

# UNDERGRADUATE ADMISSION

## General Information

Undergraduate students are students who have graduated high school but have not yet been awarded a bachelor's degree. In addition, students who have already received a bachelor's degree and are returning to school for another undergraduate certificate, two-year, or four-year degree are also considered undergraduate students.

Applications for admission to undergraduate programs are managed by the Office of Undergraduate Admissions. The specific requirements for admission are outlined in the sections below. Applications are accepted from Montana residents, non-residents, and international students. Eligible undergraduate students may enroll either full-time or part-time. The University of Montana reserves the right to establish admission requirements that promote academic success.

## When to Apply: Dates and Deadlines

- University of Montana processes applications year-round.
- Applicants are encouraged to submit their applications 6-8 months prior to the start of the term of admission to ensure adequate time to arrange housing and financial aid, secure academic credentials, register for courses and attend orientation.
- **Recommended Application Deadlines:**
  - Autumn Semester: November 1
  - Spring Semester: October 1
  - Summer Semester: April 15
- **Final Application Deadline:**
  - One week before the start of the term. See the Undergraduate Admissions website (<https://umontana.edu/how-to-apply/dates-and-deadlines.php>) for specific dates.
- See International Student Admission for international application deadlines

## Admission Deferral Policy

- All applications are kept on file for one full academic year from the original application term (e.g., an application for Autumn 2024 may be updated to Autumn 2025).
- Applicants may defer their term or update their application during this one-year period without reapplying.
- After one year, a new application, application fee, and all required academic documents must be resubmitted.
- Scholarship offers are not deferred beyond the current academic year. Incoming student scholarships are evaluated annually.
- Applicants must inform the Office of Undergraduate Admissions of any changes to their original application. Most changes can be submitted via the online Admitted Student Portal.

## Accessing the Application

- The online application can be accessed via the Office of Undergraduate Admissions (<https://umontana.edu/apply.php>) website. Applicants should look for the application specific for their applicant type:
  - Freshmen, Transfer and Post-baccalaureate, and International: Apply Montana (<https://applymontana.mus.edu/>) or CommonApp (<https://www.commonapp.org/explore/university-montana/>).

- Non-degree and Readmission: See "Other Applicants (<https://umontana.edu/how-to-apply/process/other-applicants.php>)."
- Application Fee: \$30
- The application fee is waived for Montana residents, active military personnel, and Veterans.
- NACAC and SAT fee waiver forms are accepted with appropriate documentation.

## Applicant and New Student Services

The following resources can be helpful to prospective and new students:

### Visitor Services

- Campus visits (<https://umontana.edu/visit.php>)

### Financial Aid/Cost of Attendance

- Scholarships (<https://umontana.edu/how-to-apply/scholarships.php>)
- Financial Aid (<https://www.umt.edu/finaid/>)
- Western Undergraduate Exchange (WUE) ([https://www.umt.edu/admissions/costs\\_aid/scholarships/wue.php](https://www.umt.edu/admissions/costs_aid/scholarships/wue.php))
- Residency Classification for Tuition Purposes (<https://www.umt.edu/admissions/residency.php>)

### Accessibility and Inclusion

- Office of Disability Equity (ODE) (<https://www.umt.edu/disability/>)
- UM Diversity Initiatives (<https://www.umt.edu/diversity/>)
- Military and Veterans Services Office (MVSO) (<https://www.umt.edu/veterans/default.php>)

### Immunizations and Housing

- UM Housing (<https://www.umt.edu/housing/>)
- Immunization Requirements (<https://www.umt.edu/curry-health-center/new-students/default.php>)

### New Student Course Registration and Orientation

- Freshmen Core Course Registration ([https://www.umt.edu/office-student-success/for-students/freshmen\\_course\\_registration.php](https://www.umt.edu/office-student-success/for-students/freshmen_course_registration.php))
- Course Placement Exams:
  - Math Placement (<https://www.umt.edu/office-student-success/for-students/mathplacement/default.php>)
  - Writing Placement (<https://www.umt.edu/office-student-success/for-students/writplacement/default.php>)
  - Foreign Language Placement (<https://www.umt.edu/world-languages-culture/student-resources/language-placement.php>)
  - Chemistry Placement (<https://www.umt.edu/office-student-success/for-faculty-staff/placement.php>)
- New Student Orientation (<https://www.umt.edu/orientation/>)

## Dual Enrollment

Dual enrollment is designed to provide Montana high school students with the opportunity to earn college credit through Missoula College.

UM Missoula College and local high schools work together to provide these opportunities to their students. Check with your high school counselor to see if your school offers dual enrollment with Missoula College.

For more information see Missoula College Dual Enrollment Program (<https://www.umt.edu/missoula-college-dual-enrollment/>)

## Contact Information

University of Montana

Office of Undergraduate Admissions

Gilkey Center, 950 Arthur Avenue, Missoula, MT 59812

Main line: 406-243-6266

Toll-free: (800) 462-8636

Email: [beagriz@umontana.edu](mailto:beagriz@umontana.edu)

## Standardized Tests

SAT or ACT scores are not required for general admission if a student can show high school completion or the equivalent. However, students who have taken these tests are encouraged to submit their scores for course placement purposes. Individual programs or scholarships, such as the Davidson Honors College scholarships, may require SAT or ACT scores. Students are advised to consult program websites for more information.

## Conditional Admission

UM Mountain Campus applicants who do not meet academic eligibility requirements may be considered for conditional admission. Students must show evidence of potential for success at UM to be considered for conditional admission.

Students considered for conditional admission will be asked to supply an up-to-date unofficial academic transcript. Students may also submit for consideration other supporting documentation not available in the initial application, such as:

- academic improvement plans
- letters of recommendation
- personal statement
- evidence of supplemental coursework
- standardized test scores
- documentation from healthcare provider

Students admitted to UM conditionally will be granted full admission after completing 24 credits with a grade point average of at least 2.0. Students are expected to complete the 24 credits within two semesters, but must complete them within three semesters. In cases where academic preparation falls well below the general preparation or GPA standards for the admission type, applicants will be directed to the Missoula College where courses can be taken to strengthen their preparation for success at the University of Montana.

International undergraduate applicants who meet academic eligibility requirements but who do not meet the English language proficiency requirements for undergraduate admission will be considered for international conditional admission. See International Conditional Admission (Pathway Program)

## Special Enrollment Processes and Limitations

### Intra-Campus Transfer

- Students transferring from Missoula College or Bitterroot College to the UM Mountain Campus must meet the academic eligibility requirements of UM Mountain Campus.
- Transfers between UM campuses may affect scholarship, financial aid eligibility, tuition assessment, and registration.
- Students enrolled full-time at one campus can take a maximum of six credits at another campus without changing campus enrollment.

### Procedure for Intra-Campus Transfer

- For students never previously enrolled at the transfer-to campus:
  - Complete an Admission Change Form from the Admitted Student Portal (<https://www.umt.edu/admissions/admitted-student-checklist/default.php>) (new students).
  - Complete the Intra-Campus Transfer Form (<https://www.umt.edu/registrar/forms/default.php>) and submit to the Office of Undergraduate Admissions (continuing students).
- For students previously enrolled at the transfer-to campus:
  - Complete the Intra-Campus Transfer Form (<https://www.umt.edu/registrar/forms/default.php>) and submit to the Office of the Registrar.

### Programs Leading to Professional Licensure

As required by federal regulations (34 CFR §668.43) and in compliance with the State Authorization Reciprocity Agreements (SARA) Manual, the University of Montana indicates for each state whether the curriculum of a program meets or does not meet the educational requirements for licensure or certification in that state or indicates that no determination has been made.

The University of Montana cannot guarantee any state licensure or certification authority will approve or deny an application for licensure. Furthermore, disclosures provided by UM may not account for changes in state requirements. Current and prospective students are encouraged to contact their state's licensure authority or review the University of Montana Professional Licensure page (<https://www.umt.edu/provost/students/professional-licensure/default.php>) for all licensure and certification requirements pertaining to their state.

### Risk Assessment

The University of Montana-Missoula reserves the right to deny or condition admission, readmission, or continuing enrollment if an individual is deemed to present an unreasonable risk to campus safety and welfare. Factors considered include:

- History of violence or destructive tendencies
- Behavioral issues on other college campuses
- Rehabilitative therapy completion.

### Admissions Review (Safety & Security)

- No applicant's admission may be barred automatically, solely by reason of a criminal conviction, if state supervision has terminated, or solely by reason of a youth court adjudication.
- The admissions officer reviews applicants for academic eligibility and may refer an application to the Office of the Vice President for Student Success and Enrollment Management if there are concerns about an applicant's potential risk to campus safety and welfare.

The Office of Community Standards will then request any additional necessary documentation.

- Additional information may be requested in cases involving:
  - Felony convictions
  - Adjudications of being a danger to others or self
  - Suspensions or expulsions for disciplinary reasons from other educational institutions
  - Other factors suggesting the applicant may present an unreasonable risk to the campus

## Direct Admission to Departmental Programs

Departments reserve the right to set additional admission standards for direct entry to their programs. Students are advised to check the respective academic department websites for more information on program-specific admission requirements.

Applicants seeking direct entry to selective programs will be reviewed for general admission to the university through the Office of Undergraduate Admissions. The Office of Undergraduate Admissions will admit the student to the appropriate pre-major program or pre-professional advising track. Application for direct entry to the degree program is an additional, separate process administered by the academic department. The student should consult the department website and work with their assigned academic advisor to understand program-specific application procedures.

## Distance Education

Distance status is designed for students who are registering for completely online courses only.

Students seeking to study fully online must meet the same admission requirements as students studying on campus.

Fully online students are not required to meet immunization requirements. Students who change their status to include some or all on-campus classes will be required to submit immunization records.

## Application Completion

Admission to University of Montana is based on self-reported educational accomplishments provided at the time of application. All admission offers are conditional upon verifying the accuracy of self-reported information through official documentation.

The Office of Undergraduate Admissions retains the right to rescind an offer of admission or change a student's campus if final official transcript(s) show that a student is no longer eligible for admission or that the student misreported academic accomplishments at the time of application.

## Completing an Application File

To complete an application file, an admitted student must submit final official copies of all transcripts.

- "Final" means that all coursework is complete and all final grades have been assigned and posted on the transcript. High school transcripts must show the graduation date, which must be prior to the transcript print date.
- "Official" means that the transcript has been issued directly to the Office of Undergraduate Admissions by the previous institution and has not been in the student's possession, except in cases where a transcript is issued to a student in a sealed envelope and the envelope remains unopened. In such cases, the student must submit

the transcript to the Office of Undergraduate Admissions in the original, sealed envelope.

Transcripts submitted by the student or student's parent, except in cases where the transcript remains in the original, sealed school envelope, are not considered official and will not be accepted to meet this application completion requirement.

Only electronic transcripts submitted via an approved transcript clearinghouse (i.e. Parchment, National Student Clearinghouse) will be accepted as official. Faxed transcripts are not accepted, except for MACRAO fax from MUS institutions.

Students should request that transcripts be sent to the following address:

Office of Undergraduate Admissions

University of Montana

Gilkey Building

950 Arthur Avenue.

Missoula, MT 59812

beagriz@umontana.edu

Application files still missing final transcripts by the 15<sup>th</sup> class day for the first term of enrollment will be considered incomplete. Students will be notified and course registration will be restricted for future terms until the required documents have been submitted.

## Freshman (First-Time Undergraduates) Admission

Freshman students are those who have completed high school or its equivalent and who have completed fewer than 12 college-level semester credits at another institutionally recognized (<https://mus.edu/borpol/bor300/301-5.pdf>) college or university after high school graduation. Students who have earned any college-level course credit or advanced credits (<https://www.umt.edu/admissions/apply/advanced-credits/>) before graduating from high school are also considered incoming freshmen.

## Academic Eligibility

The following admission standards are relevant for new, first-time freshmen.

### Admission to Missoula College & Bitterroot College Undergraduate Degree Programs (2-year) and Certificates

Freshmen meeting at least one of the following requirements are eligible for admission to Missoula College:

- High school graduation from a high school accredited by a state accrediting agency, or
- high school equivalency completion assessment (GED or HiSET) with a minimum passing overall score, or
- ACT composite score of 19, or
- SAT combined score of 1010

### Admission to UM Undergraduate Degree Programs (4-year) and Certificates General Preparation

Freshmen students seeking first-time full-time general entry to UM's four-year degree and certificate programs must have received or be on track to

receive a high school diploma or high school equivalency certificate and meet at least one of the following requirements:

- a minimum 2.50 cumulative high school grade point average, or
- a class rank in the upper half of their high school graduating class, or
- a minimum HiSET combined score of 50, or
- a GED combined score of 580 (minimum passing overall score).

Alternatively, freshmen students who have not completed a high school diploma or high school equivalency may demonstrate academic eligibility with one of the following:

- a minimum ACT composite score of 22, or
- a minimum SAT combined score of 1120

AND

Successful completion of the following college preparatory program:

- Four years of English.
- Three years of math, 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.
- Three years of social studies, including global studies (i.e. world history or world geography); American history; and government, economics, American Indian history or other third year courses.
- 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 prep laboratory science.
- Two years chosen from the following:
  - foreign language (preferably two years), or
  - computer science, or
  - visual and performing arts, or
  - vocational education units.

Students must also meet minimum proficiency scores in Math and English.

Students must demonstrate a minimum math proficiency score of:

- 22 on the ACT Math section, or
- 27.5 on the SAT Math test, or
- 3 or above on the AP Calculus AB or BC subject examination, or
- 4 on the International Baccalaureate (IB) calculus exam, or
- 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]

In lieu of the above score requirement, students can complete 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 with grades of C or higher.

Students must meet a minimum Writing Proficiency score of:

- 18 on the Combined English/Writing section of the Optional Writing Test of the ACT, or
- 7 on the Writing Subscore of the ACT, or
- 25 on the Writing and Language test of the SAT, or
- 3 on the AP English Language or English Literature Examination, or

- 4 on the International Baccalaureate (IB) Language A1 Exam, or
- 50 on the CLEP Subject Exam in Composition, or
- 3.5 on the Montana University System Writing Assessment.

In lieu of the above score requirement, students can demonstrate a cumulative high school GPA of 3.0 or higher or a cumulative high school GPA of 2.5 or higher AND a course grade of C or better in the 11<sup>th</sup> grade English course.

Freshmen who meet general preparation requirements but who have not demonstrated Math and English language proficiency levels at the time of admission will be provisionally admitted. They will be required to sit for placement testing prior to first-term registration. Students who do not meet Mathematics and Writing proficiency requirements after testing will be advised to enroll immediately in Math and Writing coursework and will be encouraged to complete that coursework in their first 30 credits.

### Eligibility Exemptions & Special Circumstances

- Non-traditional Freshmen (students 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) are exempt from the general preparation and Math and English language proficiency requirements for bachelor's degree programs listed above.
- Freshmen with non-traditional or exceptional academic backgrounds and who do not meet one or more general preparation requirements may be eligible for conditional admission to UM and may be encouraged to submit materials beyond what is required to provide a holistic and accurate picture of their academic preparedness. See Conditional Admission. Home school students and students in unaccredited high schools are strongly encouraged to submit SAT or ACT or high school equivalency test results in addition to other required materials.
- Students younger than 17 at the time of application will be reviewed for both academic and social-emotional preparedness for full-time study. They may be asked to supply additional materials to demonstrate their preparedness for college attendance.

### How to Apply

A complete application to the University of Montana consists of the following items. It is the responsibility of the applicant to ensure that all documents are submitted properly and on time. Applicants must initiate requests to have final credentials sent to the University of Montana. *Credentials that have been opened, faxed or emailed by the student or parent or submitted in an unsealed envelope are considered unofficial copies and will not be accepted to meet official documentation requirements.*

### Required Documents:

#### 1. Admission Application:

- The online application is available via the Office of Undergraduate Admissions website (<https://www.umontana.edu/apply/>).
- Applicants unable to access the online application should contact the Office of Undergraduate Admissions.
- Ensure the application is fully completed and signed before submission.

#### 2. Application Fee:

- A non-refundable fee of \$30 is required with your application.
- This fee is payable once at the undergraduate level if followed by enrollment.



- Payment records are kept on file for one year for those who do not enroll immediately.
- The application will not be processed until the fee is paid.
- Application Fees are waived for Montana residents, Veterans and active military personnel.

### 3. Final High School Transcript:

- A final transcript must be sent directly from the high school to the Office of Undergraduate Admissions after graduation.
- The transcript must include the graduation date and final GPA.
- Transcripts are essential for verifying eligibility for admission and scholarships.

### 4. Immunization Records:

- All students, with the exception of students who are registered as fully online, must submit immunization records prior to the start of the first term of enrollment.
- It is crucial that the immunization record is complete, accurate, and validated by a health official.

### Additional Documents (if applicable):

#### 5. ACT/SAT Scores:

- While optional in most cases, ACT/SAT scores can be submitted to assist with admission decisions and academic placement.
- To qualify a student for admission using ACT or SAT scores, an official copy of the score report should be sent directly from the testing agency or included on an official high school transcript.
- Score reports submitted directly by students or parents are acceptable only for use in course placement and are not sufficient for admission purposes.

#### 6. College/University Transcripts:

- Applicants with prior college or university attendance (including dual enrollment or early college credit) must send official transcripts from each institution directly to the Office of Undergraduate Admissions after all final grades are posted.
- For electronic transcript submissions, institutions should use a secure transmission service (i.e. Parchment or National Student Clearinghouse).

#### 7. Advanced Credit

- Applicants should request that official scores for advanced exams (e.g. AP exams or IB exams) be sent directly to the Office of Undergraduate Admissions.
- See the Office of Undergraduate Admissions website (<https://www.umt.edu/admissions/admission-requirements/advanced-credits/default.php>) for more information on credit award for advanced credit exams like IB and AP.

### Important Notes:

- Ensure all documents are submitted by the stated deadlines.
- Incomplete applications may result in delays or non-consideration for admission.
- Contact the Office of Undergraduate Admissions for any questions or clarification needed during the application process.
- **Home School Students:** Students graduating from a home school or unaccredited high school should follow the application procedures for Home School Admission (<https://www.umt.edu/admissions/>

[admission-requirements/other-applicants.php](https://www.umt.edu/admissions/admission-requirements/other-applicants.php)) on the Admissions website.

- **High School Equivalency:** Students completing a High School Equivalency assessment (HiSET or GED) should follow the application procedures for Traditional Freshmen with GED/HiSET (<https://www.umt.edu/admissions/admission-requirements/freshman-requirements.php>) on the Admissions website.
- **Dual Enrollment Credit:** Dual enrollment/Early College credits are not used in the determination of applicant status (MUS DE Guidelines, Section 6 (<https://catalog.umt.edu/academics/undergraduate-admission/file:///C:/Users/troy.morgan/Downloads/Admission%20Requirements.docx>)), but they are used in the determination of a student's Satisfactory Academic Progress (<https://www.umt.edu/financial/maintaining-eligibility/SAP/>) at UM.
- **UM Dual Enrollment Students:** Admission to the UM-Missoula College Dual Enrollment program does not imply admission to UM, Missoula or Bitterroot College undergraduate programs. Current or former UM-Missoula College Dual Enrollment students must complete application procedures for Freshmen to be considered for undergraduate admission. Dual enrollment credit awarded from UM-Missoula College is included in the student's UM academic record and submission of the UM transcript is not required.

## Transfer Admission Academic Eligibility

Transfer applicants must meet the following criteria to be eligible for admission to the University of Montana (UM) Mountain campus:

- **GPA Requirement:** A minimum cumulative GPA of 2.0 (on a 4.0 scale) for all college-level coursework completed after high school.
- **Credit Requirements:** Twelve or more university-level (non-remedial) semester credits earned after high school at institutions whose accreditation is recognized by the Montana University System (MUS) (Policy 301.5 (<https://mus.edu/borpol/bor300/301-5.pdf>)).
- Transfer applicants who have completed less than twelve university semester credits will automatically be reviewed based on freshmen requirements.

### How to Apply

To apply for transfer admission, students must submit the following documents:

#### Required Documents:

##### 1. Admission Application:

- Complete and submit the online application available on the Admissions website (<https://umontana.edu/how-to-apply/process/undergraduate.php>). Applicants unable to access the online application should contact the Office of Undergraduate Admissions.
- Ensure the application is fully completed and signed before submission.

##### 2. Application Fee:

- A non-refundable fee of \$30 is required with your application.
- This fee is payable once at the undergraduate level if followed by enrollment.
- Payment records are kept on file for one year for those who do not enroll immediately.
- The application will not be processed until the fee is paid.

- Application Fees are waived for Montana residents, veterans, and active military personnel.

### 3. College/University Transcripts:

- Applicants must send an official transcript from each institution attended after high school directly to the Office of Undergraduate Admissions.
- For electronic transcript submissions, institutions should use a secure transmission service.
- A student transferring from a Montana University System institution can request a Single Admissions File (<https://www.mus.edu/transfer/SingleAdmFile.html>) ("Transmittal") to meet the transcript requirement. The transmittal will include copies of all official transcripts, as well as immunization records and test scores previously submitted.

### 4. Immunization Records:

- All students, except those registered as fully online, must submit immunization records prior to the start of the first term of enrollment.
- The immunization record must be complete, accurate, and validated by a health official.

## Additional Documentation (if applicable)

### 5. Dual Enrollment Transcripts:

- While not required at the time of application, official dual enrollment or early college transcripts must be sent from each institution directly to the Office of Undergraduate Admissions prior to enrollment.
- For electronic transcript submissions, institutions should use a secure transmission service.

### 6. Advanced Credit:

- Upon admission, applicants should request that official scores for advanced exams (e.g., AP, IB, CLEP, DSST) be sent directly to the Office of Undergraduate Admissions.
- More information on credit awards for advanced options and credit for prior learning is available on the Admissions website.

### Important Notes:

- Deadlines and document submission requirements are outlined in the General Admissions requirements section of the catalog.
- Dual enrollment/Early College credits are not used in the determination of applicant status (MUS DE Guidelines, Section 6 (<https://catalog.umt.edu/academics/undergraduate-admission/file:///C:/Users/troy.morgan/Downloads/Admission%20Requirements.docx>)), but they are used in the determination of a student's Satisfactory Academic Progress (<https://www.umt.edu/finaid/maintaining-eligibility/SAP/>) at UM.

## Transfer Credit Evaluation

At the University of Montana the Office of Undergraduate Admissions is responsible for transfer credit evaluation for undergraduate students in cooperation with academic departments. Below are details on how transfer credits are evaluated, the types of credits accepted, and the steps for requesting a review or re-evaluation of your transfer credits.

### Definitions

- **Transfer Course Evaluation:** The process by which the University of Montana reviews and assesses courses completed at other

institutions to determine their equivalency to UM courses. This evaluation includes verifying the academic level, content, and credit value of the courses to establish how they will be credited towards the student's degree requirements at UM.

- **Credit Articulation:** The formal recognition and recording of transfer credits by the University of Montana. This process involves converting evaluated transfer courses into UM equivalent courses or General Education credits and recording them in the student's academic record.
- **Transfer Rules:** The set of guidelines and equivalency standards used by the University of Montana to determine how courses completed at other institutions translate to UM courses. These rules are established through the Transfer Course Evaluation process and are periodically reviewed for accuracy and relevance.
- **Course Equivalent:** A course equivalent refers to a course completed at another institution that is recognized as having substantially similar content, level, and learning outcomes to a course offered at the University of Montana. This recognition allows the transfer course to fulfill the same academic requirements as the UM course.
- **Credit for Prior Learning (CPL):** Credit for Prior Learning, also known as Prior Learning Assessment (PLA), refers to the recognition and awarding of academic credit for college-level knowledge and skills gained outside the traditional academic environment. This can include learning acquired through work experience, military service, professional certifications, independent study, and other non-collegiate educational experiences. The credit is granted based on an assessment that the prior learning meets the standards and requirements of University of Montana's academic programs.
- **Course Substitution:** Course substitution is the process by which a student is allowed to replace a required course in their degree program with a different course that has similar content and rigor. Unlike course equivalents, which are established by the Office of Undergraduate Admissions to apply broadly to all students and involve the establishment of Transfer Rules, course substitutions are approved on a case-by-case basis by the relevant academic department. This process is specific to individual students and does not involve the Office of Undergraduate Admissions or result in changes to Transfer Rules.

## Transfer Course Evaluation and Credit Articulation Policies

### Transfer Course Evaluation

- The Office of Undergraduate Admissions determines whether courses are college-level, appropriate grading and credit conversion, and applicability towards UM's General Education requirements.
- College-level courses are courses that are applicable toward an Associate's or Baccalaureate Degree at UM or Missoula College. College-level credits from institutions accredited by one of the accrediting agencies listed in the Montana Board of Regents Policy 301.5 (<https://mus.edu/borpol/bor300/301-5.pdf>) are deemed to be transferrable.
- Credits from institutions that are candidates for accreditation by one of the listed agencies are accepted after the student completes 20 semester credits with a 2.0 GPA at UM.
- Credits from remedial or developmental courses, or from non-accredited schools, are not applicable toward a degree and will not be accepted. See the Appeal of Admission Decisions section for more information.
- Credits from institutions outside the U.S. may be transferrable if the institution and academic program are recognized by the country's

Ministry of Education. Students with international credentials must submit them for independent credential evaluation before UM can determine eligibility for credit transfer. See the International section for information on submitting non-U.S. transcripts for international credit evaluation.

- The Office of Undergraduate Admissions reviews all transfer courses at the time of admission for newly admitted students and when requested through Transferology for current and prospective students. Priority for review of evaluation requests made through Transferology will be given in the following order: current students within one semester of graduation, current students not within a semester of graduation, prospective students.

### Grading and Equivalency

- Transfer courses graded C- or above may count towards General Education, Major, Minor, Concentration, or Certificate requirements.
- Freshman/sophomore courses (100/200 level) generally are not equivalent to junior/senior courses (300/400 level) and vice versa.
- UM accepts Associate of Arts (AA) and Associate of Science (AS) degrees from institutions with approved accreditation, satisfying lower-division General Education requirements. Associate of Applied Science (AAS) degrees focus on technical skills and do not necessarily satisfy all lower-division General Education requirements at UM.
- Transfer course grades are calculated separately as Transfer GPA and are not included in the UM institutional GPA.
- Transfer courses taken for quarter credit will be converted to semester credits upon evaluation (quarter units divided by 1.5 = semester units).
- The Office of Undergraduate Admissions works in collaboration with academic departments to review transfer courses for UM equivalents. Transfer courses are reviewed for UM course equivalents under the following conditions:
  - Transfer course shares the same or highly similar title to an active UM course in the same academic area
  - Transfer course and UM course have substantial overlap in content (i.e. 80% or more shared content)
  - Transfer course and UM course are offered at the same level (i.e. both lower-division or both upper-division).
- A transfer course that does not substantively match an existing UM course in content and level will be evaluated for elective credit and General Education credit only.

### Transfer Rules

- The Office of Undergraduate Admissions uses the Transfer Course Evaluation process to establish Transfer Rules for courses that have no prior record of evaluation.
- Transfer Rules will be posted to our transfer equivalency database, Transferology (<https://www.umt.edu/admissions/transferology.php>), for public view and housed in Banner to be applied at the time of Credit Articulation. Transfer Rules do not have fixed expiration, but may be reviewed periodically for updates. If a transfer course or a UM course has been inactivated, the Transfer Rule will become inactive.
- Individual academic programs may set their own limits on the validity of a Transfer Rule to meet program requirements. This is often to ensure that their course work is relevant for state or national licensing requirements. Students should check with individual academic programs about the validity of their transfer credit to meet program requirements.

### Credit Articulation

- Only admitted and enrolled UM or Missoula/Bitterroot College students are eligible for Credit Articulation.
- Transcripts must be sent directly from previous institutions. Unofficial copies, such as those emailed by students or submitted in unsealed envelopes, will not be accepted.
- Students must request that official transcripts from U.S. institutions be sent to [beagriz@umontana.edu](mailto:beagriz@umontana.edu).
- UM will complete the Credit Articulation of all recognized transfer courses at the point of admission. Transfer courses completed subsequent to UM or Missoula College admission will be articulated upon receipt of the final official transfer transcript.

### Intra-Campus Transfer

- Missoula College and Bitterroot College are embedded colleges within University of Montana. Course credit earned while enrolled in an undergraduate program at any UM campus (Missoula, Bitterroot, Mountain) is considered institutional credit, not transfer credit, and is not evaluated by the Office of Undergraduate Admissions. For more information about transfer pathways between Missoula and Bitterroot Colleges and UM-Mountain campus, please contact the relevant Academic Advising office. See also Internal Campus Transfer.

### Articulation Agreements

UM maintains articulation agreements with various institutions to facilitate the transfer of credits. These agreements outline specific Course Equivalencies and ensure a smooth transition for students transferring to UM. Program transfer pathways can also be found using the Transferology (<https://www.umt.edu/admissions/transferology.php>) tool.

For a complete list of these agreements, please visit Articulation Agreements (<https://www.umt.edu/provost/faculty/articulation-agreements/>) on the Office of the Provost's website.

### Transfer Credit Re-evaluation

UM provides a structured process for re-evaluating transfer credits from recognized post-secondary institutions:

#### Re-Evaluation Process

- Students can request reconsideration of Transfer Course Evaluations by completing the Transfer Course Re-evaluation Form ([https://www.umt.edu/admissions/admission-requirements/transfer/transfer\\_course\\_re\\_evaluation\\_request.php](https://www.umt.edu/admissions/admission-requirements/transfer/transfer_course_re_evaluation_request.php)) available on the Office of Undergraduate Admissions website.
- The Office of Undergraduate Admissions will reconsider the Transfer Rule for previously evaluated courses, provided that additional detailed information about the course, such as a detailed course syllabus or outline is provided. The Office of Undergraduate Admissions will work with individual academic departments when necessary to accurately re-evaluate a transfer course.
- The Office of Undergraduate Admissions does not guarantee that a change to the Transfer Rule will be approved.
- Transfer courses that have been approved for credit transfer but not equated to a UM course can be submitted to the student's Major, Minor, or Certificate department for consideration as a Course Substitution to meet graduation requirements.

## Documentation and Communication

- All Credit Articulations and Transfer Rules are documented in Banner. Credit Articulations are accessible to students and academic advisors through Degree Works, UM's degree audit software.
- Students will be advised via email when their Credit Articulation is complete and viewable in Degree Works.
- Students wishing to appeal the results of a Transfer Course Evaluation can consult the Appeal of Admission Decisions section.

## Evaluation Process for Credit for Prior Learning (CPL)

UM recognizes and awards credit for various forms of prior learning, such as learning demonstrated through advanced placement exams, workforce training, and other Prior Learning Assessments (PLA) according to the UM Prior Learning Assessment (PLA) Guidelines 203.30 (<https://www.umt.edu/faculty-senate/procedures/ascrc-procedures-201/prior-learning-assessment-pla-guidelines-203.30.pdf>).

## Advanced Exam Credit

- UM awards credit for Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), and Project Lead The Way (PLTW) courses based on successful completion and assessment scores according to UM policies. Specific questions regarding Advanced Credits should be directed to the Office of Undergraduate Admissions.
- To have advanced exam credit evaluated, students should request official scores be sent to Office of Undergraduate Admissions for AP, IB, CLEP, and/or PLTW exams.
- UM will evaluate the scores based on existing policies and award appropriate credit. Applied credits will be reflected in Degree Works (Banner) and on the transcript as PLA credit.
- Specific advanced credit exam policies and approved articulations related to these exams are available on the Admissions website: Advanced Credit Options (<https://www.umt.edu/admissions/admission-requirements/advanced-credits/default.php>).

## Military Credit

- Military courses are reviewed for transfer credit based on the Joint Services Transcript (JST) and ACE Military Guide recommendations.
- It is recommended that students with military credit first connect with the Military and Veterans Services Office (MVSVO) for help identifying and prioritizing military credits for transfer. Since transferring in a large volume of military credits can prompt a premature max credit review, the MVSVO can help recommend the correct timing for the application of credit to meet student needs.
- To have military credit evaluated for transfer, students should request an official Joint Services Transcript (<https://jst.doded.mil/jst/>) be sent to the Office of Undergraduate Admissions.
- UM will evaluate the JST and grant the recommended elective credit based on the ACE Military Guide evaluation and MVSVO recommendations.

## Other Credit for Prior Learning/PLA

- If prior learning is listed in the American Council on Education (<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Students.aspx>) (ACE) National Guide (<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Students.aspx>) students should order a working transcript from ACE with the course or exam listed and have it sent to the Office of

Undergraduate Admissions. The Office of Undergraduate Admissions will grant credit based on the recommendation on the ACE working transcript.

- If the prior learning is not listed in the ACE guides, students should contact the academic department chair for the program overseeing the subject matter at UM. Students will be responsible for providing sufficient information about the course or experience to complete an evaluation. Once the department has evaluated the course or experience and approved the credit for transfer, the chair should notify the Office of Undergraduate Admissions for credit articulation.
- If a student wants the prior learning to reflect a specific UM course equivalent on the transcript, the Office of Undergraduate Admissions must receive written notification approving the specific UM course equivalent from the UM Department Chair for the academic subject matter.
- The Office of Undergraduate Admissions does not review prior learning for General Education credit. If a student wants prior learning to meet General Education requirements, the student can petition for course exemption through the General Education Committee per the General Education Transfer Appeal Guidelines 202.40.5 (<https://www.umt.edu/faculty-senate/procedures/202.40.5-genedtransferappealguidelines-3-23.pdf>).
- Only prior learning that is listed in the ACE guides or governed by existing policy (such as IB, AP, and Advanced Credit policies) will be viewable in the Transferology database. Most non-standard prior learning will require evaluation on an individual student basis.

## Post-Baccalaureate (Second Bachelor's Degree) Admission

Students who have earned an undergraduate bachelor's degree and would like to pursue another undergraduate bachelor's degree may apply with post-baccalaureate status.

Post-baccalaureate is an undergraduate degree-seeking status at UM. Students who have earned an undergraduate bachelor's degree and who are not intending to pursue a degree should apply either as:

- degree-seeking with an "undeclared" major through UM Undergraduate Admissions to take undergraduate classes at UM Mountain Campus or Missoula College, or
- as non-degree through the Graduate School (<http://www.montana.edu/gradschool/>) to take graduate-level classes or to take a combination of graduate and undergraduate classes.

Students not intending to pursue a degree must choose the level that best meets their needs as a student.

Students who previously attended University of Montana and who are returning after a break in attendance of fewer than 24 months are considered continuing students and can access registration without reapplication. For previous UM students who are returning after a break in attendance of 24 months or more, see Former UM Students (Readmission).

## How to Apply

- To qualify for post-baccalaureate status, students must have been awarded or be on track to earn a four-year bachelor's degree from an institution whose accreditation is recognized by the Montana University System (MUS) (Policy 301.5 (<https://mus.edu/borpol/bor300/301-5.pdf>)).



- While there are no special degree-related or course requirements for general admission to the university as a post-baccalaureate student, individual academic programs may have prerequisites for entry into upper-division courses in the program area. Students should consult department websites and resources for additional requirements specific to the academic programs of interest.
- Post-baccalaureate applicants who have completed fewer than 90 semester credits at the time of application will be ineligible for post-baccalaureate status and will be reviewed for transfer admission. If the applicant can provide official proof of bachelor's degree award prior to the start of the initial term of enrollment, the student will automatically be reconsidered for post-baccalaureate status.
- Unofficial transcripts can be used to make a conditional decision on post-baccalaureate status pending receipt of official documents. Unofficial transcripts cannot be used to review for credit transfer.

### Required Documents:

#### 1. Admission Application:

- Complete and submit the application online available from the Office of Undergraduate Admissions (<https://umontana.edu/apply.php#undergraduate>) website. Students who have previously attended UM in a degree program should view the instructions in Former UM Students (Readmission).

#### 2. Application Fee:

- A non-refundable fee of \$30 is required with your application.
- This fee is payable once at the undergraduate level if followed by enrollment.
- Payment records are kept on file for one year for those who do not enroll immediately.
- The application will not be processed until the fee is paid. Application Fees are waived for Montana residents, Veterans, and active military personnel.

#### 3. Official College/University Transcript(s):

- Submit an official transcript from each institutionally recognized (<https://mus.edu/borpol/bor300/301-5.pdf>) accredited college and university attended to be awarded transfer credit and to have a previously awarded degree recognized. A final official transcript must be received in the Office of Undergraduate Admissions by the 15<sup>th</sup> class day of the first term of attendance. Academic eligibility will be reviewed again upon receipt of the final transcript.
- For electronic transcript submissions, institutions should use a secure transmission service and send the transcript to [beagriz@umontana.edu](mailto:beagriz@umontana.edu).

#### 4. Immunization Records:

- All students, except those registered as fully online, must submit immunization records prior to the start of the first term of enrollment.
- The immunization record must be complete, accurate, and validated by a health official.

### Important Notes:

- Deadlines and document submission requirements are outlined in the Undergraduate Admission - General Information section.
- A course-by-course evaluation will not be done for students who have previously earned a U.S. baccalaureate degree. General Education requirements are considered complete for these students. Academic

advisors will be able to consult the official undergraduate transcript submitted with your application and apply Course Substitutions for degree requirements met through the first bachelor's degree. Please see Transfer Credit Evaluation (<https://www.umt.edu/admissions/apply/transfer/transfer-credits.php>) for more information.

## Former UM Students (Readmission)

Students who have previously enrolled in a credit-bearing degree or certificate program at University of Montana or Missoula College are considered returning students.

### Academic Eligibility

- Former students who have been absent from the University of Montana for 24 months or more must apply for Readmission before they can register for courses. Students who have been absent from UM for less than 24 months do not need to reapply and can work directly with their academic advisor to register for the next semester.
- This policy applies to both Missoula College and University of Montana-Missoula campuses.
- Students must be in good standing to be eligible for Readmission.
- Students who previously only attended UM with non-degree status, dual enrollment status, or through continuing education programs are not eligible for Readmission status and must apply using a new applicant status (Freshman, Transfer, Post-baccalaureate)

### Readmission to Academic Programs:

- Some academic programs at Missoula College require students who do not enroll for a semester or more (excluding summer) to apply for Readmission into that specific program. Check with your program for additional requirements.

### How to Apply

#### Required Documents:

##### 1. Application Submission:

- All students who qualify for Readmission can use the simplified application for Readmission via the Admissions website (Other Applicants (<https://www.umt.edu/admissions/admission-requirements/other-applicants.php>)).
- Current or former UM non-degree, dual enrollment, or continuing education students who are now seeking degree status are not eligible to use the Readmission application and must apply using the undergraduate application (<https://umontana.edu/how-to-apply/process/undergraduate.php>).

##### 2. Application Fee:

- Former UM students who qualify for Readmission are not required to pay the undergraduate Application Fee unless they are changing from graduate to undergraduate status, or vice versa. The Application Fee is only paid once at the undergraduate level for students who have subsequently enrolled.

##### 3. Transcripts:

- Former UM students who have attended another college or university since their last attendance at the University of Montana-Missoula must submit official college transcripts from those institutions.

##### 4. Immunization:

- Applicants for Readmission must comply with the immunization requirements as listed on the Curry Health Center (<https://www.umt.edu/curry-health-center/new-students/default.php>) website.

### Important Notes:

- Deadlines and document submission requirements are outlined in the Undergraduate Admission – General Information section of the catalog.
- UM students who have been absent less than 24 months and who have attended another institution in the interim do not need to reapply, but they must submit official transcript(s) from any post-secondary institution(s) they attended since the last term they enrolled at UM.

## International Admission

International applicants are non-U.S. citizens who do not hold U.S. permanent resident status (“green card”) or a U.S. immigrant visa (<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/all-visa-categories.html>). International applicants must meet the following criteria to be eligible for admission to the University of Montana or Missoula College. U.S. applicants with education outside the U.S. must also meet the academic credential and evaluation report requirements for their international education.

### Application Deadlines:

Application deadlines for international applicants are set earlier than for U.S. applicants to provide sufficient time to complete the F1 visa application process.

### Priority Deadline:

The Office of Undergraduate Admissions will guarantee consideration of applications submitted by the priority application deadline.

- Autumn Semester: May 15
- Spring Semester: October 15

### Final Deadline:

Students who have been admitted have until the final international application deadline to submit all documentation required for I-20 consideration:

- Autumn Semester: June 15
- Spring Semester: November 15

## Academic Eligibility

International applicants will be considered for admission on the basis of their academic record and their English language proficiency. International applicants should identify their respective admission type (Freshman, Transfer, Post-Baccalaureate) and see the relevant section in the Catalog for an explanation of the academic standards and admission requirements.

## International Credential Evaluation

- Any applicants who have completed education internationally through a non-U.S. institution must submit official transcripts for review and evaluation by an active member of the National Association of Credential Evaluation Services (NACES). (<https://www.naces.org/members/>)
- International credential evaluation includes verification of institutional accreditation and degree status, calculation of all grades on a standard U.S. scale, and conversion of all university-level

credits to U.S. semester credits. The credential evaluation service will prepare a summary report which it will forward to the Office of Undergraduate Admissions on the applicant’s behalf.

- Verified copies of educational credentials included in the credential evaluation summary report will meet official documentation requirements.
- The Office of Undergraduate Admissions will articulate credits recommended for transfer based on the international credential evaluation report. In most cases, credit approved for transfer will be articulated as elective credit. See the Transfer Credit Evaluation section for information on Transfer Course Evaluation, Re-evaluation and Credit Articulation.

## English Language Proficiency Requirements

University of Montana requires that all international students whose first language is not English establish English language proficiency before admission. Proficiency in English for study at the undergraduate level must be demonstrated through an approved exam or through specific exemption. English language test scores that are older than two years may not be accepted.

Proficiency Examination	Full Admission	Conditional Admission
TOEFL iBT and At-Home Edition (Including MyBest™ scores. University of Montana code: 4489)	70	52
TOEFL PBT	525	470
IELTS Academic	6.0	5.0
Duolingo English Test	105	85
Cambridge English	180	165
iTEP	3.8	3.4
PTE Academic	48	41
TOEFL ITP	-	470
EIKEN	Grade Pre-1	-
UM English Language Institute	525 TOEFL ITP or a recommendation from UM ELI	-
ELS Language Center	Successful completion of Program Level 112	-
Kaplan International	Successful completion of Higher Intermediate Level	-
English Language Centres	Successful completion of Level 11	-
Education First (EF)	Successful completion of C1-1	-

## Exemptions

Applicants who are citizens of the following countries need not submit proof of English language proficiency unless English is not the applicant’s native language:

- Australia,
- Canada (except Québec),
- Ireland,
- New Zealand,

- The United Kingdom,
- Commonwealth Caribbean,
- and South Africa.

Exemptions to the English language proficiency testing requirement may be considered for applicants who can demonstrate any one of the following:

- Native language is English
- Two or more years of attendance at an institution of higher education where English is the primary language of instruction
- Completed an English composition course with a grade of "C-" or better from a U.S. college or university (online courses are not accepted)
- Completed 3+ years of secondary school with full English-medium instruction and have achieved a C or higher on the IGCSE English exam OR on the A-level English language exam
- Achieved a score of 4 or higher on the IB HL Language A: English Language and Literature or IB Language A: English Literature exam
- Achieved a score of 3 or higher on the AP English Language and Composition exam
- Achieved a 25 or higher on the SAT (Writing & Language section)
- Achieved a 07 or higher on the ACT (Writing section)
- Achieved an 18 or higher on the ACT (English Language Assessment)
- Completed 3+ years of secondary school with English-medium instruction in the following countries AND who have achieved a B3 or higher on the West African Senior Secondary Certificate Examination or a B or higher on the national GCE examination:
  - Botswana
  - The Gambia
  - Ghana
  - Kenya
  - Liberia
  - Nigeria
  - Sierra Leone
  - Uganda
  - Zambia
  - Zimbabwe
- Students requesting one of the above exemptions must provide an official credential evaluation report, and where applicable, an official standardized exam score. The Office of Undergraduate Admissions reserves the right to request students submit additional proof of English language proficiency, even if they are eligible for an exemption.

### Emerging Proficiency

The score thresholds listed above represent the minimum proficiency needed to fully participate in undergraduate study at University of Montana. If a student's score only meets or minimally exceeds the threshold, the student is still considered to have emerging proficiency and is encouraged to seek additional academic support to ensure timely passage toward a program of study leading to degree.

### International Conditional Admission (Pathway Program)

- International applicants who meet general academic eligibility requirements but who do not yet meet the English language proficiency requirements for full admission will be considered for international conditional admission.

- Students who receive an international conditional admission decision can request an update to full admission without re-applying under the following conditions:

- The student submits an English language proficiency test score that meets full admission requirements prior to the start of their first term or enrollment, or
- the student enrolls at the UM English Language Institute and remains continuously enrolled until either:
  - the student qualifies for the UM ELI English language proficiency exemption, or
  - the student submits an updated English language proficiency test score that meets the requirement for Full Admission.
- Proof of English language proficiency must be submitted to the Office of Undergraduate Admissions at least one week before the start of the semester the update is requested.

### I-20 Certificate of Non-Immigrant Student Status

- The Office of Undergraduate Admissions manages issuance of the I-20 Certificate for new degree-seeking international undergraduates and pre-approved international non-degree students. The I-20 Certificate is necessary to obtain an entry visa to the U.S. for full-time undergraduate study.
- Financial documentation needed for the I-20 process is not required for admission but will be required once an admissions decision has been made. See Financial Documentation for the I-20 (<https://www.umt.edu/admissions/admission-requirements/international/financial-docs-i20.php>). In certain situations, an international applicant may already possess a non-immigrant visa that permits some level of U.S. degree study; in these cases, an applicant should contact the Office of Undergraduate Admissions for individual advice regarding admission procedures.

### How to Apply

#### Required Documents:

##### 1. Admission Application:

- Complete and submit the online application (<https://umontana.edu/how-to-apply/process/undergraduate.php>) via the Office of Undergraduate Admissions website or from the Common App. Applicants unable to access the online application should contact the Office of Undergraduate Admissions.
- Ensure the application is fully completed, that you have selected the University of Montana in the application, and signed the application.

##### 2. Application Fee:

- A non-refundable fee of \$30 is required with your application.
- This fee is payable once at the undergraduate level if followed by enrollment.
- Payment records are kept on file for one year for those who do not enroll immediately.
- The application will not be processed until the fee is paid.

##### 3. English Language Proficiency Score Report

- Applicants must provide an official English language proficiency score report that meets or exceeds the posted score requirement to qualify for full undergraduate admission.

- Applicants petitioning for an exemption to the English language proficiency test score requirement must submit required documentation prior to an admission decision.
- Test scores must be ordered directly from the testing center and sent to:

Office of Undergraduate Admissions

University of Montana

Gilkey Building, 950 Arthur Avenue  
Missoula, MT 59812 USA

#### 4. Academic Records:

- **U.S. education records:** Applicants who have attended U.S. institutions must send an official transcript from each U.S. secondary- or tertiary-level institution attended directly to the Office of Undergraduate Admissions. Applicants who have completed university-level study in the U.S. after completing secondary school must submit official transcript(s) to receive an admission decision.
- **International education records:** Applicants who have attended non-U.S. secondary or tertiary institutions must request an international credential evaluation that includes review of each institution attended. Applicants may select any member of NACES to complete the evaluation. University of Montana has relationships with the following NACES-recognized credential evaluation services:
  - SpanTran (<https://spanside.my.salesforce-sites.com/SpantranApplication/?Id=6e84fd68-0048-4b8b-b0b0-5e3ff82e7f44>)
  - Educational Credential Evaluators (ECE) (<https://accounts.ece.org/TPO/UM/>)
  - World Education Services (WES) (<https://www.wes.org/credential-evaluations/>)
- See the Academic Records and Eligibility (<https://www.umt.edu/admissions/admission-requirements/international/academic-records.php>) section on the Admissions website for additional guidance on ordering an international credential evaluation report.

#### 5. Immunization Records:

- All students except those registered as fully online must submit immunization records prior to the start of the first term of enrollment.
- The immunization record must be complete, accurate and validated by a health official.

#### 6. Additional Documentation (if applicable):

- **Advanced Credit:** Upon admission, applicants should request that official scores for advanced exams (e.g. AP, IB, GAC, A-levels) be sent directly to the Office of Undergraduate Admissions. More information on credit awards for advanced options and credit for prior learning is available on the Office of Undergraduate Admissions website.

### Financial Documentation for I-20

Citizenship identification and financial documentation is not required for admission but will be required once an admissions decision has been made. To obtain the Certificate of Eligibility for Non-Immigrant Student Status (I-20), international students must submit:

- I-20 Application (available from the admission portal after admission)
- Certificate of Financial Responsibility, indicating student's understanding of financial responsibilities

- Proof of available funds to cover costs of attendance
- Copy of student's passport

See Estimated Expenses for the I-20 ([https://www.umt.edu/admissions/admission-requirements/international/expenses\\_scholarships.php](https://www.umt.edu/admissions/admission-requirements/international/expenses_scholarships.php)) for more information.

## Non-Degree (Visiting Students) Admission

An applicant who wishes to pursue studies for professional interest or personal growth and does not wish to work toward a formal degree at the University of Montana-Missoula may apply as a non-degree student.

### Academic Eligibility

- Each applicant must certify on the application for admission that they have graduated from a high school that is fully accredited by its State department of education or has passed the HiSET or General Educational Development (GED) test.
- Students 21 and under with fewer than 12 completed university credits will only be eligible for non-degree status at Missoula College.
- This category is not open to students currently on academic suspension from the University of Montana.
- Applicants admitted as undergraduate non-degree students are not eligible for financial aid or for transfer course evaluation.

### Former Students:

Former students of UM should use the Readmission application process instead of applying as non-degree. The online readmission application is available from the UM Admissions website (<https://umontana.edu/how-to-apply/process/other-applicants.php>).

### International Students:

International students seeking a study abroad experience (one semester or one year) who are sponsored by a UM-recognized study abroad organization can apply for undergraduate non-degree status. For information on approved study abroad organizations, please contact the Global Engagement Office (<https://www.umt.edu/global-engagement/about/default.php>). Other international students should see the International Admission section for relevant information on admission.

### Change to Degree-Seeking Status

If a person is admitted as an undergraduate non-degree student and later wishes to change to a degree program, they will be required to submit a new undergraduate degree-seeking application, furnish the required supporting credentials, and meet the regular admissions standards for the intended program.

## How to Apply

### Required Documents:

#### 1. Admission Application:

- Complete and submit the online application. The application for non-degree admission can be accessed through the "Other Applicants" section on the UM Admissions website (<https://catalog.umt.edu/academics/undergraduate-admission/file:///C:/Users/troy.morgan/Downloads/UM%20Admissions%20website/>).

#### 2. Application Fee



- The fee is \$30.00. This non-refundable fee is payable by non-Montana residents once at the undergraduate level, provided payment is followed by enrollment.
- Record of payment will remain on file for one year for students who do not enroll. An application cannot be considered prior to payment of this fee.
- The Application Fee is waived for applicants who paid the application fee once and are continuing enrollment at UM.

### 3. Immunization Form:

- All applicants are required to submit a completed Medical Requirement Form to the Curry Health Center two weeks prior to matriculation. The form must be complete, accurate, and validated by a health official.

### 4. Unofficial College Transcript (Students 21 and under only)

- Students 21 and under who are seeking non-degree admission should submit an unofficial college transcript showing completion of a minimum of 12 semester-level credits

#### Important Notes:

- Application deadlines are outlined in the Undergraduate Admission – General Information section.
- Non-degree students should contact the Undergraduate Advising Center upon admission to obtain a registration PIN.

## Admission Decision Notification

Applicants to the University of Montana can expect timely updates regarding their application status. Below are the key details on the decision timeline, methods of notification, and types of admissions outcomes.

#### Timing of Decisions:

- Decisions are made as soon as an application and all required documentation has been received.
- Most decisions are reached within 10 business days of application and document submission. Decisions may be delayed if application information or documentation is incomplete.

#### Method of Notification:

- All applicants will receive an electronic notification via the email address provided in their application.
- Additionally, applicants can check the status of their application by logging into the online Admission Status Portal.

#### Types of Decisions:

- **Admitted to University of Montana:** UM applicants offered admission will receive an acceptance letter outlining the next steps, including information on housing, orientation, and registration.
- **Admitted to Missoula College:** Missoula College applicants offered admission will receive an acceptance letter outlining the next steps, including information on housing, orientation, and registration.
- **Admitted Conditionally to UM.** UM applicants who do not meet academic eligibility requirements but who have been identified as having the potential for initial success on the UM-Mountain campus may be admitted conditionally. They will receive an acceptance letter stating the conditions of their admission.
- **International Conditional Admission.** *For international students only.* International applicants who do not meet the minimum English

language proficiency requirements for full-time undergraduate study but are otherwise academically eligible may be considered for international conditional admission. Students receiving international conditional admission will receive an acceptance letter for the English Language Institute (ELI)'s programs, including next steps.

- **Denied for UM, Admitted to Missoula College:** UM applicants who do not meet academic eligibility requirements for UM-Mountain campus and who have the potential to benefit from academic supports available at Missoula College will be offered admission at Missoula College. They will receive a letter outlining next steps, including information about the pathway to university.
- **Ineligible:** Applicants who do not meet the general admission requirements will receive a letter explaining their ineligibility. While this decision is final for the current application cycle, ineligible applicants are encouraged to reapply in the future once they meet general admission requirements.

## Appeal of Admission Decisions

Applicants who disagree with an admission decision or related evaluations, such as transfer credit acceptance or residency classification, have the opportunity to request a reconsideration or submit an appeal through the appropriate University channels. Below is an outline of the appeal processes available for various admission-related decisions.

Initial questions regarding admission decisions, transfer credit evaluations, and initial residency classification should be directed to the Office of Undergraduate Admissions. If an appeal is appropriate, information about the appeal process can be obtained from the Office of Undergraduate Admissions.

## Admissions Reconsideration and Appeal (University of Montana)

Admission decisions to University of Montana – Mountain Campus are automatically reconsidered upon submission of final official transcripts. If a student had been denied UM admission based on a self-reported GPA, but a final transcript or updated official score report provides evidence that the student has met admission requirements, the student will be offered admission to UM. Conversely, if the final transcript provides evidence that the student has not met admission requirements for UM, the student's offer of admission to UM will be rescinded. They may be invited to start their educational journey at Missoula College.

The University's admission policies comply with Montana State regulations and faculty-authorized requirements. It is the responsibility of the Office of Undergraduate Admissions to apply these standards consistently and fairly. The faculty recognizes that exceptions should be granted occasionally for students in unusual situations. Students denied admission to University of Montana-Mountain Campus may appeal the decision. Appeals should be directed to the Office of Undergraduate Admissions and should contain significant and compelling new information, which may include extenuating circumstances, not contained in the original application. Since applications are already carefully reviewed, very few decisions are overturned upon appeal. Students who were denied admission to UM are encouraged to explore their educational options, including enrollment at Missoula College.

Any request for appeal must be submitted by the application deadline for the initial term of enrollment.

## Credit Transfer Reconsideration and Appeal

- Office of Undergraduate Admissions decisions regarding credit transfer from institutions with recognized accreditation (<https://mus.edu/borpol/bor300/301-5.pdf>) are final. Students wishing to seek exception for non-college level credits, credits earned at unaccredited institutions, or credits earned at institutions with accreditation that is not recognized by MUS Board of Regents can request review by the Provost, Registrar, and Director of Admissions (MUS BoR Policy 301.5, Section F.1 (<https://www.mus.edu/borpol/bor300/301-5.pdf>))
- Admissions decisions about the application of credits can be re-evaluated. Students wanting to update a transfer rule or to petition for General Education credit for transfer courses from institutions with MUS-recognized accreditation should start the re-evaluation process with the Office of Undergraduate Admissions. See Transfer Credit Evaluation.
- Course re-evaluation decisions for general Education credit are final with the exception of writing courses. Students wishing to appeal an admissions decision for an introductory or intermediate writing course can submit a course exemption petition through the faculty Writing Committee following the Transfer Credit Appeal Guidelines for Introductory and Intermediate Writing Courses. (202.50.5 (<https://www.umt.edu/faculty-senate/procedures/asrc-procedures-201/writing-exemption-appeal-202.50-11-3-21.pdf>))
- Students with approved Credit for Prior Learning (PLA) who wish to petition for General Education credit should follow the procedure listed in the General Education Transfer Appeal Guidelines (202.40.5 (<https://www.umt.edu/faculty-senate/procedures/202.40.5-genedtransferappealguidelines-3-23.pdf>))

## Residency Review and Appeal

Requests from students seeking reconsideration of Montana residency status for fee purposes are evaluated based upon the Montana Board of Regents Policy ([https://www.mus.edu/Prepare/College/Montana\\_Residency\\_Requirements.asp](https://www.mus.edu/Prepare/College/Montana_Residency_Requirements.asp)). All new and newly returning students should contact the Office of Undergraduate Admissions regarding the reconsideration process and submission of required documentation. Continuing students who wish to request reconsideration of residency classification should read the Student Guide to Montana's Residency Policy ([https://www.mus.edu/Prepare/College/Student\\_Guide\\_to\\_Residency\\_Pol.pdf](https://www.mus.edu/Prepare/College/Student_Guide_to_Residency_Pol.pdf)) and contact the Office of the Registrar with additional questions.

### Residency Review

The Office of Undergraduate Admissions will conduct a review of initial residency classification for any new or newly returning student classified as out-of-state at the point of admission. Students must initiate this process by contacting the Office of Undergraduate Admissions. Students requesting review will be asked to submit supporting documentation per MUS BoR Policy on Residency (940.1 (<https://www.mus.edu/borpol/bor900/940-1.pdf>)). The residency review decision is final for the Office of Undergraduate Admissions.

Students must go through the Residency Review process before they will be allowed to appeal to the campus Residency Classification Committee.

### Residency Review Deadline:

Requests for review of initial residency classification must be submitted to the Office of Undergraduate Admissions by the deadlines below to guarantee review and access to the appeal process. Requests for review submitted after these deadlines and before the 5<sup>th</sup> instructional day may be reviewed on a case-by-case basis.

- Autumn: One week before the start of classes
- Spring: One week before the start of classes
- Summer: One week before the start of the second 5-week summer session.

### Residency Appeal

- Students who are classified as out-of-state after Residency Review can submit an appeal to be heard by the campus Residency Classification Committee. New students and newly readmitted students must initiate this process with the Office of Undergraduate Admissions.
- The final deadline for submitting documentation for a Residency Appeal is the 5<sup>th</sup> instructional day of the semester for which a student is seeking an in-state residency classification.
- Newly enrolled students who do not meet the Residency Review or Appeal deadlines for the first term of enrollment have the opportunity to petition for re-classification in a future term through the Office of the Registrar.