

ACADEMIC POLICIES AND PROCEDURES

Registration and Course Information

Academic Calendar

The academic calendar for the current academic year, as well as past and future years, may be found on the Office of the Provost's academic calendar webpage (<https://www.umt.edu/provost/academiccalendar/>).

Registration for Courses

Students who have no prior attendance at the University of Montana must apply for admission and be admitted before being eligible to register for courses. For additional information on admission to the University, see the following webpages:

- Undergraduate admissions catalog page (<https://catalog.umt.edu/academics/admission/>)
- Undergraduate admissions website (<https://www.umt.edu/admissions/>)
- Graduate policies catalog page (<https://catalog.umt.edu/graduate/school-policies/>)
- Graduate admissions webpage (<https://www.umt.edu/grad/apply/default.php>)

Detailed instructions regarding registration and course offerings are available on the Office of the Registrar webpages for registration information (<https://www.umt.edu/registrar/registration/default.php>).

Course offerings may be found using UM's Course Search tool (<https://www.umt.edu/registrar/registration/browse.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

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 shorter sessions, including all summer sessions, are adjusted in proportion to the length of the session. Specific dates are listed on the Registrar's Office calendar web page (<http://www.umt.edu/registrar/calendar.php>). Please see the S (<http://www.umt.edu/business-services/Students/default.php>) Student Account Services website (<https://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 Fifth (1 – 5) 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 after the fifth day of classes.

Adding, Dropping, or Other Course Changes – Sixth Through Fifteenth (6 – 15) Instructional Day of the Semester

During this timeframe, with consent of the course instructor, students may add courses or change sections with 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 through the fifteenth day.

Adding, Dropping, or Other Course Changes – Sixteenth Through Forty-fifth (16 – 45) Instructional Day of the Semester

During this time frame, students must use the Course Add/Change/Drop link to collect permissions from both the course instructor and student's advisor to:

1. drop/add a course
2. perform changes to section, grading option, or variable credit loads

The ability to change to or from audit is no longer available at this time.

A \$20.00 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).

Approved course drop requests must be received by the Registrar's Office no later than close of business on the forty-fifth instructional day of a semester. 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 One Week Before the Last Regular Class Day Adds & Changes

During this time frame, students must use the Course Add/Change/Drop link to collect permissions from both the course instructor and 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.

Approved course add and course change requests must be received by the Registrar's Office no later than one week before the last day of regular classes. A \$20.00 processing fee is charged for each course add. Added courses and credits may result in additional fees.

Drops

During this time frame, students may drop courses only by petition. Students must use the Course Add/Change/Drop link to collect permissions from the course instructor, student's advisor, and Dean of the student's major.

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.

Approved course drop requests must be received by the Registrar's Office no later than one week before the last day of regular classes. A \$20.00 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 one week before 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 website (<https://www.umt.edu/law/>) 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 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://ccn.mus.edu/search/>).

Withdrawal from the University

Students who withdraw from the University (withdrawing from all classes) while a semester is in progress must complete the Semester Withdrawal Form (<https://www.umt.edu/withdrawal/default.php>). Drop/add forms cannot be used to withdraw, and students are not allowed to drop all their courses via CyberBear. International students must first contact a coordinator in the Global Engagement Office before withdrawing as visa status will be affected.

See the withdrawal website (<https://www.umt.edu/withdrawal/how-to.php>) for more information.

If a student receiving financial aid withdraws, they may have to repay aid received in the current semester, and it may affect eligibility in 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, University Villages, or Lewis & Clark Villages must notify the proper officials in the UM Housing Office (<http://www.umt.edu/housing/>) of the withdrawal.

Students who purchase health insurance (<https://www.umt.edu/curry-health-center/insurance/default.php>) with registration will receive a

refund and lose coverage if withdrawn during the first fifteen instructional days unless a student is granted a withdrawal for medical reasons. Withdrawal after the fifteenth day will not result in a refund but coverage will continue through the remainder of the semester.

Students must electronically submit a Semester Withdrawal Form (<https://www.umt.edu/withdrawal/default.php>) to the Office of the Registrar by the final instructional day of the semester. No record of registration will appear on the transcript if a student withdraws within the first 15 instructional days (or the equivalent for irregular sessions). From instructional day 16 through the last regular class day, W's will be recorded for all registered courses. After the final instructional day of the semester, students may not withdraw from the University.

Upon semester withdrawal approval, eligible students may file a Mitigating Circumstances Appeal with the Dean of Students to be considered for a partial tuition refund. Mitigating circumstances are catastrophic, unanticipated, and life-altering events that are beyond a student's control. These circumstances prohibit the student from continuing to be enrolled and require the student to withdraw on or before the published withdrawal deadline. Mitigating Circumstances Appeals must be submitted **no later than 30 days following the final instructional day of the semester** during which the mitigating circumstances occurred. Such an appeal will only be granted to an individual student one time. This appeal has no bearing on a student's financial aid appeal and is not the appropriate venue to resolve or appeal academic matters.

Further criteria for eligibility:

- The mitigating circumstances prevented the student from remaining enrolled in the semester, and the student has already submitted a semester withdrawal form.
- The mitigating circumstances took place after the 15th instructional day of the semester and before the final day of the semester.
- The student has not been granted a Mitigating Circumstances Appeal for any past semester.
- For all medical and health-related appeals, the student has supplied documentation on the medical provider's letterhead certifying that the student could not complete the semester and confirming the health-related mitigating circumstances with the dates that verify the onset and/or worsening of the condition(s).
- A Mitigating Circumstances Appeal has no bearing on a student's financial aid appeal. If applicable, a financial aid appeal must be filed separately with the Financial Aid Office.

Examples of eligible mitigating circumstances include, but are not limited to:

- A debilitating illness or injury, new or unanticipated, afflicting the student during the enrollment period;
- The death of a close family member;
- Unanticipated active-duty military service, including training.

Prerequisites and Corequisites

"Prerequisite" indicates that the course(s) or requirement(s) described must have been satisfactorily completed with a 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 prerequisite. Failure to complete the prerequisite with the requisite grade will result in the student being dropped from the course that requires the prerequisite. If credit for a prerequisite 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).

"Corequisite" indicates a course (or courses) must be taken concurrently – in the same academic term – with the course described. In some cases a corequisite 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-baccalaureate students 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

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.

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.

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 may be approved by the student's academic 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 they think is 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 the Dean of their major college.

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 tuition may be granted to qualifying 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 (<http://www.umn.edu/hrs/>).

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 instructor, 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 Course Search under Class Details.

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-.

Grades preceded by an R indicate remedial courses. Remedial courses do not count in credits earned, nor in grade point averages, nor do they count toward graduation.

Grades preceded by an E indicate academic forgiveness was granted.

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/failing;
- 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.

Course Audit

A grade of AUD is recorded for all students who register in courses as auditors, intending to listen to the courses without earning credit or being graded. Audited courses do not impact a student's grade point average. 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.

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 upon registration 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/Drop request. Please 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 (NC)

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. If an Incomplete is granted, the student should not re-register for the course as that is considered a course repeat.

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 regularly attended and completed passing work for most 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 (including the deadline; maximum/default is one calendar year) for the completion of the course work.
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. Faculty are required to report both the alternate grade and the deadline for all incomplete work submission; this information is collected at the point of grade submission.
6. 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.
- For the Spring semester of 2021 only, a faculty member may elect to add the open grading mode up until the 45th instructional day.
- Courses graded credit/no credit only and courses graded A-F only will be identified in the Course Search under Class Details.

Credit Definition

Credit is defined in terms of semester hours. Credits for all coursework completed at the University of Montana is awarded in accordance with the Department of Education's regulations as set forth in 34 C.F.R. § 600.2 (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/subpart-A/section-600.2/>) and defined in University of Montana Faculty Senate Procedure 201.35 (<https://www.umt.edu/faculty-senate/procedures/asrc-procedures-201/credit-hour-definitions-201.pdf>).

In general, in determining semester hour recommendations, the following guidelines are used:

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

Class Standing

The undergraduate student is classified as a freshman, sophomore, junior, or senior based on the number of credits earned.

- Freshman = 0–29 credits
- Sophomore = 30–59 credits
- Junior = 60–89 credits
- Senior = 90 credits or more

Class standing for priority registration includes credits that are in progress for the current semester, but does not include credits for future semesters (e.g. summer credits when calculating for the following autumn.)

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, 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 point average.

Repeating a Course

The repeat fee is covered when a student pays the \$25.00 student support fee as part of their semester registration bill.

Initial grades will be marked as repeated and remain on the transcript, but they will not be used 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. Law School students - see the School of Law website (<https://www.umt.edu/law/>) for course repeat information.

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, credits earned will be entered into the "Transfer Credit" portion of the student's transcript and will not count toward the credit load for the

current semester. 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 point average.

Dean's List

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, 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 Warning

An undergraduate student will be placed on academic warning if at the end of any fall or spring semester their cumulative University of Montana grade average drops below 2.00. No student will be placed on academic warning following any summer semester enrollment. The effect of the academic warning is to serve notice to the student that the quality of their work is below an acceptable level and that continuation of unsatisfactory work during their next semester of enrollment will result in academic suspension. The academic warning status is recorded on the student's academic transcript and semester grades. Students placed on warning 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 fall or spring semester if the student was on academic warning during their prior semester of attendance and the student's cumulative grade average remains below 2.00. No student will be placed on academic suspension following any summer semester enrollment.

Exceptions are made if the student earns at least a 2.00 grade average for the current semester without raising their cumulative grade average to the required minimum. In such cases, students remain on academic warning.

A student placed on academic suspension may not re-enroll at the University unless they have 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 warning during the previous semester of attendance and the student's cumulative University of Montana graduate 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 complete an Academic Reinstatement Plan with the reinstatement contact for the college or school in which they intend to enroll. Upon completion of the Academic Reinstatement Plan, the student must then receive the approval of the academic dean or the dean's designee. Academic reinstatement contacts on the Mountain Campus and at Missoula College can be found on the Office of the Registrar Academic Suspension and Reinstatement (<https://www.umt.edu/registrar/academic-standing/reinstatement.php>) website. It is strongly recommended that students complete the Academic Reinstatement Plan at least three business days prior to the start of the semester for which they intend to enroll.

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. On the Academic Reinstatement Plan, 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 who serves as the reinstatement contact for their college or school. 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 Undergraduate Admissions Office. The readmission form re-activates the student's record and, along with the Academic Reinstatement Plan 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 or Missoula College 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 University of Montana GPA of 2.5 is eligible for Academic Forgiveness.
- Academic Forgiveness allows a student who has met the requirements above to select a prior semester or semesters they wish to have excluded from calculation in the cumulative University of Montana GPA. The semester(s) chosen must have occurred prior to the student's 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 or Missoula College 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 on the Registrar's website at: Academic Forgiveness web page (<https://www.umt.edu/registrar/students/academicforgivenesspolicy.php>).

Transcript of Academic Record

An official transcript of a student's academic record may be obtained via secure online ordering through the National Student Clearinghouse or from the Registrar's Office in the sixth floor of Aber Hall Center 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. Copies ordered via National Student Clearinghouse can be delivered electronically, hard copy or direct electronic data exchange.

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. Special handling requests require extra fees.

Additional information regarding ordering options and fees may be viewed via the Registrar's Website (<https://www.umt.edu/registrar/students/Transcripts%20and%20Verifications.php>).

Any student who enrolled after summer semester 1991 may view their 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.

Education Records

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

Education records DO NOT INCLUDE such things as:

- Sole possession records such as records or notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record. (This might include notes an instructor makes while providing career or professional guidance to a student.)
- Medical treatment records that include but are not limited to records maintained by physicians, psychiatrists and psychologists.
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment.
- Records created and maintained by a law enforcement unit used only for only that purpose and revealed only to law enforcement agencies of the same jurisdiction, as long as the enforcement unit does not have access to education records.
- Post-attendance records such as information about a person obtained when the person was no longer a student (e.g., alumni records) and does not relate to the person as a student.

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 regulatory 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 directory information:

- Student's name
- Address (mailing, permanent and email)
- Telephone number
- Dates of attendance
- Degrees and honors 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 formally requests confidentiality by completing a form from the University Office of the Registrar.

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 *Request to Restrict Directory Information form* which can be obtained from the Registrar's Office Website (<http://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 in Aber Hall, Floor 6 with a valid photo identification or by completing a *Request to Rescind Restriction Directory Information form* which can be obtained from the Registrar's Office Website (<http://www.umt.edu/registrar/>).

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 their education records, a student should submit to the registrar, dean, head of the academic department, or other appropriate University official or office having custody of the particular record(s), a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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 may disclose the following information without a student's consent:
 - a. 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 school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the University.
 - b. 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);
 - c. A person serving on the Board of Regents, staff in the Office of the Commissioner 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 their tasks.
 - d. Compliance with a lawfully issued subpoena or judicial order.
 - e. Requests in connection with a student's application for financial aid.
 - f. Information submitted to accrediting organizations.
 - g. 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.
 - h. 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.
 - i. 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.
 - j. 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.
4. 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, 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 the Office for Disability Equity in Aber Hall, 1st Floor (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 Provost for Student Success is responsible for procedural administration of the Student Conduct Code for all general conduct. The Vice Provost for Academic Affairs is responsible for all academic conduct. Copies of the Student Conduct Code can be obtained from the Office for Community Standards, located in Turner Hall. The Student Conduct Code also can be accessed on the <http://www.umt.edu/student-conduct-code> (<http://www.umt.edu/student-conduct-code/>).

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 precedes 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.

Last Date of Attendance (LDA) Policy

In the event of students' semester withdrawal, individual course withdrawal after the 15th day of class, or earning grades of F, I, NCR, W, WF, and WP, the Registrar's Office requires instructors of record to produce a Last Date of Attendance (LDA). The U.S. Department of Education provides this definition for a student's Last Date of Attendance for the purpose of complying with the Return to Title IV (34 CFR 668.22(1)(7) (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/>): eCFR :: 34 CFR Part 668 – Student Assistance General Provisions (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/>):

A school that is not required to take attendance may always use as a withdrawal date a student's last date of attendance at an academically related activity. Moreover, the school (not the student) must document:

- that the activity is academic or academically related, and
- the student's attendance at the activity.

Academically related activities include but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present but not academically engaged, such as:

- living in institutional housing,
- participating in the school's meal plan,
- logging into an online class without active participation,
- participating in academic counseling or advisement.

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 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 are encouraged to notify advisors or the appropriate administrators regarding students with excessive unexcused absences. Instructors may excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance, cultural or ceremonial events, 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.

Cultural or ceremonial leave allows excused absences for cultural, religious, and ceremonial purposes to meet the student's customs and traditions or to participate in related activities. To receive an authorized absence for a cultural, religious or ceremonial event the student or their advisor (proxy) must submit a formal written request to the instructor. This must include a brief description (with inclusive dates) of the cultural event or ceremony and the importance of the student's attendance or participation. Authorization for the absence is subject to approval by the instructor. Appeals may be made to the Chair, Dean or Provost. The excused absence or leave may not exceed five academic calendar days (not including weekends or holidays). Students remain responsible for completion or make-up of assignments as defined in the syllabus, at the discretion of the instructor.

Instructors may establish absence policies to conform to the educational goals and requirements of their courses with due consideration of the class's diversity. Such policies should be set out in the course syllabus and should include 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 excessive or unexcused 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.

Declaring a Major, Minor, or Certificate and Changing a Major, Minor, or Certificate

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 and declare certificates by contacting the academic advisor of the respective major, minor, or certificate program they wish to declare and requesting that they communicate this change to the Office of the Registrar. It is strongly advised that students meet with an advisor before changing their major or minor or declaring a certificate.

Students who wish to transfer between Missoula College and the University of Montana-Missoula programs must instead submit an Intra-Campus File Transfer form (<https://www.umt.edu/registrar/PDF/intra%20Campus%20transfer%20form.pdf>). Students transferring from Missoula College to University of Montana-Missoula must be evaluated by Undergraduate Admissions to ensure minimum admission requirements are met.

Forms and information are available on the Registrar's Office forms page (<https://www.umt.edu/registrar/Forms.php>).

Graduate School Policies

Academic policies specific to the Graduate School can be found in the Graduate School Policies (<https://catalog.umt.edu/graduate/school-policies/>) section of this catalog.