

**March 12, 2026**

**INFORMATION ITEM**  
**Single Admissions File**

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**THAT**

That the Montana Board of Regents approves the proposed policy revisions on 301.5.4, Single Admissions File.

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**EXPLANATION**

The MUS Transfer Advisory Council is proposing revisions to the single admissions file practice to improve consistency and efficiency in the student transmittal process. The proposed policy updates would eliminate the transmittal fee, require the process to be conducted electronically, and standardize language regarding the documents included in a transmittal.

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**ATTACHMENTS**

Attachment #1- Edited Version of the policy, Single Admissions File, 301.5.4