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HOME

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.

Disclaimer

As of Thursday, June 29, 2017, the 2017-2018 catalog is available online. Final changes/preparations are continuing before we have a final catalog in the very near future. The University of Montana is updating much of the technology behind the scenes in order to better present the online catalog.

The University and its colleges and schools reserve the right to change the rules, the calendar regulating admission and registration, the instruction in and the graduation from the University and any other regulations affecting the student. The University also reserves the right to withdraw or adjust courses and programs as they appear in the catalog at any time. Please direct questions about the catalog and the information contained within to the Registrar's Office or the department offering the courses.

ACADEMICS

Academic Policies and Procedures

Academic Calendar

The Academic Calendar for the current academic year, as well as past and future years, may be found on the Academic Calendar web page (<http://www.umt.edu/provost/about/academiccalendar.aspx>).

Registration and Course Information

Registration for 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 (<http://admissions.umt.edu/admissions/default.php>).

Detailed instructions regarding registration and course offerings are available on the Registrar web pages for registration information (<http://www.umt.edu/registrar/Registration/registrationinformation.php>) and course schedule information (<http://www.umt.edu/registrar/Registration/Class%20Schedules.php>).

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.

Adding, Dropping and Other Course Changes

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
Add a Course	CyberBear	Course Add/Change Form with instructor signature	Course Add/Change Form with advisor ¹ and instructor signature	Course Add/Change Form with Advisor ¹ and instructor signature	Only registration errors can be corrected; use the Course Add/Change Form with instructor signature

Change a Section	CyberBear	Course Add/Change form with both instructors' signatures	Course Add/Change form with both instructors' signatures	Course Add/Change form with both instructors' signatures	Only registration errors can be corrected; use the Course Add/Change form with both instructors' signatures
Drop a Course	CyberBear	CyberBear	Course Drop Form with advisor ¹ and instructor signature (W on transcript)	Course Drop Form with advisor ¹ , instructor and Dean's signature (WP or WF on transcript)	Not permitted

Change to/ from Audit	CyberBear	CyberBear	Not permitted	Not permitted	Not permitted
Change to/from CR/NCR grading, or change credits (for variable credit courses)	CyberBear	CyberBear	Course Add/Change Form with advisor ¹ and instructor signature	Course Add/Change Form with advisor ¹ and instructor signature	Not permitted

¹ Not required for Graduate & Post-Baccalaureate students

Winter Session

Instructional Days	Day 1	Day 2-3	Day 4-8	Day 9-13	Day 14 & Beyond
Add a Course	CyberBear	Course Add/Change Form with instructor signature	Course Add/Change Form with instructor signature	Course Add/Change Form with instructor signature	Only registration errors can be corrected; use the Course Add/Change Form with instructor signature

Change a Section	CyberBear	Course Add/Change Form with both instructors' signatures	Course Add/Change Form with both instructors' signatures	Course Add/Change Form with both instructors' signatures	Only registration errors can be corrected; use the Course Add/Change Form with both instructors' signatures
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Change a Section	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
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Drop a Course	CyberBear	Cyberbear	Course Drop Form with instructor signature (W on transcript)	Course Drop Form with instructor and Dean's signature (WP or WF on transcript)	Not permitted
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Drop a Course	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
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Change to/ from Audit	CyberBear	Cyberbear	Not permitted	Not permitted	Not permitted
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Change to/ from Audit	CyberBear	CyberBear	Not permitted	Not permitted	Not permitted
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Change to/from CR/NCR grading, or change credits (for variable credit courses)	CyberBear	Cyberbear	Course Add/Change Form with instructor signature	Course Add/Change Form with instructor signature	Not permitted
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Change to/from CR/NCR grading, or change credits (for variable credit courses)	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature	Summer Override & Add/Drop Form with instructor signature	Not permitted
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Summer Semester: 5-week Sessions

Instructional Days	Day 1-2	Day 3-5	Day 6-14	Day 15-23	Day 24 & Beyond
Add a Course	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 registration errors can be corrected; use the Summer Override & Add/Drop Form with instructor signature

Summer Semester: 10-week Session

Instructional Days	Day 1-5	Day 6-10	Day 11-29	Day 30-47	Day 48 & Beyond
Add a Course	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

Change a Section	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
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Drop a Course	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature (W on transcript)	Summer Override & Add/Drop Form with instructor signature and Dean's signature (WP or WF on transcript)	Not permitted
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Change to/from Audit	CyberBear	CyberBear	Not permitted	Not permitted	Not permitted
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Change to/from CR/NCR grading, or change credits (for variable credit courses)	CyberBear	CyberBear	Summer Override & Add/Drop Form with instructor signature	Summer Override & Add/Drop Form with instructor signature	Not permitted
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Special Sessions

Special Session courses, offered during any term, will 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

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. Important Dates are listed on the Registrar's Office calendar web page (<http://www.umt.edu/registrar/calendar.php>). Please see the Business Services/Student Accounts website (<http://www.umt.edu/business-services/Students/default.php>) for information regarding how fees are impacted by dropping/adding courses, as well as the refund schedule for a complete withdrawal from the University of Montana.

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

1. drop/add a course and/or
2. 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 Registrar's Office no later than close of business on the forty-fifth instructional day of a semester. 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 15th 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 time frame, 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 Registrar's Office no later than close of business on the Last Day of Regular Classes. A \$10.00 processing fee is charged for each add. Added courses and credits may result in additional fees.

During this time frame, 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 Registrar's Office no later than close of business on the Last Regular Class Day/Friday before Finals Week. 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 (p. 351) section of this catalog for links to the School of Law website, which will list the add and drop deadlines for law courses.

Cancellation of Courses

The University reserves the right to cancel any course.

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 the Common Course Numbering web page (https://webprocess.umt.edu/cyberbear/uwgccneq.p_CCN_Equivalencies).

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 Registrar's Office. 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 (p. 43) 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 the Registrar's Office, 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, as described below.

Retroactive Withdrawals

In exceptional cases, a student may appeal for a retroactive withdrawal for a previous semester in attendance, all such appeals are reviewed by a committee. Forms and instructions are located on the Registrar's web page (<http://catalog.umt.edu/academics/policies-procedures/%20http://www.umt.edu/registrar/PDF/RetroWithdrawalPetition.pdf>).

Hardship Withdrawals

In the case of extreme medical, family or other emergencies that are documented and have impacted a student's ability to attend and succeed in courses, a student may appeal for a hardship withdrawal from the university. Such appeals are reviewed by a committee and are considered on a case by case basis. To apply for a hardship petition contact Student Accounts at 406-243-2223.

Prerequisites and Co-requisites

"Prerequisite" 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.

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.

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.

Equivalent Courses

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.

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 Time¹: 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.)

¹ One credit of PSYX 638 per semester is equivalent to full-time enrollment for students in the Clinical Psychology Ph.D. Program. One credit of PSYX 588 (equivalent to PSYX 638) per semester is equivalent to full-time enrollment for students in the School Psychology PhD 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.

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.

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.

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 and Academic Standing Information

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.

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 16th 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.

No Credit Grading in Composition (CN)

Students enrolled in WRIT 095 and WRIT 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 communicates them to the departmental office.
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.

Faculty Options for Grading Mode

- 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.

Credit Definition

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.

In determining semester hour recommendations, evaluators use the following guidelines:

1. One semester credit hour for each 15 hours of classroom contact plus 30 hours of outside preparation or the equivalent; or
2. One semester credit hour for each 30 hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be 15 hours; or
3. One semester credit hour for not less than 45 hours of shop instruction (contact hours) or the equivalent.

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.

Repeating a Course

Repeat Fee Structure:

- 1st repeat - \$25.75
- 2nd repeat - \$36.05
- 3rd repeat - \$51.50

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 (p. 351) 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.

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.

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.

4.0 President's List

To qualify for the 4.0 President's List Dean's List, students must be undergraduates, must earn a semester grade average of 4.0, and receive a grade of A in at least 9 credits. No grades of NC or NCR are allowed.

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. 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. Reinstatement will require, at minimum, one full semester of non-enrollment at any campus of the Montana university system. Academic suspensions are noted on final grades and academic transcripts. Additional information can be found on the Office for Student Success Academic Standing web page (http://www.umt.edu/oss/for_faculty_staff/acadstand.php).

Reinstatement from Academic Suspension

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 grade 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.

Appeal of Academic Suspension

Students may appeal a suspension in cases where there are compelling and documented circumstances. If the appeal is approved by the dean of the student's college, the student may return to the university without sitting out a semester. Appeals are considered where the student has otherwise demonstrated an ability to succeed at the university and the compelling circumstances that led to the poor performance have been resolved. An appeal of academic suspension will only be granted one time, on the approval of the appropriate dean. See the Appeal of Suspension Form (<http://www.umt.edu/registrar/PDF/>

AppealofSuspension.pdf), which details eligibility criteria and appropriate procedures.

Academic Forgiveness

- 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 on the Registrar's Academic Forgiveness web page (<http://www.umt.edu/registrar/academicforgivenesspolicy.php>).

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 Missoula College, 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 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 also order an academic transcript on-line for an additional fee through the National Student Clearinghouse service. Copies ordered via this service can be delivered electronically, hard copy or direct electronic data exchange. Additional information regarding ordering options and fees may be viewed via the Registrar's Website (<http://www.umt.edu/registrar/Alumniparents/Transcripts.aspx>).

Any student who enrolled after summer semester 1991 may view his or her academic record in CyberBear (<https://cyberbear.umt.edu>)

Student Rights and Responsibilities Privacy and Release of Student Education Records (FERPA)

What is FERPA?

FERPA (Family Educational Rights and Privacy Act) was enacted in 1974. It is a set of regulations that applies to those institutions, such as the University of Montana, that receive funding from the Department of Education.

FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

Resources for Students

Notification Regarding Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files documents, and other materials which

1. contain information directly related to a student; and
2. are maintained by an educational institution. (20 U.S.C. § 1232g(a)(4)(A); 34 CFR § 99.3).

FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally speaking, FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances:

- with the written consent of the student,
- if the disclosure meets one of the statutory exemptions, or
- if the disclosure is directory information and the student has not placed a hold on release of directory information.

The University defines the following information as public (directory) information:

- Student's name
- Email address
- Telephone number
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class
- Participation in officially recognized activities and sports

- Most recent previous educational agency or institution attended by the student
- Weight and height, if student is a member of an intercollegiate athletic team

FERPA allows the University to release a student's directory information to anyone unless the student informs the University Office of the Registrar that he or she does not wish directory information to be released.

NO to Release of Directory Information

If you do not wish to authorize the release of directory information and do not want your directory information to appear in the University Student Directory, you must inform the Office of the Registrar of this by completing a UM Confidentiality Request Form (<http://www.umt.edu/registrar/PDF/ConfidentialityRequestForm.pdf>) which can be obtained from the Registrar's Office Website (<http://www.umt.edu/registrar>). You should allow at least three business days for processing.

You should be aware ...

You should be aware that restricting the release of your directory information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify your enrollment, or to verify the fact that you have earned a degree from the University. The University cannot notify your home town paper about awards and honors you receive (e.g., Dean's list). For this reason alone, many students choose to remove their FERPA restriction.

Change from NO to YES

At any time after restricting the release of your directory information, you may change your mind and choose to authorize the University to release directory information and for it to appear in the University Student Directory. You can grant such authorization at any time by going to the Registrar's Office at 201 Lommasson with a valid photo identification.

Notification of Students' Rights Under FERPA

FERPA also affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. To inspect and review his or her education records, a student should submit to the university official(s) or office(s) having custody of the particular record(s), a written request that identifies the record(s) the student wishes to inspect.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. (*This process cannot be used to challenge a grade.*) A student who wishes to ask the University to amend a record should write the appropriate University dean or director responsible for custody of the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except that the University will disclose the following information without a student's consent:

4. Disclosure to school officials with legitimate educational interests. A **school official** is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including, but not limited to University Police Department personnel, and Curry Health staff); a contractor, consultant, or other outside service provider retained to provide various institutional services and functions under contract or by statute instead of using University employees or officials (including, but not limited to an attorney, auditor, collection agent, information systems specialist, teaching affiliate, and clinical mentor); a person serving on the Board of Regents, staff in the Office of the Commission of Higher Education, the Institutional Review Board, and any other University board, committee or council; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

1. Compliance with a lawfully issued subpoena or judicial order.
2. Requests in connection with a student's application for financial aid.
3. Information submitted to accrediting organizations.
4. To other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
5. Requests by federal and state authorities and authorized third parties designated by federal and state authorities to evaluate a federal or state supported education program; to researchers performing certain types of studies; in connection with statewide longitudinal data systems studies and tracking.
6. In the case of emergencies, the University may release information to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
7. To the extent otherwise permitted by law, the results of a disciplinary proceeding or investigation conducted by the University to an alleged victim of a crime.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additional Resources

For more information on FERPA, please see the following links:

1. Family Policy Compliance Office (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>)
2. FERPA 20 USC 1232(g) (http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g)
3. 34 CFR Part 99 (<https://www.gpo.gov/fdsys/pkg/CFR-2007-title34-vol1/content-detail.html>)
4. Montana Code Annotated (http://leg.mt.gov/bills/mca_toc/20_25_5.htm)

Student Rights

Public Safety Report and Alcohol and Drug Guidelines

The health and safety of students, faculty, staff, and visitors are of paramount concern to The University of Montana. Each year the University publishes an annual report outlining on-campus security and safety information and crime statistics. The report provides important information for security awareness and crime prevention programs, emergency procedures and reporting crimes, plus law enforcement and safety services on campus.

Additionally, the booklet contains the University's policy on sexual assault and information about support services for victims of sexual assault. The booklet also includes information about the University's drug and alcohol policy, programs and support services for substance abuse, and risk management guidelines for University-related events.

The booklet is available by writing or calling the Office of Public Safety (406) 342-6131 or the Office of the Vice President for Student Affairs (406) 243-5225, The University of Montana, Missoula, Missoula, MT 59812. The information can also be accessed on the University of Montana Student Affairs website (<http://www.umt.edu/vpesa>) and the University of Montana Public Safety website (<http://www.umt.edu/police>).

Student Complaint Procedures

Under the terms of the Collective Bargaining Agreement between The University of Montana University Faculty Association and The Montana University System, there is a formal procedure for students who have a complaint against a faculty member or an administrator. Information about this procedure is available at the Vice President for Student Affairs website (<http://www.umt.edu/vpesa>). The ASUM Student Resolution Officer is available to answer questions about procedures and to assist with the process. Time restrictions are important, so students should review procedures immediately if they feel they may have complaints. The Resolution Officer receives voice mail at 243-5431 or email at asum.resolutionoff@mso.umt.edu.

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.

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 University of Montana-Missoula (ASUM). The Student Conduct Code also can be accessed on the Vice President for Student Affairs Conduct Code web page (<http://www.umt.edu/vpesa>).

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.

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 through CyberBear (<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.

Major and Minor Requirement Information

Declaring a Major and Changing a Major

Students indicate on the application for admission the major or majors in which they are interested. Students undecided as to a field of interest may elect to be Undeclared while making program and career decisions. Students must declare a major in a degree granting program prior to completion of 45 credits or after three semesters, whichever occurs first.

Students must complete a major in order to earn a degree or certificate.

Students may change their majors or minors by obtaining the proper approval on a change of major or minor form available from the Registrar's Office. Because of enrollment limitations, students must request a change to a program in the Missoula College by completing an application for admission and submitting it to the College. Students whose initial admission was to the Missoula College may change to a major outside the College by submitting an application for

admission to Enrollment Services-Admissions & New Student Services in the Lommasson Center.

Credits Required for a Major

Students in a bachelor degree program must complete a minimum of 30 credits in their major. Most majors require more.

Students may elect to earn a single degree with more than one major. Students may complete a double major (two majors) or any number of majors. All requirements for the majors must be completed even though students will receive a single degree such as a Bachelor of Arts with majors in Psychology and Sociology. It is only necessary to complete the total credit requirement for a single bachelor degree.

Courses completed to satisfy the requirements of a major also may be applied toward the General Education Requirement if they appear on the list of approved courses at the time they are taken.

Students in programs in the Missoula College complete requirements as listed in the Missoula College (p. 354) section of this catalog.

Credit Limitations in a Major

A maximum of 60 credits in the student's major may be counted toward the baccalaureate degree, except some options in Health and Human Performance and Education, majors in Computer Science, and majors in the Schools of Business Administration, College of Visual and Performing Arts, Journalism, Law, The College of Health Professions and Biomedical Sciences and the College of Forestry and Conservation are allowed more. Students with combined majors, as opposed to two majors, are allowed to apply 75 credits in the major.

Grade Requirement

Courses taken to satisfy the requirements of the major must be completed with a grade of C- or better.

A minimum grade average of 2.00 in all work attempted in the major at the University of Montana-Missoula is required for graduation.

Major Concentration

Groups of courses have been identified which lead to a specialization within one major or between two or more majors. These specializations are called concentrations. The names of approved concentrations will be recorded on the permanent records of those students who have satisfactorily completed the requirements as given in the catalog governing their graduation. A student desiring a particular concentration must satisfy the requirements of the major offering it. If one concentration is offered within two or more majors, the student must satisfy the requirements of only one.

Only courses listed within the supporting major count toward the 60 credit limitation in the major. Courses in other fields do not count toward the maximum of 60 credits in the major even though they may be required or elected for the concentration.

If one major has two or more concentrations, a student may satisfy the requirements for more than one concentration so long as the maximum credit limitations are observed.

Minor Requirements

Baccalaureate students may elect to complete one or more minors in fields outside their majors. Minors may be in fields unrelated to students'

majors or they may be complementary or supportive of majors. A student may not take a minor in the same field of study as his or her major.

A student will not be required to satisfy the requirements of a minor in order to graduate unless that minor is required by the student's major department or school.

Courses completed to satisfy the requirements of a minor also may be applied toward the General Education Requirement if they appear on the list of approved courses at the time they are taken.

Credits Required for a Minor

To complete a minor, students must earn at least 18 credits in an approved minor listed in this catalog and complete a baccalaureate degree.

Students possessing a baccalaureate degree from an accredited college or university may earn a minor if they have been accepted by the University as an undergraduate degree student. In addition to meeting minor requirements, students must earn from the University of Montana-Missoula a minimum of 9 credits in the minor field and 15 credits overall.

Grade Requirement

Courses taken to satisfy the requirements of the major and the minor must be completed with a grade of C- or better. Some majors require a C or higher grade for some of the required courses. Specific information regarding the major requirements can be found in the majors individual section of the catalog.

A minimum grade average of 2.00 in all work attempted in the minor at the University of Montana-Missoula is required for graduation with the minor.

Teaching Minors

Teaching minors are separate entities from degree minors as described in this section. Teaching minors are identified and requirements listed in the College of Education (p. 83) section of this catalog.

Advising Introduction

Academic advising is critical to student success at University of Montana (UM). 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.

The UM catalog is the official source of information on the UM General Education Requirements, requirements of individual academic programs, and graduation-related policies. The Advising Manual is a comprehensive policy and procedural guide for faculty and staff advisors at UM.

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 professionally trained 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 open and productive dialogue about the student's academic, personal, and career goals.

Advising Best Practices

No two advising sessions are ever the same. There are guidelines and best practices, however, that apply to most interactions between an advisor and advisee. These include:

- First, do no harm. Ask questions, double check information, and always document your interactions.
- Always reference a student's current academic record during an advising session. If you do not have access to printable student transcripts, access student records in Banner, Cyberbear, or Degree Works.
- Always maintain confidentiality. The student's academic record and all discussions (face-to-face, by phone or via email) between you and an advisee cannot be discussed with a third party unless you have the advisee's authorization. See the FERPA website maintained by the Registrar's Office – link included in the Resources section of this document – for detailed information on student confidentiality.
- Go beyond approving a class schedule and discuss the student's major choice, career or professional objectives, co-curricular opportunities and university resources. Help students make the most of their undergraduate experience at UM by connecting them with relevant resources and opportunities rather than simply making referrals.
- Advisors help students find the information they need to make good decisions and effectively advocate for themselves; advisors do not make decisions for the advisee.
- Use the available tools and resources to maximize the effectiveness of individual advising sessions with students. There are numerous technological and other tools available to advisors. Familiarize yourself with available tools by attending relevant training's.

Minimum Expectations for the Advising Appointment

Advising numbers are distributed to academic departments 3-4 weeks prior to the Priority Registration period. Advising procedures and distribution of advising numbers vary widely among academic departments. At a minimum, the advising session should cover the following:

- Ask the student how they are doing and how their semester is going. Are they enjoying and performing well in their current courses? Are there additional support services they might benefit from? Based on student's responses and subsequent needs, provide student with available campus resources, encourage the student to utilize them, and, when possible, follow-up with the student to ensure that they have taken advantage of relevant resources. *Distributing the advising number shouldn't be the goal of advising.* Sometimes students are looking for the opportunity to discuss an issue but don't know how to start the conversation.
- Is the student's major a good fit and might a minor or second major be appropriate?
- Using Degree Works, conduct a comprehensive degree evaluation to inform student of progress towards degree completion (major requirements, GERs, Upper Division credits and general electives to

meet the 120 credit requirement). Educate students on how they can access Degree Works to self-serve.

- Check to see if a student has registration-preventing and/or other holds, release advising pin, and notify student of when they can register for upcoming semester classes based on the priority registration timetable.
- Discuss the student's plans following graduation and encourage the student to take advantage of co-curricular or academic enrichment opportunities such as internships, service learning, undergraduate research, education abroad, etc. Also encourage the student to investigate federal student aid, scholarships and other higher education funding opportunities.
- At the end of the advising session with each student, summarize the main issues that surfaced in your advising interaction with the student, and ask them what their next steps are with respect to completing tasks and addressing issues pertaining to their academic progress.

Expectations of Students: How to Prepare for the Advising Appointment

Although academic advising is a relationship of shared responsibility between the advisor and the student, it is important for students to realize that the ultimate responsibility for meeting all graduation requirements is their own. Students improve their academic planning and success by learning about the academic requirements of their academic program(s), UM policies on registration and graduation, and by fully using available advising services. In order to prepare for a productive advising appointment, students should:

- Develop a plan of courses for upcoming semester registration and be prepared to discuss your long-term academic, personal, and professional goals.
- Login to the Cyberbear Student Profile to check for registration-preventing holds. If holds are present, try to clear them before the advising appointment.
- Research academic enrichment and other beyond-the-classroom opportunities of interest to discuss during the advising appointment.
- Be honest with your advisor about issues impacting your ability to be successful. Advisors can only help with issues or situations they are aware of. This requires open and effective communication with your advisor.

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-Medical Sciences, Pre-Nursing, Pre-Physical Therapy, freshman Media Arts, or an undergraduate Non-degree student, he/she is assigned to a professional advisor at the Undergraduate Advising Center (<http://www.umt.edu/undergrad-advising-center>) (www.umt.edu/uac (<http://www.umt.edu/undergrad-advising-center>)).

To change a major, a student must submit an official Change of Major form to the Registrar's Office located in the Lommasson building room 201. 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/undergrad-advising-center>), 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 Support Services

Several tutoring programs are available to all students through the Office for Student Success (http://www.umt.edu/oss/for_students/tutoring.php). 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 and Public Speaking Center (<http://www.umt.edu/writingcenter>) supports students in becoming more effective writers and provides tutoring at several locations across campus; 406-243-2266). The Math Learning Center provides tutoring in all developmental and 100-level math courses. Missoula College students may receive tutoring in math, writing and a variety of other subjects through the Academic Support Center. The Curry Health Center Counseling Center offers workshops on a variety of topics designed to enhance student academic performance.

TRiO Student Support Services

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 the TRiO website (<http://www.umt.edu/trioss>).

Academic Support Center (ASC)

The Academic Support Center (ASC) on the Missoula College 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.

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 (<http://admissions.umt.edu/admissions/other-applicants/homeschool.php>).

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 have a high school diploma or its recognized equivalent, but do not otherwise meet the admission requirements, may be admitted on a conditional basis. To be admitted conditionally, the Admissions Committee must determine 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 Admissions

website (<http://admissions.umt.edu/admissions/default.php>). 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.

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 (<http://mc.umt.edu>).

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.

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 (<http://mc.umt.edu>). 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.

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 completely online courses only. When applying for this status, students are not required to provide proof of immunization or complete a Medical Requirement 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 (http://umonline.umt.edu/distance_form.php).

Former University of Montana-Missoula Students - Readmission

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 (p. 22) section of this catalog.

Missoula College (formerly College of Technology) students must reapply for readmission at the Missoula College Registrar's Office (909 South

Avenue) or online at the UM Admissions Missoula College web page (<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 or online at the UM Admissions web page (<http://admissions.umt.edu/admissions/default.php>).

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 pre-register for the subsequent semester, unless a registration hold exists on the student's record.

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, all located 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 (p. 22) as listed in this catalog.

Former undergraduate students are not required to pay the undergraduate application fee 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 Registrar's readmissions web page (<http://www.umt.edu/registrar/Alumniparents/readmission.php>).

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 (<http://admissions.umt.edu/admissions/advanced-credits/default.php>).

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 (<http://admissions.umt.edu/admissions/advanced-credits/default.php>).

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 (<http://www.umt.edu/curry-health-center>).

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, go to the Dual Credit Program website (<http://mc.umt.edu/dualenrollment>) or contact Jordan Patterson (jordan.patterson@umontana.edu), Missoula College, at (406) 552-8689.

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 (<http://www.umt.edu/academic-enrichment/national-student-exchange/default.php>).

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

1. violence and destructive tendencies,
2. behavior on other college campuses, and
3. 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 (<http://admissions.umt.edu/admissions/transfer/transfer-credits.php>).

Per Board Of Regents policy #301.5, students have the right to appeal their official evaluation by contacting the Admissions Office. If a student exercises the appeal rights set out in this policy, the review and a final decision must be completed by the class pre-registration date for the following academic term. The student must initiate the appeal process, in a timely manner, in order to give the institution time to complete its review before the deadline described in the preceding sentence.

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 (<http://admissions.umt.edu/default.php>).

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 (<http://www.umt.edu/vpesa>).

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

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 the UM Graduate School website (<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: <http://www.umt.edu/grad/Apply/Graduate%20Nondegree%20Admission.php> 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: <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 the UM Graduate School website (<http://www.umt.edu/grad>) and pay a \$60 non-refundable fee.

HiSET or GED (General Education Development)

A person who is not a graduate from an accredited high school may be eligible for admission by earning passing scores on the HiSET or GED test. HiSET or GED students who have been out of high school for less than three years or are under the age of 21 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.

International Student Admission

The University of Montana-Missoula International Programs-International 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, International Programs-International 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 International Programs-International Admissions. The form must be complete and signed. Applications are also available on the UM Admissions International web page (<http://www.umt.edu/global-engagement/admissions/default.php>).
2. \$30.00 paper application fee. 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:
 - a. Official or certified copies of non-U.S. academic credentials beginning with secondary school and continuing through the highest level of achievement. The transcripts must be in the original language accompanied by an English translation. The applicant may make the translation themselves. Photocopied, scanned, or emailed copies will not be accepted.
 - b. 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 International Programs-International Admissions.
5. English Language Proficiency. *Montana University System campuses require international-student applicants to present evidence of proficient English use. Campuses may impose additional requirements on applicants from other countries in order to assure student success.*

The University of Montana considers applicants to be international students if they are neither U.S. citizens, immigrants (permanent residents) nor refugees. These applicants may include holders of F (student) visas, J (exchange visitor) visas, and M (vocational training) visas.

All international students must be academically prepared and demonstrate sufficient proficiency in English to qualify for admission. In order to demonstrate sufficient proficiency, students must meet one of the following admissions standards at the undergraduate level:

Proficiency Examination	Full Admission	Conditional Admission
TOEFL iBT	70 and above	69 and below
TOEFL PBT	525 and above	524 and below
TOEFL CBT	193 and above	192 and below
IELTS	6.0 (no band below 5.5)	5.5 (no band below 5.0)
MELAB	74 and above	73 and below
SAT - Writing Score	440 and above	
ACT - English Writing	18 and above	
STEP EIKEN	Grade Pre-1	
UM English Language Institute	525 TOEFL ITP or recommendation from ELI	
ELS Language Center	Successful completion of Program Level 112	
Kaplan Aspect	Successful completion of Higher Intermediate Level 112	
Vancouver English Centre	Successful completion of Level 11	

All inquiries about evidence of English proficiency and English language proficiency test scores should be directed to Enrollment Services-Admissions.

Exemptions

Exemptions to the English proficiency policy may be considered for any one of the following:

- applicants whose native language is English;
- applicants with two or more years of attendance at an institution of higher education where English is the primary language of instruction; or
- applicants who transfer an equivalent for WRIT 101.

Students who are citizens of the following countries need not submit proof of English language proficiency unless English is not the student's native language. These countries include: Australia, Canada, Ireland, New Zealand, the United Kingdom, and South Africa.

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 International Programs-International Admissions. When the student arranges to take one of the proficiency tests, he or she should request that examination results be sent directly to

International Programs-International Admissions
The University of Montana-Missoula
Missoula, Montana 59812.
(Code N. 4489 00)

Full Admission

The University of Montana will consider for full admission only those undergraduate students providing evidence of English language proficiency in the form of one of the scores listed above:

Proficiency Exam	Superior Proficiency	*Advanced Proficiency*	*Intermediate Proficiency*
iBT TOEFL	92 or higher	81 to 91	70 to 80
PBT TOEFL	575 or higher	550 to 574	525 to 549
CBT TOEFL	234 or higher	213 to 233	192 to 212
IELTS	6.5 (no band <6.0)	6.5 (no band <5.5)	6.0 (no band <5.0)
MELAB	83 or higher	78 to 82	74 to 77

- * Full Admission with Academic Support: International-student applicants qualify for admission with academic support if they have
1. completed one of the English proficiency examinations (either TOEFL, IELTS, or MELAB) and
 2. earned scores within the ranges presented below:

Any student scoring in the advanced or intermediate proficiency ranges are strongly recommended to enroll in academic support service courses.

- During their first semester of attendance, advanced-proficiency students may take 3 but no more than 6 credits coursework in English as an Academic Second Language (EASL).
- During their first two semesters in attendance, intermediate-proficiency students may take 6 but no more than 12 credits of coursework in EASL.

Academic Support coursework entails EASL courses, credited toward a degree. The University offers EASL 250 and EASL 251 (intermediate) as well as EASL 450 and EASL 451 (advanced) in order to assist international students in becoming ready for and effective in mainstream college coursework.

Conditional Admission

Students who do not meet the required English language proficiency for full admission but are otherwise academically qualified may seek eligibility for conditional admission. Students submit International applications and all required supporting documents to the Admissions Office, and upon a review of their academic eligibility, students may then be admitted conditionally. Enrollment Services issues the conditional-acceptance letter and an I-20 form and then forwards this information to the English Language Institute.

Summary: An iBT score of 70 is required for full admission; an iBT score between 70-93 places an academic-support recommendation on full admission. These international students are encouraged to complete one or more Academic Support courses which count for degree credit.

Justification: A score below 70 iBT indicates a pre-emergent proficiency for academic purposes, failing a full-admission standard; a score between 70-93 iBT indicates emerging proficiency for academic purposes, thus meeting a full-admission standard with a recommendation for academic support with a projected increase of 12 iBT points per semester; emerging proficiency is intermediate (70-81) and advanced (82-93). These students enroll in a program of study delivering academic support that respects timely passage toward a program of study leading to degree. This range reflects most universities' admissions standards and sets a ceiling with those of prestigious ones.

It is **recommended**,

1. *this policy be revisited for review and revision to respond to developments,*
2. *an admission deadline for international-student applications is May prior to the Academic Year, and*
3. *ASCRC coordinate its recommendations for this undergraduate international-student standard with Graduate Council, setting the graduate international-student standard.*

When to Apply

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

- Autumn Semester Deadline – May 15
- Spring Semester Deadline – October 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 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 (p. 19) 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 (<http://admissions.umt.edu/admissions/transfer>).

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.

UM accepts Associate of Arts (AA) and Associate of Science (AS) Degrees from US colleges and universities accredited by regional and national accrediting agencies recognized by the US Department of Education. AA and AS Degrees from other institutions will be reviewed on an individual basis. A completed AA or AS degree satisfies UM's lower-division General Education requirements; students must still complete the advanced writing course and are encouraged to explore lower-division language courses to enhance their major. *Since Associate of Applied Science (AAS) Degrees focus on technical skills, the degree does not necessarily satisfy all lower-division General Education requirements at UM.*

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 (<http://mus.edu/transfer/MUScore.asp>)) 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 (http://www.umt.edu/facultysenate/committees/writing_committee/guidelines.php) 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.

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 to freshmen unless they are applying to the

Missoula College. Each applicant should understand that acceptance to this category does not constitute acceptance into a degree granting program. Applicants admitted as undergraduate nondegree students are not eligible for financial aid.

Academic Eligibility

Each applicant must certify on the application form that he or she has graduated from a high school that is fully accredited by its state department of education, or has passed the HiSET or General Educational Development (GED) test. To be considered for nondegree status, a student must have attempted 12 or more college level credits. This category is not open to students currently on academic suspension from The University of Montana.

If a person is admitted as an undergraduate non-degree student and later wishes to change to a degree program, he or she will be required to file an application for readmission, furnish the required supporting credentials and meet the regular admissions standards for the intended program. Readmission applications are available from Enrollment Services-Admissions, the Missoula College, or the Registrar's Office.

How to Apply

Applications for admission are available from Enrollment Services-Admissions by request or are available on the UM Admissions website (<http://admissions.umt.edu/admissions/default.php>).

Receipt of the following credentials in Enrollment Services-Admissions or the Missoula College constitutes a complete application for admission to the undergraduate nondegree status:

1. Application form. Applications must 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 and the Division of Technology, Helena College of Technology, and University of Montana-Western.
3. Immunization Form. All applicants are required to submit a completed Medical Requirement Form to the Curry Health Center two weeks prior to registration. The form must 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 - Autumn semester
- November 15 - Spring semester

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

Degree/Certificate Requirements for Graduation

Catalog Governing Graduation

Students may graduate fulfilling University and departmental major requirements in any single University of Montana-Missoula catalog

under which the student has been enrolled during the six years prior to graduation. (For example, the 2013-2014 catalog can be used through summer 2020). The student MUST meet major requirements under the same catalog under which the student is meeting University requirements (general education requirements); minor requirements may be satisfied under a different catalog within the six year period. University or departmental requirements may change to comply with accreditation requirements, professional certification and licensing requirements, etc.

Students transferring to the University of Montana-Missoula may choose to graduate fulfilling requirements under the UM catalog in effect when they were enrolled at their original institution, provided the chosen catalog is not more than six years old at the time of graduation. Eligible students who choose an earlier catalog must notify the Admissions Office at the time of admission so their transfer work can be evaluated accordingly.

Applying for Certificate and Degree Candidacy

To become a candidate for a degree, the student must file formal application at the Graduation desk in the Registrar's Office at the beginning of the semester preceding the semester in which he or she expects to graduate. Deadline dates are specified in the Class Schedule. In the Missoula College, candidates for certificates and degrees must file a formal application with the Registrar's Office in the College at the beginning of the semester in which they expect to graduate.

Credits Required for a Certificate of Completion

See individual College or School catalog sections for certificate course and credit requirements. Course and credit requirements vary by program.

Credits Required for a Degree

Associate of Applied Science

To receive an Associate of Applied Science (A.A.S.) Degree from the Missoula College, a student must fulfill the following criteria:

1. Complete a minimum of 60 credits, of which 51% must be from UM. Possess a minimum grade average of 2.00 in all work attempted at the University of Montana-Missoula and a minimum grade of C- in all classes that count toward program requirements.
2. Courses numbered below 100 do not count toward the 60 credit requirement, but do fulfill financial aid credit load requirements.
3. Complete the specialized program degree requirements including the following related subject area of core collegiate-level courses:
 - a. **Communication:** the ability to formulate and adapt messages to a variety of audiences through written, verbal, and nonverbal processes.
 - b. **Computation:** the ability to complete basic algebraic manipulations and achieve mathematical literacy.
 - c. **Human Relations:** the ability to analyze social problems and structure, ethical norms of professions and society, human behavior, or human values systems.
 - d. **Computer Literacy:** the ability to utilize a modern computing system including web applications and an office productivity suite to research, develop and produce information in a 21st century society.
 - e. **Professional Competency:** To ensure all graduates the opportunity to apply specialized skills in a professional environment, it is recommended student complete a program-

related internship, field experience, clinical experience, capstone project, or professional certification activity.

Associate of Arts

A total of 60 credits is required for graduation with an Associate of Arts (A.A.) degree. The minimum grade average for graduation is 2.00 in courses taken on the traditional letter grade (A F) basis. To receive an Associate of Arts degree all students must complete successfully all the general education requirements for a baccalaureate degree.

Bachelor Degrees

A total of 120 credits is required for graduation with a bachelor degree; except a greater number is required in teacher education programs, pharmacy, physical therapy and the Bachelor of Applied Science. See the College of Health Professions and Biomedical Sciences (p. 135) section of this catalog.

Students may elect to earn two or more bachelor degrees. Those deciding to earn two or more degrees must complete all the requirements of the majors for each degree. In addition, students must earn for each degree a minimum of 30 credits beyond the number required for the first degree. The degrees may be earned concurrently or at different times.

Upper-Division Requirement

All students must complete a minimum of 39 credits in courses numbered 300 and above to meet graduation requirements for the first baccalaureate degree. Upper division credits transferred from other four year institutions will count toward the 39 credit requirement.

Lower-division transfer courses accepted as substitutes for upper-division courses required for a particular major will not count toward the university's 39 upper-division credit requirement.

Residency Requirements for Degrees/Certificates

University of Montana credit is the credit earned in any course which has been approved to be listed in the University of Montana-Missoula catalog and which has been approved for offering by the department chair and dean of the school or college in which the course is taught. University of Montana-Missoula credit may be offered at any location.

Requirements for Missoula College Certificate of Completion and Associate of Applied Science Degree

A minimum of 51% of the required number of credits must be earned from the University of Montana-Missoula.

Requirements for the Associate of Arts Degree

A minimum of 30 credits of the required number must be earned from the University of Montana-Missoula.

Requirements for the First Bachelor Degree

A first bachelor degree is defined as any bachelor degree earned by a student who has not previously earned a bachelor degree from the University of Montana-Missoula. Thus, the requirements below also apply to any student who previously earned a bachelor degree at another institution and now is seeking a bachelor degree from the University of Montana-Missoula.

1. A minimum of 30 credits of the required number must be earned from the University of Montana-Missoula.
2. A minimum of 30 credits of the required number must be earned in study on the University of Montana-Missoula campus.
3. Of the last 45 credits required for the degree, at least 30 of these must be earned from the University of Montana-Missoula. Students

attending elsewhere on a University approved exchange may be exempt from this requirement with the prior written approval of their major department chair or dean.

Requirements for the Second Bachelor Degree

In regard to residency requirements, a second bachelor degree is defined as any bachelor degree earned by a student who previously had earned a bachelor degree from the University of Montana-Missoula.

A minimum of 20 credits of the required 30 credits must be earned in study on the University of Montana-Missoula campus.

Credit Maximums

The amount of credit which may be counted toward the minimum credit requirements for the bachelor (B.A./B.S.), associate of science (A.S.), and associate of arts (A.A.) degrees is limited in certain areas follows:

Category	For Bachelor Degree	For AA or AS Degree
Technical courses (course number suffix of 'T') - up to 15 technical course credits can be applied toward the minimum credit requirement for all students, except up to 20 technical course credits can be applied to the minimum course credits for students with an earned A.A.S. degree.	15-20	15-20
Career skills	0	0
Study skills courses (e.g. AASC 101, C&I 160)	2	2
Physical education activity/skills courses (e.g. DANC 325, ACT 101-ACT 287, ACTV, MSL 106 and MSL 203)	4	4
Military Science Leadership Courses (contracted students may present 24 credits)	12	12
Music performance (MUSI 102A, MUSI 123, MUSI 135A, MUSI 136A, MUSI 235, MUSI 236, MUSI 218)	6	6
Ensemble music (MUSI 112A, MUSI 114A, MUSI 110A, MUSI 131A and MUSI 122A)	8	8
Credit/No Credit credits	18	18
Internship credits in 198/298/398/498	6	6

Credits attempted in these areas which are beyond the maximum applicable will remain on the students' permanent record but cannot be used toward graduation.

Grade Average Requirement

A minimum grade average of 2.00 in all work attempted at the University of Montana-Missoula is required for graduation.

Graduation with Honors or High Honors

Graduates may be awarded honors with their certificates, associate, and bachelor degrees based on their cumulative University of Montana-Missoula (UM) Grade point average (GPA).

Consistent with Board of Regents policy, the UM GPA shall be computed by dividing the sum of grade points earned by the total credits carried, except that neither the credits nor the grade points shall be counted for a. non-credit, remedial, developmental, or other sub college-level courses; b. courses taken on a credit/no credit basis (pass/fail, etc.); or, c. transferred coursework. To be eligible for graduation with honors, at least 50% of the credits required for the certificate or degree must be credits eligible to count towards the student's UM GPA.

Graduation cum laude (*with honors*), magna cum laude (*high honors*) or summa cum laude (*highest honors*)

Each semester the registrar shall distribute a list of graduation candidates with a UM GPA that meets or exceeds 3.40. Faculty Senate shall award honors as:

1. Cum laude (*Honors*): All undergraduate students shall graduate *cum laude (with honors)* when their cumulative UM GPA meets or exceeds 3.40.
2. Magna cum laude (*High Honors*): Departments and programs may stipulate additional requirements and then recommend students for graduation magna cum laude (*high honors*) when the cumulative UM GPA meets or exceeds 3.70.
3. Summa cum laude (*Highest Honors*): Departments and programs may stipulate additional requirements and then recommend students for graduation summa cum laude (*with highest honors*) when their UM GPA meets or exceeds 3.90.

General Education Requirements

Preamble

The University of Montana-Missoula's General Education Program provides a broad academic base that supports both undergraduate learning at the University of Montana-Missoula and continued learning following graduation. While the General Education Program offers students considerable flexibility in selecting courses, it has a set of common educational objectives for all students.

In accordance with the mission of the University of Montana-Missoula, these objectives are to develop competent and humane individuals who are informed, ethical, literate, and engaged citizens of local and global communities. Students should become acquainted with issues facing contemporary society, participate in the creative arts, develop an understanding of science and technology, cultivate an appreciation of the humanities, and examine the history of different American and global cultures. Upon completion of the general education requirements students should be able to articulate ideas orally and in writing, understand and critically evaluate tangible and abstract concepts,