Appendix UU

BOR Policy 301.10

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy 301.10 – General Education Transfer Policy; Montana University System
Adopted: May 20, 2005
Revised November 16, 2007; Issued December 3, 2007

I. Board Policy:

A. The Montana university system (MUS) is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education. Therefore, all campuses of the MUS will recognize the integrity of general education programs and courses offered by units of the MUS, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the state of Montana. All campuses in the MUS shall also recognize the integrity and transferability of the MUS transferable core.

B. To ensure adequate student preparation for transfer, campuses will exclude any courses from their general education program that are remedial or developmental in nature. Examples would include Introductory or intermediate algebra, reading improvement, vocabulary building, and so on.

C. The Montana board of regents has adopted four (4) important procedures to implement the intent of this policy. Those procedures are set out below, in sections II. A., B., C. and D.

II. Procedures:

A. Campus general education programs.

An undergraduate student who has completed the lower division coursework in an approved general education program at one of the institutions noted above, and who transfers to another of those institutions, cannot be required to take additional general education coursework at the lower division level.

The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

The approved general education program at each of the campuses can be found at this link: http://mus.edu/transfer/genedbycampus.asp.

B. The MUS transferable core.
An undergraduate student who has completed courses identified as part of the MUS transferable core, hereafter referred to as the MUS core, will be governed by the following rules:

1. If the student has completed the entire 30-credit MUS core, following the operating rules approved by the Montana board of regents, and transfers to another unit in the MUS that student cannot be required to take additional general education courses at the lower division level.
2. If that student has completed fewer than 20 MUS core credits, that student will be required to complete the approved general education program at the campus to which he/she transfers. All general education transfer credits that are part of the MUS core will be reviewed for possible application in the approved general education program at the campus.
3. If that student has completed 20 or more MUS core credits, that student may choose to complete either the MUS core or the approved general education program at the campus to which he/she transfers. The student should make that decision in consultation with a faculty advisor.
4. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.
5. The MUS core is set out as Appendix 1 of this policy.

6. Transfer students and student advisors should also be familiar with the additional guidelines that have been adopted by the Montana board of regents for students who use the MUS core to satisfy their lower division general education requirement. Those guidelines are entitled Operational Rules for the Montana University System Core, and can be found by clicking on that title.

C. Other "general education" coursework.
An undergraduate student, in the following situations, will have his/her classes analyzed on a course-by-course basis to determine how those classes might satisfy the general education program requirements of the student's new campus:

1. a student who completes postsecondary coursework outside of the MUS;
2. a student who completes postsecondary coursework in the MUS that does not fall within the MUS core described in paragraph II.B of this policy.

The guarantees set out in sections II. A. and B. of this policy do not apply to students in these situations. The institutions that make up the MUS are encouraged to assist those students as much as possible, however, so the intent of this policy applies to as many students and as many courses as possible.

D. Associate of arts and associate of science degrees.

A student who has completed an associate of arts or an associate of science degree with an approved general education component package at one unit of the MUS, as defined under board policy 301.12, and transfers to another unit, cannot be required to take additional general education coursework at the lower division level.

The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

NOTE: Students should be aware that associate of arts or associate of science degrees ordinarily do not have a designated field of study in their title. If they do, they may not satisfy the requirements of this policy. See board policy 301.12., paragraph I.B.2.

E. Before the new institution will accept the courses, a student will have to earn a grade of "C-" or better in each of the classes described in the preceding sections.

F. The MUS will establish a General Education Council to oversee the provisions of this policy. The council will have 12 members. A minimum of four (4) members will be selected from nominations submitted by the faculty governance councils on the campuses. Its responsibilities shall include:

1. Periodically review and recommend possible revision of the MUS core to the board of regents;
2. Approve by January of each year a list of general education courses, from each of the institutions described in the first paragraph of this policy, that satisfy the MUS core criteria on that campus;
3. Periodically assess and recommend revision of this policy;
4. Perform other responsibilities, as assigned by the Montana board of regents or the commissioner of higher education.

G. Each campus of the MUS and the publicly supported community colleges will provide the office of the commissioner of higher education its approved general education program and update that information whenever changes are made. The commissioner of higher education will make this information available to all campuses of the MUS.

H. The tribal colleges and regionally accredited independent colleges in the state of Montana may elect to participate in this reciprocal recognition of general education integrity on the same terms as the campuses of the MUS. Those electing to do so will provide the appropriate information to the office of the commissioner of higher education.

III. History:

Item 89-001-R1195, General Education Transfer Policy; Montana University System, approved by the Board of Regents on March 29, 1996, as revised March 3, 2003 (Item 117-105-R1102). Revised May 20, 2005, Item 127-102-R0505, policy revised, format change. Revised March 21, 2007 Part II, Section B, Paragraph 5 (editorial change and clarification). Revised March 28, 2007 to add link. Revised November 16, 2007 (Item 137-101-R1107 | Supporting Material).

Appendix I

Montana University System Core

Natural Sciences --At least one of the classes must have a laboratory experience	6 semester credits
Social Sciences/History	6 semester credits
Mathematics	3 semester credits
Communication --Written communication and oral communication	6 semester credits
Humanities/Fine Arts	6 semester credits
Cultural Diversity	3 semester credits
TOTAL CREDITS	30 semester credit