

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: ACADEMIC AFFAIRS

Policy 301 – Admission Requirements

**Adopted: October 28, 1977; Revised: September 23, 2010 January 8, 2014**

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**I. General Policies: Student Responsibilities**

- A. Students must have graduated from a high school accredited by the state accrediting agency, OR have a GED have a High School Equivalency Completion designated by the Montana Board of Public Education to be admitted to any campus of the Montana University System. At the discretion of the institution, for students who complete their secondary education through home schooling or at unaccredited secondary schools, this requirement may be met by "satisfactory performance" on the ACT, SAT, or a recognized testing instrument defined in the Federal Register as indicative of a student's "ability to benefit."
- B. As part of the application process to a four-year campus, all first-time traditional undergraduate students must submit their results from either the ACT or SAT college admissions exam. Applicants to two-year campuses may submit these test results, if available, to assist with placement decisions.
- C. The two-year campuses and some two-year programs of the four-year campuses of the Montana University System are open admission, in which the only academic requirement is (A) above. However, individual programs of study within those institutions may have more selective admission requirements.
- D. Students in credit-bearing continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.
- G. Falsification or willful suppression by a student of any information called for on an application for admission may be grounds for cancellation or denial of admission.
- H. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:
  - 1. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
  - 2. Under ARM 37.114.711, a student may be conditionally enrolled for an initial term if the student has not received the second dose of measles and/or rubella vaccine provided they receive the second dose at least 28 days after the first dose and before the beginning of the succeeding school term.
  - 3. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating: a) The specific immunization that is contraindicated; b) The time period the immunization is contraindicated; and c) The reasons for the contraindication
  - 4. A student may be exempt from the above requirements for religious reasons providing the student supplies a notarized statement that immunizations are contrary to the student's religious beliefs. This notarized statement must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).
  - 5. Individual campuses or programs may have additional immunization/testing requirements.
- I. Transfer applicants must present at least a 2.0 cumulative grade point average (i.e. equivalent to a "C" on a 4.0 scale), based on transferable credits carried from all colleges or universities previously attended to be eligible for **full** admission to a four-year campus.

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

**II. General Policies: Campus Procedures**

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

B. Campuses may establish a cut-off date for the submission of complete credentials for admission, and any applicant who does not submit a complete application by that date may be required to delay entrance until a subsequent semester.

C. In order to grant college credit, campuses may establish procedures for the admission of students enrolled simultaneously in high school and a campus of the Montana university system (MUS), and for admission of non-high school graduates prior to the time their high school class has graduated. Such admission shall be selective and shall be confined to students who present evidence of the ability and maturity to successfully complete the college course(s). Such admission shall be based on providing educational opportunities that are not available in the high school setting. Such procedures must include the requirement that the high school principal or counselor approve participation of a student in the college program. In addition, procedures for the admission of high school students in dual enrollment opportunities must be consistent with Operational Guidelines on Dual Enrollment, including test scores and prerequisites for courses with placement requirements.

D. Campuses may establish the category of special or non-degree student. This category will allow admission for the purpose of taking a limited number of credits without the complete documentation required in a regular application for admission.

E. Any campus may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual's history and experience relative to (1) violence and destructive tendencies, (2) behavior at other educational institutions, and (3) any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing. Each campus shall have a procedure by which such decisions may be appealed.

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

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

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### **III. Scholarships**

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

1. Only students who have completed the rigorous high school core shall be eligible for regents' high school honor scholarships. (See 301.1 B5.)
2. Other state-supported scholarships, fee waivers, or grants-in-aid are awarded on the basis of academic achievement. In unusual circumstances this provision may be waived for students who have been graduated from high school for more than three years.

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

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

A. For purposes of admissions, a *transfer student* is one who has completed 12 or more GPA or pass credits in college-level courses at another college or university, who is entering a new institution for the first time, and whose credits at the previous institution have been accepted by the receiving institution.

B. *GPA* and *pass credits* mean those college-level credits for which grade points apply toward graduation.

C. *College-level work* means those courses that are applicable toward an associate of arts, associate of science or baccalaureate degree at their respective institution. Developmental (remedial) courses, numbered below 100 are not considered college-level.

D. *Traditional students* are those who enter college within three years of high school graduation or within three years from the date when they would have graduated from high school.

E. *Full admission* status describes students who have met all the admissions standards and are not admitted under exemptions, exceptions, conditions, or provisions.

F. *Provisional admission* status is reserved for students who do not meet one or both of the proficiency standards (mathematics or writing). During this temporary provisional status, students must satisfactorily complete developmental coursework or additional tests to demonstrate the proficiency required for college-level work.

G. *Open admission* refers to a non-competitive college admission process in which the only academic criterion for entrance is a high school diploma or a High School Equivalency Completion designated by the Montana Board of Public Education General Educational Development (GED) certificate.

H. *Early admission* refers to the admission of a high-school aged student prior to his or her high school graduation. The student may earn college credit while enrolled high school.

I. *Non-degree admission* is for students who do not intend to pursue a degree program.

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J. *Program* can be found in two contexts in higher education: 1) a degree/credential program, such as a certificate, associate, or baccalaureate degree program; or 2) an academic program, such as a nursing or engineering program. Admissions requirements apply to both types of programs.

K. *Ability to Benefit* exams are required of students who do not have US high school diplomas or ~~recognized equivalents—a High School Equivalency Completion designated by the Montana Board of Public Education such as GEDs~~ in order to be eligible to receive financial aid under any Title IV Higher Education Act program. The ATB exams, chosen from a list approved by the United States Department of Education, demonstrate the students' ability to benefit from the training offered.

L. *Dual enrollment* is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school, either for dual credit or college-credit only. (*Operational Guidelines for Dual Enrollment*)

History

Board action April 1, 1929 (rescinded); Item 18-002-R1077, Admission Requirements: General Policies; Montana University System, October 28, 1977 as revised April 13, 1984, May 3, 1985, December 1986, December 16, 1988, September 14, 1989, March 22, 1990, April 26, 1990, November 20, 1997, and January 28, 1999; editorial changes made July 14, 2004; Item 148-104-R0910 clarification and consolidation, September 23, 2010. Item 162-101-R0114, revised January 8, 2014.