine appropriate class placement for entering students.

Immunization Requirements

Montana state law requires postsecondary students to provide proof of immunization. Students must complete the Medical Requirement Form and return the form to the Curry Health Center prior to orientation and registration.

Registration cannot be completed without this documentation. A Medical Requirement Form is sent with the admission acceptance letter. For additional information visit the [Curry Health Center website](#).

High School Pilot Program

Area high school juniors and seniors of outstanding ability can enroll in University classes under the High School Pilot Program. Students must have approval from their high school counselor/principal and parent/guardian if under age 18. High school students earn college credit, receive an early introduction to University opportunities and are able to develop skills and knowledge beyond the high school level. For more information, contact the Coordinator of the High School Pilot Program, Enrollment Services-Admissions, Lommasson Center 101, The University of Montana-Missoula, Missoula, MT 59812 or phone (406) 243-6266. For opportunities in the Missoula College, phone (406) 243-7828.

Dual Credit Program

The Dual Credit Program enables high school juniors and seniors of outstanding ability to earn college credit in certain high school courses. Students must have approval from their high school counselor/principal and parent/guardian if under age 18. For information, contact the Missoula College at (406) 243-7828.

International Student Exchange Program (ISEP)

The University of Montana is a member of the International Student Exchange Program (ISEP), which allows University of Montana students to spend a semester, a year, or a summer abroad at one of ISEP's 141 member institutions in 42 foreign countries. ISEP offers reciprocal exchanges (students pay their home tuition, room and board, and create a space for an incoming international student) and ISEP-Direct programs (students pay a program fee covering tuition, room and board through the University of Montana to ISEP). Other expenses for which the student is responsible include: books and supplies, local transportation, round-trip airfare, or personal expenses.

For information on ISEP, please contact International Programs, International Center, The University of Montana-Missoula, Missoula, MT 59812 or phone (406) 243 2288.

National Student Exchange (NSE)

The University of Montana-Missoula participates in the National Student Exchange (NSE) program with 190 other state colleges and universities. This program offers students the opportunity to become better acquainted with different social and educational patterns in other areas of the United States. NSE encourages students to experience new life and learning styles, appreciate differing cultural perspectives, learn more about themselves and others and broaden their educational backgrounds through specialized courses or unique programs which may not be available on the home campus. Qualified students may participate in the exchange program for up to one academic year. For more information, contact the Coordinator of the National Student Exchange Program,

Enrollment Services-Admissions, Lommasson Center 101, The University of Montana-Missoula, Missoula, MT 59812 or phone (406) 243-6266. Find more information on the [National Student Exchange website](#).

Special Admission Committee

A special admission committee reviews applications from students who do not meet the regular admission standards.

Enrollment Limitation

The University of Montana-Missoula may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the University, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the University may, among other things, take into account the individual's history and experience relative to (a) violence and destructive tendencies, (b) behavior on other college campuses, and (c) any rehabilitative therapy the individual may have undergone.

The University of Montana-Missoula adopts the following Admission Review Procedures:

The Assistant Vice President for Enrollment, the Dean of the Graduate School or the Chair of the Admissions Committees of the various professional schools at The University of Montana-Missoula shall be responsible for the administration of the Admissions Review procedures established to implement Board of Regents policy. When the responsible admissions officer has reason to believe an applicant may present an unreasonable risk to the safety and welfare of the campus and persons thereon, additional information regarding the applicant's background and experiences shall be requested. No applicant's admission may be barred automatically, solely by reason of a criminal conviction, if state supervision has terminated, or solely by reason of a youth court adjudication. The responsible admissions officer may request additional information in the following instances: (1) When an applicant has been convicted of a felony; (2) When an applicant has been adjudicated as a danger to others or to self; (3) When an applicant has been suspended or expelled for disciplinary reasons from other educational institutions, either before or after the applicant has been accepted at The University of Montana-Missoula; (4) When, on the basis of other facts, the Assistant Vice President for Enrollment or other responsible officer has reason to believe an applicant may present an unreasonable risk to the safety and welfare of the campus and persons thereon.

After obtaining additional information, the responsible admissions officer may admit the applicant or refer the application to the Admissions Review Committee for review and recommendation.

Evaluation of Transfer Credits

Evaluation of transfer credits is determined by Enrollment Services-Admissions at the time of admission. The evaluation is included in the acceptance packet and in the advising materials distributed during orientation. All college-level credits from regionally accredited colleges and universities will be accepted for transfer. Credits from

colleges or universities that are candidates for regional accreditation will be accepted only after the student has successfully completed twenty semester credits at UM. Course work from unaccredited schools is not accepted or evaluated unless an individual exception is requested by the student and approved by a committee composed of the Academic Vice President, Assistant Vice President for Enrollment and the Registrar.

Enrollment Services-Admissions determines whether or not courses are college-level, the appropriate grading and credit conversion and the applicability of the transfer courses to UM's general education requirements. Transfer courses graded C- or above will count toward general education and major, minor, option or certificate requirements. Transfer courses with grades of D or D- transfer as elective credit. The student's major department may further evaluate the applicability of transfer courses to the student's selected program of study. College-level courses which do not have an equivalent at UM will be accepted as elective credits.

Up to 15 credits of vocational-technical course work from regionally accredited schools are accepted as free electives in transfer toward an AA, AS, or baccalaureate program. Up to 20 credits may transfer for students completing an AAS degree. Missoula College technical courses are designated by a course number suffix of "T."

Elective credit may be given for military courses according to the recommendations in the American Council (ACE) Service Guide. Elective credit may also be given for training programs recommended by the ACE Guide.

The University of Montana database of courses transferable from colleges and universities is available on the [Admissions transfer credit web page](#).

Students who wish to appeal a decision regarding acceptance of transfer credit should contact Enrollment Services-Admissions to receive information on the appeal process.

Evaluation of Transfer Credit-Missoula College

Missoula College students must submit official transcripts for evaluation. If a student feels that a course taken at another institution may substitute for a specific Missoula College course, the evaluation will be done by the associate dean and the chair of the department of the equivalent course. Transfer courses graded C- or above will count toward general education requirements. Transfer courses with grades of D or D- transfer as elective credit. The student's major department may require a grade above C- to meet specific major requirements.

Western Interstate Commission for Higher Education

The Western Interstate Commission for Higher Education's Professional Student Exchange Program enables students in thirteen western states to enroll in out of state professional programs when those programs are not available in their home states. Exchange students receive preference in admission. They pay reduced levels of tuition: for most students, resident tuition in public institutions or reduced standard tuition at private schools. The home state pays a support fee to the admitting schools to help cover the cost of students' education.

The following professional programs are not available in Montana but are supported by the Montana WICHE program. They are dentistry, medicine, occupational therapy, optometry, osteopathic medicine, podiatry, public health and veterinary medicine.

The Certifying Officer for the State of Montana can be contacted for specific details about the program. WICHE Student Exchange Program, Montana University System, 2500 Broadway, Helena, MT 59620. (406)444-6570 or Fax: (406) 444-1469.

Western Undergraduate Exchange Program (WUE)

The Western Undergraduate Exchange (WUE) Scholarship program at The University of Montana-Missoula is a highly competitive academic merit based scholarship which is strictly monitored. Awards are decided upon a comprehensive review of a student's cumulative G.P.A. and test scores. When undergraduate students apply and are admitted from a WUE state they are automatically considered for the WUE, if not eligible for the WUE they are reviewed for other awards. The WUE states are limited to students who are legal residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. Please note: Only first time incoming freshman and new transfer students are eligible for the WUE scholarship. *Currently enrolled students not originally awarded WUE, post-baccalaureate students and returning students are not eligible for WUE.*

The amount of the WUE scholarship will always represent the 150% of the cost of Montana resident tuition and fees. The WUE scholarship will automatically be renewed each semester providing students follow all conditions of the WUE Scholarship.

The conditions of the WUE Scholarship are:

- The award is in effect for four years or until completion of a bachelor's degree (120 credits) whichever comes first.
- You must maintain a 3.0 grade point average and register for at least 15 credits each consecutive term of enrollment. Please note that completion of 15 credits per semester leads to graduation within four years.
- Tuition and fees at UM between 12 – 21 credits costs the same. The best way to maximize your tuition dollars is by taking advantage of this cost savings during your scholarship eligibility.
- You may not earn Montana residency for fee purposes at any unit of the Montana University System.
- If you change your status to Distance Only or if you transfer your enrollment to the Missoula College your Western Undergraduate Exchange Scholarship will no longer apply.

To be eligible for the WUE scholarship first time incoming freshman and transfer students must apply for admission and be admitted to The University of Montana. Awarding of the WUE will occur on a space available rolling basis with priority given to those who apply before December 31st. Further details are available from the [Enrollment Services-Admissions Office website](#).

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 [Vice President for Student Affairs Student Conduct Code web page](#).

Service Members Opportunity College

The University is a member of Service members Opportunity Colleges, a consortium of over 1300 institutions pledged to be reasonable in working with service members and veterans trying to earn degrees.

VETS Office

1000 E. Beckwith

Missoula, MT 59801

Phone: (406) 243-2744

Fax: (406) 243-5444

vetsoffice@umontana.edu

Associate of Applied Science, Associate of Arts and Certificate 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 HiSET or GED. Students interested in becoming University of Montana (Mountain Campus) students must meet the admission requirements of the University of Montana.

How to Apply

Applications are available from Enrollment Services-Admissions or the Missoula College by request or are available on the [Missoula College website](#).

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. 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/HiSET/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 Medical Requirement 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.