

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 301.5.4 – Single Admissions File

~~Effective: Fall Semester 2005; Issued: June 14, 2005~~ Approved: May 20, 2005; Revised: March 4, 2011

I. Board Policy:

In order to assist undergraduate students who transfer between units of the Montana university system (MUS); or enroll in coursework at more than one unit of the MUS in the same semester the Montana board of regents authorizes a “single admissions file” that will follow the student throughout the system, much like a patient’s medical records, regardless of which campus(es) the student enrolls in. The file will be supplemented with additional information, when that information is part of the admissions and transfer decision process at the student’s new institution.

II. Procedures:

A. A student will assemble the appropriate paperwork for admission to a unit of the MUS. That file will serve as the basis, or starting point, for this policy. The unit assembling this initial admissions file shall charge a \$30 fee for that service, as authorized by board policy 940.2.

B. If a student decides to attend another unit of the MUS, under the two (2) situations described under board policy above, that student must complete a Request for Transmittal of Application Materials and submit it to the unit of the MUS that the student most recently attended, hereinafter referred to as the sending institution. The sending institution will prepare a certified copy of the student’s admissions file, and pass it along to the unit or units identified in the admissions file transmittal form. The certified copy will include:

1. a copy of all the documents that make up the initial admissions file, described in under procedures, paragraph A, including transcripts from other educational institutions;
2. any additional admissions information added by subsequent units of the MUS, if the student has attended more than one unit;
3. a certification statement from the sending institution;
4. an official transcript of the coursework completed by the student at the sending institution;
5. for transfer students, an analysis of the general education coursework completed by the student at the sending institution. If the student has completed the lower division coursework in the approved general education program at the sending institution, which satisfies the transfer expectations in board policy 301.10, under paragraph II.A, procedures, a statement to that effect will be included in the certified information. That statement will become a permanent part of the admissions file passed on to other institutions. If the student has not completed such a program, that fact should also be part of the certified information.
6. any additional and relevant information that was part of the admissions decision process at the sending institution or any other unit of the MUS that the student might have attended.

The sending institution may assess an ~~\$8~~ fee for this service as set by the board of regents to cover the cost of copies and postage.

C. A student may be required to supplement the information in the initial admissions file, once it is submitted to the new institution, in order for the new institution to determine the admissions status of the student. That is especially true if the initial admissions file was assembled at a two-year institution and the student is now seeking admission to a four-year institution. Examples of such supplemental information may include, but are not limited to, the following:

1. ACT or SAT scores and a high school transcript;
2. immunization records;
3. residency information.

D. Once the student has completed the admissions file transmittal form, and submitted it to the appropriate personnel at the sending institution, the sending institution will have ten (10) working days from the receipt of the request to transmit the file to the new institution or institutions.

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E. This policy is only intended to assist students in the collection and transmittal of information that is part of the documentation necessary for admission to the units of the MUS. It does not guarantee admission to the new institution or institutions that receive the admissions file information. That decision is still left up to the individual units of the MUS.

F. Because of storage limitations, any admissions file assembled under this policy only has to be retained by each campus that comes into its possession for two (2) years from the date of its receipt.

G. The tribal colleges and independent colleges in the state of Montana may elect to participate in this admissions file process. To do that, they must be willing to provide the services and expectations set out in this policy. The tribal colleges and independent colleges must notify the office of the commissioner of higher education, in writing, of their intent to participate in this “single admissions file” process.

History:

New policy, Single Admissions File, approved by the Board of Regents May 20, 2005 (Item 127-107-R0505), ~~Item 150-102-R0311.~~ revised March 4, 2011.

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REQUEST FOR TRANSMITTAL OF APPLICATION MATERIALS

Provide the information below, print the form, *sign it*, and **return the completed, signed form to the Office of The Registrar** at your *current* school. A fee of **\$8.00** is due at the time of submission.

If you have never attended an institution in the Montana University System, you may not use this form; you must complete and submit an Application for Admission.

Student name (Last, First, Middle)	Previous Name(s)	STUDENT ID# or SSN	
Current Mailing Address	City	State	Zip Code
Email Address		Date of Birth (mm/dd/yy)	
State in which you claim residency	How long have you lived in this state?	Are you a registered voter in Montana? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you been outside Montana for more than 30 days in the last 12 months? <input type="checkbox"/> YES <input type="checkbox"/> NO Reason for absence:		Year of most recent Montana tax return 20_____	

Please fill out the section below and list the Montana school to which you will apply. This information is **REQUIRED** for us to transfer your admissions and enrollment information to the school indicated below.

Name of Institution	Location	Expected Term of Enrollment	Desired Major

Have you been convicted of a felony? YES NO

Have you been institutionalized for threatening or causing physical or emotional injury to self, others or property
 YES NO

Have you ever been dismissed and/or suspended for academic or disciplinary reasons? YES NO
 Please explain:

List all post-secondary institutions attended. Make sure you specify campus and the dates of enrollment.

Name of Institution	Location	From (MM/YY)	To (MM/YY)

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I understand that, by signing this transmittal request, I am authorizing the sending institution to include any information that was relevant to the admissions decision and was part of my admissions file in the Montana University System.

Applicant's Signature: _____ Date: _____

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LIST OF PARTICIPATING MONTANA UNIVERSITY SYSTEM INSTITUTIONS

Dawson Community College
Admissions Office
300 College Drive
Glendive, MT 59330

Montana State University-Northern
Admissions Office
PO Box 7751
Havre, MT 59501

Flathead Valley Community College
Admissions Office
777 Grandview Drive
Kalispell, MT 59901

Montana Tech of the University of Montana
Admissions Office
1300 West Park Street
Butte, MT 59702-8997

Miles Community College
Admissions Office
2715 Dickenson
Miles City, MT 59301

Montana Tech of the U of M College of
Technology
Admissions Office
1300 West Park Street
Butte, MT 59702-8997

Montana State University-Billings
Admissions Office
1500 University Drive
Billings, MT 59101

University of Montana-Helena College of
Technology
Admissions Office
1115 North Roberts
Helena, MT 59601

Montana State University-Billings College of
Technology
New Student Services
3803 Central Avenue
Billings, MT 59102

University of Montana-Missoula
Enrollment Services and Admissions
Lommasson Center
Missoula, MT 59812

Montana State University-Bozeman
Enrollment Services
PO Box 172180
113 Hamilton Hall
Bozeman, MT 59717-2180

University of Montana-Missoula College of
Technology
Admissions and New Student Services
909 South Ave. West
Missoula, MT 59801

Montana State University-Great Falls College of
Technology
Admissions Office
2100 16th Ave. South
Great Falls, MT 59405

University of Montana-Western
Admissions Office
710 South Atlantic
Dillon, MT 59725

Office Official Only: I hereby certify this record is complete. All documents relevant to admission at our institution have been transferred to you in full.

MACRAO STAMP

Signature of Registrar

Date