

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

### Revised Board Policy

**I. Full Admission.** To be fully admitted as first-time, full-time undergraduates (without conditions or provisions), students must meet the following requirements:

- A. Completion of the Regents' College Preparatory Program:
1. Four years of English: in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and study of literature.
  2. Three years of mathematics including Algebra I, geometry and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course in their senior year.
  3. Three years of social studies which shall include global studies (such as world history or world geography); American history; and government, economics, Indian history or other third year courses.
  4. Two years of laboratory science: one year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science.
  5. Two years chosen from the following:
    - (a) foreign language (preferably two years)
    - (b) computer science
    - (c) visual and performing arts, or
    - (d) career/technical education units which meet the office of public instruction guidelines.
- B. Demonstration of Mathematics Proficiency:
1. A score of 22 or above on ACT mathematics; or
  2. A score of 520 or above on SAT mathematics; or
  3. A score of 3 or above on the AP calculus AB or BC subject examination or a score of 4 on the IB calculus test; or
  4. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or
  5. Completion of a rigorous high school core including four years of mathematics in high school (Algebra I, Algebra II, geometry & a course beyond Algebra II) and three years of laboratory science; or three years of mathematics including a course beyond Algebra II and four years of laboratory science, in addition to English, social studies, and electives as described in the regents' college preparatory program, with grades of C or better in all courses. (See Appendix I.)

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  3. Three years of social studies which shall include global studies (such as world history or world geography); American history; and government, economics, Indian history or other third year courses.
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  3. A score of 3 or above on the AP calculus AB or BC subject examination or a score of 4 on the IB calculus test; or
  4. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or
  5. Completion of a rigorous high school core including four years of mathematics in high school (Algebra I, Algebra II, geometry & a course beyond Algebra II) and three years of laboratory science; or three years of mathematics including a course beyond Algebra II and four years of laboratory science, in addition to English, social studies, and electives as described in the regents' college preparatory program, with grades of C or better in all courses. (See Appendix I.)

C. Demonstration of Writing Proficiency:

1. A score of 7 or above on the essay or 18 on the combined English/writing section of the optional writing test of the ACT; or
2. A score of 7 or above on the essay or 440 on the writing section of the SAT; or
3. A score of 3.5 or above on the Montana university system (MUS) writing assessment; or
4. A score of 3 or above on the AP English language or English literature examination; or
5. A score of 4 or above on the IB language A1 exam; or
6. A score of 50 or above on the (CLEP) subject examinations in composition.

D. General preparation as demonstrated through at least one of the following:

1. A composite score of at least 20 on the ACT or a score of at least 1440 on the total of mathematics, critical reading, and writing scores on the SAT (Scholastic Aptitude Test) for admission to Montana State University-Northern; or
2. A composite score of at least 22 on the ACT or a score of at least 1540 on the total of mathematics, critical reading, and writing scores on the SAT, for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, The University of Montana-Missoula, and The University of Montana Western; or
3. A high school grade point average (GPA) of at least 2.5; or
4. A ranking in the upper half of the school's graduating class.

**II. Provisional Admission:** Students who do not demonstrate the ability to meet the mathematics and/or writing proficiency standards may be admitted provisionally to a four-year degree program on any campus of the MUS and without condition to a two year degree program. Operational rules pertaining to provisionally admitted students are:

A. Students must be informed of their admission status by letters that include the following points:

1. The minimum mathematics and/or writing score(s) required compared to their score(s) that did not satisfy this requirement;
2. An explanation of what they must do to attain full admission status
3. Academic support services available to students, such as tutoring centers.

B. Provisionally admitted students must attain full admission status by completing at least one college-level mathematics and college-level composition course with grades of C- or better before completing 32 credits or 3 semesters, whichever comes last.

C. Demonstration of Writing Proficiency:

1. A score of 7 or above on the essay or 18 on the combined English/writing section of the optional writing test of the ACT; or
2. A score of 7 or above on the essay or 440 on the writing section of the SAT; or
3. A score of 3.5 or above on the Montana university system (MUS) writing assessment; or
4. A score of 3 or above on the AP English language or English literature examination; or
5. A score of 4 or above on the IB language A1 exam; or
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D. General preparation as demonstrated through at least one of the following:

1. A composite score of at least 20 on the ACT or a score of at least 1440 on the total of mathematics, critical reading, and writing scores on the SAT (Scholastic Aptitude Test) for admission to Montana State University-Northern; or
2. A composite score of at least 22 on the ACT or a score of at least 1540 on the total of mathematics, critical reading, and writing scores on the SAT, for admission to Montana State University-Billings, Montana Tech of The University of Montana, Montana State University-Bozeman, The University of Montana-Missoula, and The University of Montana Western; or
3. A high school grade point average (GPA) of at least 2.5; or
4. A ranking in the upper half of the school's graduating class.

**II. Provisional Admission:** When admitted under provisional status, first-time, full-time undergraduate students are subject to the following rules:

A. Provisional Admission Status based on Proficiency Standards and Operational Rules:

Students who have not yet demonstrated the ability to meet the mathematics and/or writing proficiency standards may be admitted without condition to a two-year degree program or admitted provisionally to a four-year degree program on any campus of the MUS. Operational Rules for the Provisional Admissions Status Created by Montana Board of Regents provide guidelines to assist students who have been provisionally admitted. (See Appendix II.) If students cannot move their admission status from provisional to full early in their academic careers, they cannot continue in a four-year degree program.

C. Provisionally admitted students may declare a major.

D. The term “provisional admission” has particular meaning in the Montana University System, under Board of Regents’ Policy. It cannot be used to describe any other admissions status or situation in the System.

E. Provisional admission does not change existing rules within the Montana University System concerning financial scholarship eligibility, satisfactory academic progress, academic probation or suspension rules.

**III. Enrollment Management Procedures:** Campuses may apply admission review processes that 1) improve the likelihood of student success; 2) encourage rigorous college preparation among applicants; and 3) ensure balanced treatment of all student applications.

A. For applicants who exceed every criterion of undergraduate admissions standards, campuses may establish facilitated admissions procedures, and may identify such students with special privileges, titles, or honors.

B. For applicants whose transcripts and exam scores leave some question about the prospective student’s success, additional documentation (such as essays, letters of recommendation, and/or portfolios) may be required before granting admission.

**IV. Exemptions:** All students must comply with the admissions requirements set out in Policy 301. Exemptions are used to admit students under special circumstances and must be used judiciously:

A. Exemptions for First-time, Full-time Students: Institutions may exempt up to 15% of first-time, full-time undergraduates from the requirements of this policy, except for Completion of the Regents’ College Preparatory Program, for students with special talents, minorities and others who demonstrate special needs.

B. Categorical Exemptions: The following categories of students are also exempt from the requirements of this policy:

1. non-traditional students (those who do not enter college for a period of at least three years from the date of high school graduation or from the date when they would have graduated from high school),
2. summer only students, and
3. part-time students taking seven or fewer college-level semester credits.

C. Procedures Required for Granting Exemptions:

Campuses must establish procedures for the admission of applicants who do not meet the minimum requirements set forth in this policy. Such procedures

B. Demonstration of Mathematics Proficiency after Provisional Admission:

1. Students denied full admission to a four-year program in the MUS because they do not meet the mathematics proficiency standard may prove that they have the appropriate proficiency in the following ways:

- (a) within 3 semesters or 32 credits of enrolling, earn a C- grade or better in intermediate algebra (M 95), or in a college course that is the prerequisite to a mathematics course that satisfies the general education program requirement described in board policy 301.10; or
- (b) earn a score of 22 or above on the mathematics portion of the ACT or 520 or above on the mathematics portion of the SAT; or
- (c) earn a score of at least 60 on the COMPASS algebra exam, or an equivalent score on another placement exam used by the campus, upon enrollment; or
- (d) complete an A.A. or A.S. degree.

2. The above-described standards are also used to determine mathematics proficiency when students transfer from two-year programs or campuses to four-year programs or campuses. Scores below 22 on the mathematics portion of the ACT or 520 on the SAT indicate placement into developmental mathematics courses.

3. Students whose mathematics scores are below 18 on the ACT or 440 on the SAT may be fully admitted to a two-year degree program of the MUS, but may not be admitted to a four-year degree program of the MUS.

C. Demonstration of Writing Proficiency after Provisional Admission:

1. Students denied full admission to a four-year program in the MUS because they do not meet the writing proficiency standard may prove that they have the appropriate proficiency in the following ways:

- (a) within 3 semesters or 32 credits of enrolling, earn a grade of C- or better in developmental writing (WRIT 95) or a composition course that is the prerequisite to the composition course that satisfies the general education program requirements described in board policy 301.10;
- (b) earn the required score on one or more of the writing assessments listed for admissions;
- (c) submit a letter to the admissions office documenting a disability that prevented him/her from adequately demonstrating proficiency in a test setting if no accommodation was provided at the time of the test; or
- (d) earn a score of at least 90 on the COMPASS writing skills exam; or
- (e) complete an A.A. or A.S. degree.

shall include submission of evidence of the ability to do college-level work and shall be subject to approval of the deputy commissioner for academic and student affairs.

2. The above-described standards are also used to determine writing proficiency when students transfer from two-year programs or campuses to four-year programs or campuses. Scores below these thresholds indicate placement into developmental composition courses.

**III. Enrollment Management Procedures:** Campuses may apply admission review processes that 1) improve the likelihood of student success; 2) encourage rigorous college preparation among applicants; and 3) ensure balanced treatment of all student applications.

A. For applicants who exceed every criterion of undergraduate admissions standards, campuses may establish facilitated admissions procedures, and may identify such students with special privileges, titles, or honors.

B. For applicants whose transcripts and exam scores leave some question about the prospective student's success, additional documentation (such as essays, letters of recommendation, and/or portfolios) may be required before granting admission.

**IV. Exemptions:** Exemptions are used to admit students under special circumstances and must be used judiciously:

A. Exemptions for First-time, Full-time Students: Institutions may exempt up to 15% of first-time, full-time undergraduates from the requirements of this policy, with the exception of Completion of the Regents' College Preparatory Program, for students with special talents, minorities and others who demonstrate special needs.

B. Categorical Exemptions: The following categories of students are also exempt from the requirements of this policy:

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2. summer only students, and
3. part-time students taking seven or fewer college-level semester credits.

C. Procedures Required for Granting Exemptions:

Campuses must establish procedures for the admission of applicants who do not meet the minimum requirements set forth in this policy. Such procedures shall include submission of evidence of the ability to do college-level work and shall be subject to approval of the deputy commissioner for academic and student affairs.

**Appendix I**  
**Regents' College Preparatory Program (301.1 IA) and Rigorous Core**  
**(301.1 IB)**

Course	College Prep Program	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent, i.e. 3 levels of Integrated Math).	3	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II or Integrated Math III (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or course equivalent) <i>All with grades of C or better.</i>	4
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature; Recommendation: a designated college-prep composition or research-writing course.	4
Science	Lab sciences: one year must be earth science, biology, chemistry or physics	2	Lab sciences: General, physical or earth science, biology, chemistry or physics	3
Social Studies	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommendation: ½ yr of other courses such as psychology, humanities	3
Electives	World language, computer science, visual and performing arts, or career/technical education	2	Recommendation: 2 years of one world language; and music, fine arts, speech/debate, or career/ technical education (such as computer science)	3

**Appendix I**  
**Regents' College Preparatory Program (301.1 IA) and Rigorous Core**  
**(301.1 IB)**

Course	College Prep Program	Years	Rigorous Core	Years
Mathematics	Algebra I, II, and Geometry (or the sequential content equivalent, i.e. 3 levels of Integrated Math).	3	Algebra I, II, and Geometry (or the sequential content equivalent) and a course beyond Algebra II or Integrated Math III (such as Trigonometry, Pre-Calculus, Calculus, Computer Math, or course equivalent) <i>All with grades of C or better.</i>	4
English	Written and oral communication skills and literature	4	Written and oral communication skills, literature; Recommendation: a designated college-prep composition or research-writing course.	4
Science	Lab sciences: one year must be earth science, biology, chemistry or physics	2	Lab sciences: General, physical or earth science, biology, chemistry or physics	3
Social Studies	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course	3	Global studies (world history, world geography), American history, and government. Economics, American Indian history or other third-year course. Recommendation: ½ yr of other courses such as psychology, humanities	3
Electives	World language, computer science, visual and performing arts, or career/technical education	2	Recommendation: 2 years of one world language; and music, fine arts, speech/debate, or career/ technical education (such as computer science)	3

**Appendix II**  
**Operational Rules for Provisional Admissions Status**

- The institutions that make up the Montana University System must follow these operational rules as they work with provisionally admitted students:
1. Students must be informed of their admission status by letters that include the following points:
    - a) The minimum mathematics and/or writing score(s) required compared to their score(s) that did not satisfy this requirement;
    - b) The name and number of the developmental course into which they may be placed and how they may register for or challenge the course(s);

- c) An explanation of what they must do to be fully admitted, including:
    1. Re-taking the entrance exam(s);
    2. Providing CLEP results;
    3. Taking another placement exam, such as COMPASS; or
    4. Successfully completing the developmental coursework.
  - d) Other services available to students, such as tutoring centers.
2. If students have been provisionally admitted, they must change that status to full admission as soon as possible, but at least before the end of three semesters or the completion of 32 credits in the Montana University System, whichever event occurs first. If students do not comply with this operational rule, their provisional admissions status will be revoked and they will not be able to continue their matriculation in a four-year degree program. The Registrars at each of the four-year campus will monitor student progress to assist with the implementation of this rule.
  3. Students who are provisionally admitted may declare a major.
  4. Campuses may advise students to limit their course load while developing the mathematics and/or writing skills needed to be successful in college-level courses.
  5. The term “provisional admission” has a particular meaning in the Montana University System, under Board of Regents’ Policy. It cannot be used to describe any other admissions status or situation in the System.
  7. Provisional admission does not change existing rules within the Montana University System concerning financial aid, scholarship eligibility, satisfactory academic progress, academic probation or suspension rules.