Appendix XX

BOR Policy 301.5.1

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS
Policy: 301.5.1 System of Controls
Effective: March 3, 2006 Issued: March 15, 2006

I. Board Policy:

A. This policy establishes a system of controls and decision-making throughout the Montana university system (MUS) to ensure the fair and equitable evaluation of transfer credits for students. To that end, the policy requires each campus to:

1. make timely decisions about transfer credits and their applicability to program expectations at the new campus;
2. document its decisions about transfer credits and identify the individuals responsible for those decisions; and
3. maintain records concerning transfer credits in a central, safe location.

B. Board of regents policy 301.5, which establishes a waiting period for transfer credits from institutions that are candidates for regional accreditation, should be followed despite the timelines established in subsequent sections of this policy. In order to assist transfer students, however, the receiving institution should provide information about how the credits will be used if the provisions of policy 301.5.I.C are ever satisfied.

II. Procedures:

A. Transfer Applications.

1. Within five (5) working days of receipt of an application for transfer or an admissions file, the institution will send the student a communication indicating receipt of the documents and identifying what additional information is necessary to complete the transfer application.
2 Receipt of the application or admissions file by the priority deadline will facilitate the processing of transfer applications. The priority deadline is one month before the first day of classes for the term for which the student is applying. The deadlines set out in sections A.3 and A.4, under this Procedures section, assume that the application or admissions file is complete on or before the priority deadline. For a transfer student from an institution that is not part of the MUS, a complete file must include appropriate information so courses can be evaluated. That information shall include, at a minimum, official transcripts and catalogues from post-secondary institution(s) attended by the student. For courses that may be used to satisfy an out-of-system transfer student's major, minor, option or certificate, course syllabi may be required. The three (3) community colleges in Montana will be considered part of the MUS, for purposes of this policy.
3. Within ten (10) working days of the receipt of the completed transfer application, the student will be notified in writing of the admission decision, the total credits accepted for transfer to the receiving institution, and the transferability of the student's general education credits to the receiving institution. If the student has identified a major, minor, option and/or certificate, he/she will be provided with an explanation of the process and timelines for the review of the student's credits by the appropriate academic program(s).
4. The student will be apprised of the final credit decision, for purposes of his/her major, minor, option and/or certificate, no later than the last day on which it is possible to add courses for the term in progress.
5. The process for a student who does not complete the transfer application process on or before the priority deadline will be the same as that described in paragraphs A.3 and A.4 above, except that the deadlines will not be mandatory. A student who does not complete the transfer application process by the priority deadline, but who has completed the process by the start of classes for an academic term, will receive a complete transfer evaluation prior to the pre-registration date for the following academic term.

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6. If a student applies to an institution, and then does not enroll, the transfer and admissions documentation for that student will be maintained for a period of one year from the first day of the term for which the student intended to enroll.

B. Standardization and Documentation of Course Evaluations.

1. The MUS units will utilize the *Banner* transfer module to record campus-based equivalencies and to document student transfer decisions. The course evaluation will detail the process used for the denial of transfer courses and record the reasons for the denial in *Banner* or, if necessary, by means of a paper record.
2. Current course transfer equivalencies for each campus will be posted online in *Banner* and updated at least annually. Changes to curriculum (courses and course descriptions) will be reported by each institution to the office of the commissioner of higher education (OCHE) by June 30 of each year, and will be posted electronically by OCHE for use by all of the institutions. OCHE will work with the community colleges to ensure that those institutions report their course transfer equivalencies in the same manner.

C. Location of Transfer Files.

The final transfer evaluation and documentation of transfer decisions, including the identities of the evaluators and the basis for the decisions, will be recorded in *Banner* and will reside in the campus advising center or in the student's permanent file in the registrar's office on each campus.

D. Compliance.

If an institution does not meet the applicable timelines established in procedures, paragraphs A.1, A.3, and A.4, a student's transfer credits will not be automatically accepted for major, minor, option, certificate or general education purposes. Campuses will be expected to monitor their compliance with this policy, however, and report their success in meeting the timelines to the board of regents.

History:

Approval of System of Controls, March 18, 2005, ITEM 126-104-R0305**,** as **r**evised May 20, 2005 (Item 127-115-R0505 - procedural clarifications and changes), and revised March 3, 2006 (Item 130-104-R0306, Attachment).