ADMISSIONS AND REGISTRATION

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Admissions Office

McMullen First Floor
(406) 657-2888 or 1-800-565-MSUB
www.msubillings.edu (http://www.msubillings.edu)

admissions@msubillings.edu

Montana State University Billings believes that every student who is academically capable of successfully completing a course of study available through MSU Billings should be given the opportunity of enrolling in the University without regard to race, sex, color, national origin, religion, age, disability, or marital status.

Staff representatives of the Office of New Student Services make frequent visits to middle schools, high schools, community colleges, and tribal colleges to provide guidance to students as they consider and explore their educational future.

Admissions

New Students: How to Apply

NOTE: Students applying to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 657-2888, 1-800-565-MSUB; or write to:

Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298

For additional information regarding admission or to obtain an application for admission, please:

- **Visit MSUB on the web at www.msubillings.edu (http://www.msubillings.edu)**
- **Email admissions@msubillings.edu**
- **Contact the Office of New Student Services at (406) 657-2888, or 1-800-565-MSUB**
- **Write to**

  Office of Admissions
  Montana State University Billings
  1500 University Drive
  Billings, MT 59101-0298

a. Complete and submit an application for admission. Applications will be processed only for the term that the applicant indicates on the application.
b. Undergraduate seeking Montana residents can apply for no charge, there is a $30 non-refundable application fee for non-residents students. A $40 non-refundable fee is assessed to new graduate students.
c. If you have not previously attended an accredited college or university, request an official transcript from your high school that includes the graduation date, final class rank, and grade point average and have it sent to the
   Office of Admissions
   Montana State University Billings
   1500 University Drive
   Billings, MT 59101-0298.
d. Before enrolling for an initial term, all post-secondary students must comply with the immunization requirements of ARM 37.114.701-721:
   i. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
   ii. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
   iii. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:
      1. The specific immunization that is contraindicated;
      2. The time period the immunization is contraindicated; and
      3. The reasons for the contraindication.
   iv. A student may be exempt from the above requirements for religious reasons providing the student supplies MT Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

When to Apply

Students wishing to attend Montana State University Billings should apply for admission as early as possible prior to the term in which enrollment is desired.

New First-Time Students: Admission Requirements

General Policies: Student Responsibilities

Students must have graduated from a high school accredited by the state accrediting agency, or have completed the General Educational Development test (GED) or High School Equivalency test (HiSET) to be admitted to any campus of the Montana University System. At the discretion of the institution, for students who complete their secondary education through homeschooling or at unaccredited secondary schools, this requirement may be met by "satisfactory performance" on the ACT, SAT, or a recognized testing instrument.

Students in credit-bearing continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

First-time Students Who Graduated from High School Within the Last Three Years

New students in this category need to follow the "All-New Students: How to Apply" section. First-time students who graduated from high school within the last three years are also required to do the following:

a. The Montana Board of Regents (BOR) policy on requiring ACT/SAT scores for admission has changed. All first-time traditional undergraduate students **may but are not required** to submit their results from either the ACT or SAT college admissions exam. Questions about the ACT or SAT can be directed to the Office of Admissions. Prior to fall 2020, all first-time applicants who entered college within three years from the date of their high school graduation or from the date

when they would have graduated from high school were required to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). One of these tests was to be taken prior to making an application for admission and official results sent to Montana State University Billings. SAT or the ACT test scores were required no later than by the end of the first term of attendance at MSU Billings. **Please note, the SAT or ACT is welcomed but NOT currently required for admission.**

b. Students who enter college within three years from the date of their high school graduation need to submit a high school transcript (reflecting graduation date) with the application for admission. Unofficial transcripts can be utilized for the initial review of your application, but we will require you send official transcripts prior to the start of your intended semester.
c. Students who have graduated from high school within the last three years must meet one of the three following Admission Requirements:
   - Have a minimum grade point average of 2.5
   - A composite score of 22 on the American College Test (ACT) or a combined score of 1540 on the SAT
   - Rank in the upper one-half of the student's graduating class
d. Students must also meet the following **Regents' Preparatory Requirements:**
   - Four years of English—in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and study of literature.
   - Three years of mathematics, including Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course their senior year.
   - Three years of social studies, which shall include global studies (such as world history or world geography); American history; and government, economics, Indian history, or other third-year course.
   - 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 preparatory laboratory science course.
   - Two years chosen from the following: foreign language (preferably two years of one language), computer science, visual and performing arts, or career/technical education units which meet the Office of Public Instruction guidelines.
e. Any student seeking admission to a four-year program must also satisfy the mathematics proficiency standard set out in Board of Regents Policy 301.1:
   i. A score of 22 or above on ACT mathematics; or
   ii. A score of 27.5 or above on SAT mathematics; or
   iii. A score of 3 or above on the AP Calculus AB or BC subject examination or a score of 4 on the IB calculus test; or
   iv. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or
   v. Completion of 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, in addition to English, social studies, and electives as described in the regents' college preparatory program, with grades of C or better in all courses.
f. Any student seeking admission to a four-year program must also satisfy the writing proficiency standard set out in Board of Regents Policy 301.1:
   i. A score of 7 or above on the essay or 18 on the combined English/writing section of the optional writing test of the ACT; or
   ii. A score of 7 or above on the essay or 25 on the writing section of the SAT; or
   iii. A score of 3.5 or above on the Montana university system (MUS) writing assessment; or
   iv. A score of 3 or above on the AP English language or English literature examination; or
   v. A score of 4 or above on the IB language A1 exam; or
   vi. A score of 50 or above on the (CLEP) subject examinations in composition.

A student who has not yet demonstrated the ability to meet the mathematics and/or writing proficiency standards may be admitted (without condition) to a two-year degree program or admitted provisionally to a four-year degree program on any campus of the Montana University System.

NOTE: Admission, college preparatory curriculum requirements, and math and writing proficiency standards **do not apply** to the following students:

a. Students who do not enter college within three years from the date of their high school graduation or from the date when they would have graduated from high school. (See "First-time Students Out of High School More than Three Years" section.)
b. Part-time students taking seven or fewer college-level semester credits.
c. Summer only students.

NOTE: A student less than three years from high school graduation and who does not meet the University Preparatory Requirements and/or the Admission Requirements has the following options to enter Montana State University Billings:

a. Enroll part-time during a summer session to take required courses for admission.
b. Enroll as a part-time student for seven credits or less. (To receive part-time financial aid, most students must enroll for six or more credits.)
c. Enroll as a full-time student accepted under an exemption allowed by Board of Regents Policy.
d. Enroll as a student at the MSU Billings City College.

NOTE: Additionally, a student with less than three years from high school graduation who meets Admission and University Preparatory Requirements, but does **not** meet the math and/or writing proficiency standards may prove that he/she has the appropriate proficiency in the following ways:

- Re-take one or more of the listed assessments to earn the required score
- Earn a C- grade or better in a college course that is the prerequisite to the course that satisfies the general education program requirements (See the Advising Center for assistance in selecting such a course).

Students who enter college within three years of the date of their high school graduation must meet the required admission criteria including the University Preparatory curriculum and math/writing proficiency standards outlined previously to be accepted for full-time status.

First-time Students Out of High School More Than Three Years

In order to be accepted for admission to Montana State University Billings' University campus, students must meet the following requirements:

Montana Resident Students out of high school more than three years: Graduates of any accredited Montana high school out of high school more than three years must complete the steps for "All New Students: How to Apply" section.

Non-Montana Resident Students out of high school more than three years: Non-Montana resident applicants out of high school more than three years must be graduates of an accredited high school and must complete the steps for the "All New Students: How to Apply" section.

An exception to these requirements pertains to those who are not high school graduates and who have completed the General Educational Development test

(GED) or High School Equivalency test (HiSET). Please see the "Non-high School Graduates" section below.

City College Enrollment Requirements

City College, 3803 Central Avenue, requires students to have earned either a high school diploma from an accredited institution, a GED, or HiSET. Please contact Jacket Student Central (406-247-3000) for additional admission information. In an effort to meet individual needs, City College has established special admission procedures for students seeking admission to certain programs. Contact City College for this information at 406-247-3000, ext. 3005.

Transfer Students

How to Apply

NOTE: Students applying to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 657-2888, 1-800-565-MSUB; or write to the

Office of Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298.

Applicants who have attempted 12 or more GPA credits at another accredited college or university are considered transfer students. To be admitted to Montana State University Billings, transfer students must do the following:

a. Complete and submit an application for admission. Applications for admission may be obtained from college counselors or from the
Office of Admissions
Montana State University Billings
500 University Drive
Billings, MT 59101-0298.
You may call (406) 657-2888 or 1-800-565-MSUB to have this material sent to you or apply online at www.msubillings.edu (https://catalog.msubillings.eduHTTP://www.msubillings.edu) Applications will be processed only for the term the applicant indicates on the application.
b. Undergraduate seeking Montana residents can apply for no charge, there is a $30 non-refundable application fee for non-residents students. A $40 non-refundable fee is assessed to new graduate students.
c. Transfer students must request official and complete transcripts from each college attended (foreign or domestic) or a transcript that indicates that a baccalaureate degree has been earned and transcripts from any colleges attended after the degree was earned. Transcripts must be sent from the transfer institution directly to the Registrar's Office at Montana State University Billings. All transcripts must be "official" and arrive in sealed, unopened envelopes, or arrive by secure electronic transfer (not email) from the originating institution.
d. Before enrolling for an initial term, all post-secondary students must comply with the immunization requirements of ARM 37.114.701-721:
    i. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
    ii. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
    iii. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:
        1. The specific immunization that is contraindicated;
        2. The time period the immunization is contraindicated; and
        3. The reasons for the contraindication.
    iv. A student may be exempt from the above requirements for religious reasons providing the student supplies MT Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

Montana Resident Transfer Students will be admitted upon receipt of an official and complete transcript from each college or university attended. A resident transfer student applicant must meet the criteria for "good academic standing" as defined by Montana State University Billings (see Minimal Academic Progress (https://catalog.msubillings.edu/undergraduate/academic-affairs/)).

Non-Montana Resident Transfer Students must meet the in-state student requirements and must also have a 2.00 cumulative grade point average for all college-level work before his/her admission is approved.

When to Apply

Transfer applicants should apply for admission as early as possible prior to the term in which enrollment is desired. New Student Services and the Advising Center will work closely with each student to ensure the transfer process is smooth. Transfer students should complete the Free Application for Federal Student Aid (FAFSA) and use the MSUB FAFSA Code 002530. Even before the transfer process is complete, new students should contact the Financial Aid Office for support.

Special Admission Procedures

In an effort to meet individual needs, MSU Billings has established special admission procedures for undergraduate students which pertain to non-high school graduates, home-schooled students, high school students, and non-degree applicants.

NOTE: Students applying to attend Montana State University Billings should be aware that Admission Requirements may change at any time. Please contact the Office of Admissions (406) 657-2888; or write to:
Office of Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298

Students in these categories would also complete the process of application outlined in the "All-New Students: How to Apply" section as it is appropriate to their circumstances. However, the following information also applies:

Non-High School Graduates

Non-high school graduates may be admitted on the basis of the General Education Development (GED) test, or High School Equivalency Test (HiSET). Various boards establish minimum scores for these tests or groups and students can visit with the Admissions staff at 406-657-2352 for current minimums.

According to MT Board of Regents policy effective 2020, scores from the ACT or SAT are welcomed but are not required of students who enter the University less than three years from the date of their high school class would have graduated. These scores will be used for course placement. Students may access these tests on the regularly scheduled national test dates.

Students who enter college three or more years after the date they would have graduated from high school are exempt from this conditional status and from the Admission/University Preparatory Requirements and writing/math proficiency standards.

High School Connections

High School Connections is a program that gives high school students the opportunity to earn high school and college credits simultaneously—the same class earns credits for both. The High School Connections dual enrollment program at MSUB is part of a statewide initiative to increase the number of students pursuing post-secondary education by smoothing the transition between secondary and post-secondary education and to help reduce college debt. High School Connections is an opportunity for high school students to complete a college class within their high school schedule, with a familiar teacher and in a familiar classroom. To speak directly with the Director of Dual Enrollment call (406) 247-3015 or visit www.msubillings.edu/dualenrollment (http://www.msubillings.edu/connections/)

Credits earned are fully transferable in the Montana University System and transfer widely to other accredited colleges and universities, but please verify degree requirements and acceptance of of credits.

University Connections

University Connections is a dual credit program available to all high school and home school students across Montana. The University Connections program allows high school students to take college-level classes directly through MSUB & City College, both on-campus and online. The cost for this program is approximately $50.00 per credit. Tuition and fees are subject to change by the Montana Board of Regents of Higher Education. Additional course fees may apply. For questions regarding current tuition and fees, please contact the Business Office at (406) 657-2301. High school seniors are still eligible for the University Connection program the summer following graduation. Enroll in an Online University Connection course, and the technology fee will be waived. Visit www.msubillings.edu/dualenrollment (http://www.msubillings.edu/connections/) for more information.

Non-Degree Applicants

An applicant who wishes to pursue studies for personal growth and who does not wish to work toward a formal degree at Montana State University Billings may apply as an undergraduate non-degree student. Acceptance into this category does not constitute acceptance into a degree-granting program. All applicants should have sufficient educational background to qualify for the course or courses in which enrollment is sought and must certify on the application form that they have graduated from high school, have appropriate GED or HiSET scores, or appropriate MSU Billings Readiness test scores in reading, writing, and mathematics. A maximum of 32 semester hour credits earned as a non-degree student may be applied to an undergraduate degree at Montana State University Billings if the applicant applies and is accepted into a degree program. Financial aid is not available to students in this category, nor may they qualify for the WUE (Western Undergraduate Exchange) program.

This category is not open to students currently on academic suspension from Montana State University Billings or on academic suspension from any other college or university.

No academic credentials or transcripts are required in support of the application; however, non-degree students who later wish to change to a degree program must furnish required supporting credentials and must meet all the regular admission requirements. Financial aid is not available to students in this category.

Falsification of Information

Each student is responsible for knowing and complying with all regulations regarding the admission procedures. Failure to be informed or to comply does not excuse a student from responsibility or from any penalty or difficulty which may be encountered. Misrepresentation or falsification of a student's enrollment status or application for admission will be sufficient grounds to deny admission or cancel a student's current registration and to suspend the student for two semesters. It is the student's responsibility to know his/her enrollment status at his/her former institution(s).

Denial of Admission

Under Board of Regents' policy (301), MSU Billings "may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual's history and experience relative

a. to violence and destructive tendencies,
b. to behavior on other educational institutions, and
c. to any rehabilitative therapy, the individual may have undergone."

Based on this policy and completion of the application for admission and other application materials (which may include but not be limited to the Safety Questionnaire, counselor input, advising or other student affairs interview and input), a student may be denied admission or may be given provisional admission at part-time or full-time status under the guidance of an advisor.

Reasons for denial shall be communicated to the individual in writing. Applicants may appeal their denial to the Vice Chancellor for Student Access and Success.

Western Undergraduate Exchange (WUE)

Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, undergraduate students who are not residents of Montana may enroll at Montana State University Billings and pay reduced nonresident tuition and fees. This WUE tuition rate is in-state tuition plus 50 percent of that amount (see the Fee Schedule (https://catalog.msubillings.edu/undergraduate/student-tuition-fees/)). Because Montana State University Billings participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Resident students from the following may participate if they meet eligibility requirements: Alaska, Arizona, Oregon, California, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, Wyoming and U.S. Pacific Territories and Freely Associated States (Commonwealth of the Northern Mariana Islands (CNMI), Guam, Republic of the Marshall Islands (RMI), Federated States of Micronesia (FSM), and the Republic of Palau).

All degrees and programs are offered to first-degree undergraduates in WUE. This program may be subject to enrollment limits established by the Montana Board of Regents. Application forms for WUE are available at the Office of Admissions (406) 657-2888 or 1-800-565-MSUB.

International Students

International applicants must meet the out-of-state admission requirements in addition to the following:

a. Certified copies of all certificates, degrees, and diplomas with a certified translation of the records.
   If you have any post-secondary level course(s) completed outside of the U.S. or in non-English-speaking Canada to transfer to Montana State University Billings, we need a **course-by-course evaluation** completed by one of the services highlighted below:
   • SpanTran
   • ECE

Evaluations from all other services/agencies are subject to prior approval and acceptance for transfer. Please verify with the Office of Admissions prior to requesting a credential evaluation from any other agency or service.
Note: There is a substantial variation in grading scales used in secondary and post-secondary educational institutions in other countries. Conversion of any grading scale to the most common U.S. grading scale (A-to-F, four passing grades, and one failing grade) is to use primary grades or grade ranges only. For this reason, plus and/or minus designations will not be used when transcribing foreign transfer credits.

b. Completed MSU Billings Financial Statement and must present evidence of sufficient funds to cover the estimated cost of tuition and fees as well as living expenses for one academic year at MSUB from a reliable financial institution, bank, or U.S. citizen who will accept responsibility for the student's financial obligations.
c. Students from non-English speaking countries must provide evidence of proficiency in English. A list of approved programs and examinations for undergraduate admission can be found at: www.msubillings.edu/internationalstudies/admissions/englishproficiency (https://www.msubillings.edu/internationalstudies/admissions/englishproficiency.htm). A minimum required score for the following tests must be achieved: TOEFL - 79, IELTS - 6.5, Duolingo - 100, iTEP - 3.5-3.9, PTE - 58
d. Appropriate immunization records. These records must be submitted with an English translation.
e. Proof of health insurance is required each semester. Student health insurance is available for purchase through the University. Health insurance charges will be automatically assessed to the student account if proof of personal health insurance is not provided.
f. If a student is currently attending another U.S. school and wishes to have his/her I-20 transferred to MSUB, an I-20 Transfer Form must be completed by the student as well as the current international academic advisor.
g. A copy of the student's passport ID page as well as copies of any current US visas.

When to Apply

Application Deadlines:

Fall Semester: June 1
Spring Semester: October 1
Summer Semester: February 1

Deferral Deadlines:

Fall Semester: July 15
Spring Semester: November 15
Summer Semester: March 15

For more information on international student, admission call the International Studies Office at (406) 657-1705 or email internationaladmissions@msubillings.edu

International Students Enrollment and Academic Progress

International students must maintain academic status according to US immigration law and MSUB policies.

a. To maintain an F1 visa, a student must make normal academic progress as well as abide by state and federal laws. Normal academic progress is defined as enrolling in and passing a minimum of 12 credits and achieving a minimum semester GPA of 2.0. International students must be enrolled at all times for at least 12 credits (and at least 9 in class/not online).
b. An Incomplete or Withdraw will not count towards credits passed within a semester.
c. It is the student's responsibility to manage his/her enrollment and abide by the rules of his/her visa. This includes updating personal information records via the myInfo, completing the MSUB Immigration Registration Form each semester, registering for classes in a timely manner, and adhering to all deadlines on the Academic Calendar (in particular late registration, withdrawal from classes, payment of fees, and monitoring academic standing).
d. Students who are deemed "out of status" for the second semester or for failure to attend class will have their I-20 form terminated immediately and must either request reinstatement with a different university or leave the United States. There is no grace period.
e. Being dropped for non-payment of tuition and fees is a violation of student visa status and may result in the cancellation of a student's I-20.

Agreements with International Institutions

MSU Billings has signed formal agreements for International Study Abroad. Please see the Office of International Studies for additional information on Study Abroad.

Graduate School Applicants

McMullen 200, (406) 657-2238

Graduate school applicants should consult the Graduate Catalog for complete admission information. However, all applicants must submit an application for admission and a $40.00, nonrefundable, admission fee to MSU Billings through the Office of Admissions.

Note: MSU Billings graduates will also be required to pay the graduate application fee of $40.

Additional requirements for application to the Graduate School include:

a. Completed Application to Graduate Studies
b. Required Immunizations (see "How to Apply: New Students")
c. Official transcripts of all previous undergraduate and graduate coursework
d. Three letters of recommendation from individuals qualified to assess the applicant's ability to perform graduate-level academic work

All of the above must be on file in the Office of Graduate Studies and the Registrar's Office prior to registration dates or registration may be delayed and late registration fees applied.

Registrar's Office

McMullen First Floor West
(406) 657-2158 or 1-800-565-MSUB
www.msubillings.edu (http://www.msubillings.edu)

registrar@msubilings.edu

Transfer of College-Level Credits

Transfers from Montana University System Units, Montana Community Colleges and Montana Tribal Colleges

Montana State University Billings is committed to facilitating undergraduate transfer for students transferring from units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.

Block Transfer

Undergraduate students who have completed, with a cumulative grade-point average of 2.0 (C) on a four-point scale, an approved general education program at one of the institutions noted above, will be deemed to have met the lower division General Education requirements of Montana State University Billings.

Special attention should be paid to Board of Regents Policy 301.5.3 on Minimum Course Grades which also applies to acceptance of transfer credit. Before Montana

State University Billings will accept the courses as applicable for meeting General Education, a student will have to earn a grade of "C-" or better in each of the classes.

Depending on the major program the student selects, there may be additional lower division courses required to meet published major program prerequisites. A student may be required to take additional coursework at the upper division level that is part of the approved General Education program at Montana State University Billings.

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 another unit of the Montana University System, has satisfied the requirements of this policy.

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.

Special attention should be paid to Board of Regents Policy 301.5.3 on Minimum Course Grades which also applies to acceptance of transfer credit. Before Montana State University Billings will accept the courses as applicable for meeting General Education, a student will have to earn a grade of "C-" or better in each of the classes.

Montana University System (MUS) Core Curriculum

The Montana Transferable Core Curriculum represents an agreement among community, tribal, and publicly funded colleges and universities in the State of Montana. It ensures the transfer of up to 30 semester credits for those students enrolled in courses prescribed within each of six discipline areas at a participating host institution. The six discipline areas are:

Classification	Credits
Natural Sciences (at least one with a laboratory experience)	6
Social Sciences/History	6
Mathematics	3
Communication - written & oral	6
Humanities/Fine Arts	6
Cultural Diversity	3
Total Semester credits	30

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 Montana University System 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 at www.mus.edu/Transfer/GenEd.asp (https://www.mus.edu/Transfer/GenEd.asp). They include the following:

- In order to satisfy the MUS core, students must successfully complete at least one course that includes significant content related to the cultural heritage of American Indians. (See an academic advisor for assistance in determining which transfer courses satisfy this requirement.)
- Students must earn the minimum number of credits in each of the six (6) categories of coursework. Students can only use credit-bearing competency tests or coursework to satisfy the MUS core.
- Coursework can only be used once to satisfy the requirements of the MUS Core. It cannot be "double counted" to satisfy the requirements of more than one category.
- In order to satisfy the requirements of the Communications area, students must successfully complete a combination of courses that includes significant content in both written and oral communications.
- Students must satisfy the "minimum grade" requirements established by Board of Regents' Policy 301.5.3, along with any exceptions to that policy that may have been established by their program of study.

The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses. Therefore, all campuses of the Montana University System will recognize the integrity of general education programs offered by units of the Montana University System and the three publicly supported community colleges and the seven tribal colleges in Montana.

An undergraduate student who has completed courses identified as part of the Montana University System (MUS) Core courses will have general education coursework reviewed for transferability to Montana State University Billings as follows:

a. If a student has completed less than 20 general education credits, that student will be required to complete the approved General Education program at Montana State University Billings. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved General Education program.
b. If a student has completed 20 or more MUS core credits, but does not satisfy the block transfer policy described in the preceding section, that student may choose to complete either the MUS core or the approved General Education program at Montana State University Billings. The student should make that decision in consultation with an advisor.
c. An undergraduate student who completes postsecondary coursework in the Montana University System that does not fall within the MUS Core will have his/her classes analyzed on a course-by-course basis to determine how those classes might satisfy the General Education program requirements at Montana State University Billings.

Course by Course Evaluation

Students who have not completed an approved general education program will have their transcript evaluated for transfer purposes using the Statewide Core Curriculum and Community College Transfer Guide. **Note: College-level courses shall be defined as those that are applicable to an associate of arts, associate of science or baccalaureate degree.** In advance of a student's enrollment, Montana State University Billings will determine which courses within an associate of applied science degree program will be credited toward a given associates or baccalaureate degree. In all cases, such courses shall not include remedial or developmental courses.

Depending upon the major program the student selects, there may still be additional lower division courses required to meet published major program prerequisites.

Minimum Course Grades

Effective Fall Semester 2005, Board of Regents policy 301.5.3 on minimum grades will apply to all students who enter or are readmitted to the Montana University System or the three (3) community colleges that semester or subsequent semesters. All students in the Montana University System and the three (3) community colleges must earn the following minimum grades in order to demonstrate their competency and preparation:

a. a "D-" or better in all classes that are used to satisfy so-called free or elective credits in an associate or baccalaureate degree program;
b. a "C-" or better in all classes that are used to satisfy a general education program;
c. a "C-" or better in all classes that are used to satisfy the prerequisites or required courses in a major, minor, option or certificate.

Individual programs may establish grade standards that are higher than the minimums set out in paragraph A above, for some or all of the courses that are used

to satisfy the prerequisites or requirements for a major, minor, option, certificate or general education. Students will be notified of that expectation.

Interstate Passport

MSU Billings participates in the Interstate Passport Network, which provides a framework for block transfer of lower-division general education based on learning outcomes. Passport is designed to help students transfer both to and from MSUB. Students who complete MSU Billing's passport block with a minimum grade of "C" in each course will be awarded the Passport. Students who later transfer with a Passport to another Network-member institution will not have to repeat or take additional courses to satisfy lower-division general education requirements. Information on colleges and universities within the network can be found at the following link: interstatepassport.wiche.edu/students-interstate-passport-nationwide-transfer/which-institutions-participate (https://interstatepassport.wiche.edu/students-interstate-passport-nationwide-transfer/which-institutions-participate/)

For more information on Passport, please contact the Registrar's Office.

All Transfers

NOTE: By action of the Academic Senate of MSU Billings, MSU Billings will accept transfer students with completed AA or AS degrees from other regionally accredited (https://catalog.msubillings.edu/undergraduate/academic-affairs/) institutions as having fulfilled their MSU Billings General Education requirements if the general education package is comparable in total credits and content. (10/7/04 memo #446 p. 1654)

All college-level courses from regionally accredited (https://catalog.msubillings.edu/undergraduate/academic-affairs/) institutions of higher education will be received and applied towards the free elective requirements of associate or baccalaureate degrees as applicable.

The Advising Center (McMullen first floor west, (406) 657-2240/City College Jacket Student Central, (406) 247-3020) will do an evaluation of transcripts upon the request of the applicant. The student will be informed as to what transfer courses can be accepted toward the major and what courses must yet be completed for the degree. This evaluation will be processed only after an application, the admission fee, and official college transcripts are on file with the Office of Admissions or Registrar's Office.

Students who transfer credit from foreign institutions or from institutions that do not have regional accreditation (https://catalog.msubillings.edu/undergraduate/academic-affairs/) will have their courses evaluated on an individual basis. Policy and procedure information may be obtained in the Registrar's Office.

Students transferring from institutions with candidacy status in a regional accrediting (https://catalog.msubillings.edu/undergraduate/academic-affairs/) association must earn at least 20 credits at MSU Billings with a minimum 2.00 GPA before their credits from the former institution will be considered for acceptance.

Students transferring from community colleges or other two-year colleges may not use the credit transferred in lieu of upper-division credits required for graduation at Montana State University Billings.

Students transferring to Montana State University Billings who have previously earned a Bachelor of Arts or Bachelor of Science degree from a regionally accredited (https://catalog.msubillings.edu/undergraduate/academic-affairs/) institution of higher education are considered to have their General Education requirements completed. Only information pertaining to the degree, date, and institution conferring will be noted on the transcript, individual coursework is not transcripted.

Acceptance of credits from other institutions of higher learning does not preclude the necessity of meeting all curricular requirements of a specific program. Students transferring to MSU Billings may have their credits evaluated on the basis of the current catalog at the time when they first entered Montana State University Billings, or they may elect to enter under the catalog for the year in which they entered any accredited institution of higher education in the United States provided they have maintained continuous, full-time enrollment (excluding summers) in good standing.

Transfer students will begin a new grade point average at MSU Billings, but for graduation with honors, all previous transfer work will be calculated into GPA.

Course Equivalency Guides

Annually, Montana State University Billings updates equivalency agreements with regional community colleges in Wyoming, North Dakota, and Montana; Montana's tribally controlled colleges; and Montana's four-year (public and private) institutions. Students who attend any of these colleges and who plan to transfer to MSU Billings are encouraged to visit the MSUB website (www.msubillings.edu (http://www.msubillings.edu)). This information will assist students in understanding how specific courses will transfer to MSU Billings and what courses individual degree programs require.

Articulation Agreements

MSU Billings has a number of articulation agreements with other public and private institutions. These agreements make it possible for students to plan a program of study that begins at a two-year college and leads to a four-year degree from MSU Billings. These agreements are designed to maximize the number of credits students will be able to transfer and to minimize students' time to degree. Articulation agreements are made with specific programs. Areas of concern such as admissions, financial aid, course requirements, and contact information are clearly discussed.

Each agreement specifies how coursework in the associate degree program applies to the baccalaureate degree program at MSU Billings. Each agreement outlines the appropriate and recommended courses to complete at the two-year college and also specifies courses that must be taken at MSU Billings to complete the program.

Students interested in attending MSU Billings and utilizing an articulation agreement are encouraged to indicate their interest in one of the articulation agreements to an academic advisor prior to or during their first term in attendance.

Former MSU Billings Student Re-Admission

A former student of Montana State University Billings who is in good standing and who was not in attendance the preceding term will be eligible for registration after completing the following:

a. Complete and file a former student application with the Registrar's Office or re-admit online at www.msubillings.edu (http://www.msubillings.edu) or via myinfo/myMSUB. A $40 non-refundable fee is assessed to new graduate students.
b. Request that official transcripts from institutions attended, if any, since last attending Montana State University Billings be sent to the Registrar's Office.

When to Apply

Returning students should apply for re-admission as early as possible prior to the semester in which enrollment is desired.

Registration

First-Time Students

a. All first-time students at MSU Billings need to apply to the University and be accepted before they can register (see the Admissions Section above).

b. After being admitted, students should check for the beginning dates for registration (see the Academic Calendar (https://catalog.msubillings.edu/undergraduate/calendar/)), after which students may register at any time.
c. New Student Advising, Registration and Orientation Sessions are scheduled throughout the summer and immediately prior to the beginning of Spring Semester. **Attendance at one of these is expected.** Placement testing, course registration, processing of student identification cards, and other information necessary for a successful first semester at MSU Billings is accomplished at these events.
d. First-time students at MSU Billings are required to visit with an academic advisor prior to registering for classes. Academic advising is provided as part of the orientation process. A student's course schedule must be approved by an academic advisor before actual registration can take place. The Advising Center is located in McMullen Hall first floor west, (406) 657-2240, or at City College Jacket Student Central, (406) 247-3019.
e. As students are expected to complete 120 credits over an eight-semester period of time to graduate in four years, a minimum of 15 or more credits must be taken each semester. To encourage students to take a full load of 15 or more credits, a "Flat Spot" in the tuition has been created allowing students to register for 12 or more credits for the same tuition as 12 credits. Thus, whether one registers for 12, 15 or 18 credits, the same tuition applies. It is clearly to students' advantage to register for 15 credits or more a semester.
f. Once the course schedule has been approved, the student should follow registration instructions found on the web at www.msubillings.edu (http://www.msubillings.edu)
g. Some classes may be restricted or closed and need departmental approval. Student should see department for assistance in registering for these courses.
h. Students may add courses during the first seven instructional days of the semester before permission of the instructor or department chairperson is required. Dropping a course with a partial refund is permissible through the 15th instructional day, and a course may be dropped without a grade penalty up through the 13th week of the semester (a W reflecting withdrawn will apply). With instructor and advisor approval, a course may be dropped up until 10 class days (not including finals) from semester's end. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval. Please see Registrar, Advising, or Jacket Student Central for assistance with dropping, adding, and/or withdrawing.
i. Students who have not paid their student account in full by the close of business on the 3rd day of classes will have late charges assessed. Student should make payment arrangements within the first two weeks of the semester or may be dropped from their classes. Business Services, located on the bottom floor of McMullen would like to work with each student to discuss payment plans. Business Services can be reached at (406) 657-2140 or businessoffice@msubillings.edu.
j. If registration takes place after the third day of the semester, a late fee will be added to the registration charge.

Registration Regulations

Late Registration

Students are expected to complete registration within the dates stated. For any delay beyond that period, unless such delay is caused by University officials, a late registration fee will be charged. Students permitted to register late must pay the full fees. Students who fail to pay or do not have their fees arranged before the final fee payment day may have their classes deleted for that semester.

Transcript(s) from Former School(s) and College(s)

All official records (transcripts) of former college study must be filed in the Registrar's Office by new students (and by former students if they have attended other colleges since last attending MSU Billings) before their registration is considered complete. (See Non-Degree Applicants above.) Failure to file official transcripts with the Registrar's Office within a reasonable time will result in the cancellation of a student's registration. Responsibility for securing transcripts rests with the student.

Adding Courses

Students may add courses during the first seven instructional days of each semester. Students may add courses after the seventh instructional day and through the 15th instructional day only with the instructor's and department chairperson's approvals.

Repeated Courses

When a course which a student has previously attempted is repeated, only the most recent course credit and grade is calculated into the student's grade point average, even if the most recent grade is lower. (Note: the original course and the grade remain on the official transcript in addition to the more recent course and grade).

No prerequisite course may be repeated if the more advanced course has been completed with a grade of "C" or better. Exception may be considered upon appeal to the chairperson of the department in which the course is offered.

Military Credit for Prior Learning

Academic credit for Professional Military Education (non-academic experience and training) may be granted through a review of the service members Joint Services Transcript (JST). All evaluations are based on course credit recommendations made by the American Council on Education (ACE) for military training and experience, and are directly influenced by the students degree plan at the time of evaluation. Questions about having your JST evaluated should be directed to the Military and Veterans Success Center.

Credit Recommended by the National College Credit Recommendation Service

Credit may be granted to students based on the recommendation of the National CCRS (National College Credit Recommendation Service).

Academic Regulations

Classification of Students

Students at Montana State University Billings are classified as full time equivalent students when enrolled in a minimum of 15 credits each semester. (Note: Financial Aid considers full time enrollment as 12 credits and MSU Billings certifies students as full time for enrollment verifications at 12 credits). Thus, the following undergraduate student categories are designated based on credits completed:

Classification	Credits
Freshman	0-29
Sophomores	30-59
Juniors	60-89
Seniors	90 or more

Please note that students must complete an average of 15 credits each semester/30 credits each academic year in order to complete the required 120 credits to graduate in eight semesters.

Flat Spot

As students are expected to complete 120 credits over an eight-semester period of time to graduate in four years, a minimum of 15 or more credits must be taken each semester. To encourage students to take a full load of 15 or more credits, a "Flat Spot" in the tuition has been created allowing students to register for 12 or more credits for the same tuition as 12 credits. Thus, whether one registers for 12, 15 or 18 credits, the same tuition applies. It is clearly to students' advantage to register for 15 credits or more a semester.

Graduate Student Classification
Please consult the Graduate Catalog for information regarding the classification of graduate students and credit load.

Credit Overload
Any student not on probation may register for up to 18 credits per term. However, individual students who have a 3.00 grade point average (GPA) may register for up to 20 credits per semester without consent. Students who wish to register for a credit load in excess of 18 hours, but who have less than a 3.00 GPA must have approval of the chairperson of the department in which they are majoring. Students who have a 3.00 GPA and wish to register for a credit load in excess of 20 credits per semester must have the approval of the chairperson of the department in which they are majoring, complete a Request for Overload form, and return the form to the Registrar's Office.

Change of Major
A student who transfers from one major should consult an advisor and/or look at "what-if" scenarios through the degree audit system. A student who considers such a change is warned that the requirements of the new curriculum may make necessary the completion of additional credits if the student is to fulfill requirements for graduation. Students must visit the Advising Center (McMullen Hall first floor west/City College Jacket Student Central) to obtain assistance with a change of major.

Final Examinations
Final examinations are scheduled during the last week of each semester. A final examination schedule is available on the web at www.msubillings.edu (http://www.msubillings.edu)

Accelerated Coursework
Students are encouraged to decrease the time required to complete a degree by gaining credit for knowledge they have obtained which duplicates that which is taught in specific courses. Students should initiate requests for such academic credit by consulting first with their advisor or department chairperson. The following provisions indicate ways accelerated credit may be awarded.

Applicants who have taken **Advanced Placement (AP) Exams** and/or **International Baccalaureate (IB) Exams** should request that the official scores be sent directly to the Registrar's Office. AP scores of 3 or higher and IB Exams with HL scores of 4 or higher will be granted college credit with a Pass (P) grade for the equivalent courses. After students successfully complete a semester at MSU Billings, the credits will be placed on their college transcripts with the indication of AP for Advanced Placement, or IB for International Baccalaureate.

Course Waiver
A required course may be waived if the student has previously completed equivalent work. All waivers must be approved by the academic department responsible for the requirements or course in question and must be certified by the chairperson of the appropriate academic department. In no instance will college credit be given for a waiver.

Course Substitution
Students may request a substitution for any stated course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request the substitution. All substitutions must be approved by the academic department chairperson. In no instance will a reduction be made in the number of credits required for any academic program.

Challenging Courses
Each department or unit determines the courses which may be challenged. A course may not be challenged when the course is a prerequisite to a more advanced course already completed. Students are advised to check with individual departments for detailed procedures to be followed.

Procedure for Challenging a Course
The student should obtain a recommendation from the instructor of the course being challenged and the approval of the chairperson of the department in which the course is listed. The following conditions apply to the challenging of courses for college credit:

a. The student must be currently enrolled in MSU Billings.
b. Approval of the challenge request must be made by the chairperson of the department in which the course is listed, who will decide whether the challenge shall be by a comprehensive examination and/or by some other evidence of competence in the subject matter of the course.
c. Challenge credit may be granted only if the grade received is "C" or higher.
d. A course previously taken as an audit course or as a credit course may not be challenged for credit.
e. By action of the University's Academic Senate, AP, IB, CLEP and DANTES credits are awarded with a "P" grade. Departmental challenges may carry a letter or "P" grade.
   The Board of Regents has authorized the **American Council on Education's Guide to Educational Credit by Examination** and **National CCRS (National College Credit Recommendation Service)** for use to establish minimum scores and credit.
f. Currently enrolled students may receive credit on their transcript for successfully completed Advanced Placement (AP) exams, IB, DSST exams, College Level Examination Program (CLEP) exams or challenge exams prepared by the Academic Department. For the credit to be applied to an MSU Billings transcript, the following procedure must be followed: Students or departments must turn in challenge documentation to the Registrar's Office after the successful challenge has been completed.

Independent Study
Well-qualified students may undertake academic work in the form of independent study. The number of credits will be determined by the instructor and approved by the department chairperson. Courses listed in the *General Bulletin* as regularly offered courses may not be taken under the designation of Independent Study.

Advanced Placement
Advanced placement in certain academic areas with sequential or prerequisite courses is available to students with a high degree of competency. Normally, advanced placement is made on the basis of standardized tests and other evidence of competency in the area. Should students demonstrate sufficient competency as determined by the appropriate department, they are placed at a level in the course sequence commensurate with their abilities. Satisfactory results of the advanced placement procedure are reported to the Registrar's Office by the responsible department with a grade report.

College Advance Placement Exams (AP for High School Students)
High school students who earn at least a scaled score of three on the College Entrance Examination Board's Advance Placement exams may receive credit in approved MSU Billings courses. (See the Admission above.) Call Admissions at (406) 657-2888 for course equivalencies or check the listing at www.msubillings.edu (http://www.msubillings.edu)

College Level Examination Program (CLEP)
The purpose of this program is to allow students and prospective students to take examinations which measure knowledge in a variety of subject matter areas. Evaluation of the results determines whether proficiency is equivalent to that which would be expected upon completion of a college level course in that subject. If the individual demonstrates proficiency, credits earned through CLEP may apply toward graduation requirements (see "Procedure for Challenging a Course" above). A Pass (P) grade is granted upon obtaining the required examination score. Call the Registrar's Office at (406) 657-2158 for course equivalencies or check the listing on the homepage at www.msubillings.edu (http://www.msubillings.edu)

Opportunities for Study Abroad

MSU Billings encourages students to seek out opportunities to study abroad. A variety of international programs varying from a summer tour to a complete junior year abroad are available. Contact the Office of International Studies ((406) 657-1705) for details, or visit: www.msubillings.edu/internationalstudies/studyabroad/index.htm (http://www.msubillings.edu/internationalstudies/studyabroad/)

Prior Learning Assessment Policies and Procedures

At Montana State University Billings, students may earn credit when the outcome of the learning, often via the acquisition of skills and/or knowledge, can be translated into credit.

Note: Prior Learning Assessment (PLA) guidelines and policies are subject to change.

Several options are as follows:

a. Challenge tests, such as CLEP, DSST, and UExcel allow the student to study for and test out of equivalent college-level courses.
b. Students may have already earned credit through work-site training or government-sponsored workshops or military experience. If students have certificates or documentation which state that the American Council on Education (ACE) or the National CCRS (National College Credit Recommendation Service) assesses that training, credit may be available for coursework for which there are equivalencies in MSU Billings' curriculum. Military credit is assessed from the Joint Services Transcript (JST). Questions about this type of training or military credit may be directed to the Military and Veterans Success Center (406) 657-2968.
c. Credits earned via PLA are not considered part of the institutional residency requirement.
d. Credits are applied to degree program requirements in the same manner as all other credits earned. Once credits are applied to a transcript, they will not be removed. Prior learning credits in excess of degree requirements may limit the student's eligibility for financial aid.
e. Credits will be identified as earned via prior learning assessment on transcripts in accordance with Board of Regents standards.
f. In addition to the methods listed above, the University also offers students the opportunity to earn credit through Prior Learning Assessment. This assessment will take into account work experience or other learning experiences, which do not fall into the categories described above, but which can be assessed through alternative documentation. The department chair of the discipline in which prior learning credit is desired will designate the appropriate faculty member, program director or chair to develop criteria for portfolio, challenge exam, or other faculty-determined assessment methods.
g. Up to 15 credits can be earned through Prior Learning Assessment, and this type of credit will be graded with "P" if credit is earned. For more information on Prior Learning Assessment, please contact the Registrar's Office.
h. Implementation of these policies needs to be consistent with existing departmental policies and consistent with accreditation policies and practices already in place in the various colleges (AACSB, CAEP, etc.).

Auditing Coursework

(No credit awarded)

Any person enrolled for audit will be certified as such by the Registrar's Office and will not receive credit for the course nor be required to take examinations. An audit must be declared during the first seven instructional days of a semester. Currently enrolled students who elect to audit a class pay the normal credit hour fee as outlined in the student fee schedule. Any person not otherwise enrolled or registered in a course for college credit may, with instructor approval, audit the course at the cost per credit hour. These fees are nonrefundable.

An audit is at the discretion of the course instructor. In order to audit, the student must obtain instructor's permission and instructor's signature on an audit card. Certain courses (lab, activity, and studio) are not available to audit. This card is available from the Registrar's Office (McMullen first floor west). When the student has completed the audit card with the faculty signature and cashier payment, the card is returned to the Registrar's Office.

A student may not later establish credit in a course that was taken under the audit option by taking a special examination. In all cases, students who register for regular credit and pay regular fees will have priority for enrollment in a class over those students who audit the class.

Class Attendance and Student Absences

Members of the faculty determine the attendance policy for their classes. Absences, without penalty, for official University activities and short term military service obligations are permissible provided the instructor is notified in advance of such an absence. An official University activity is an activity where a student officially represents the University through an academic department, sponsored University program, or an officially registered student organization. In all absences, the student is responsible for all requirements of the course.

Requests for absence for special events should be submitted to the Vice Chancellor for Student Access and Success on the Student Travel Authorization form. This form should be obtained from the Office of the Vice Chancellor, room 201, McMullen Hall at least one week in advance of the expected absence. This procedure will ensure students the opportunity to make up examinations given when official University activities are scheduled.

Class Enrollment Lists

Faculty may obtain class lists each term online. Only students who are regularly registered for a course may attend class. No grade or credit will be given to students for any course in which they are not properly registered.

Extent of Official Absence

When issued, an official absence is an excuse for time only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed, as required by the instructor.

Drops and Withdrawals

Dropping a Course

Dropping a course is permitted through the seventh week, 35th day of the semester. There is no penalty for failing work through the drop period. Dropping a course is also permitted through the 13th week and up until 10 class days from the official end of the semester (not including finals) with the approval of the student's academic advisor and course instructor. Once a course grade is submitted, the course may no longer be dropped without instructor and advisor approval. After the 13th week, students may not drop courses, and the instructor will assign a letter grade. The mark "W" is assigned to any course dropped after the 15th day of class.

After the 15th class day and before the 13th week, all drops must be formal and must be recorded by the student with the Registrar's Office.

In all courses in which a student fails to complete all requirements and for which no formal withdrawal has been filed in the Registrar's Office, the final grade for the course shall be an "F."

Withdrawal from College

Students who withdraw from the University during a semester are required to fill out a withdrawal form and complete an exit interview with an advisor in the Advising

Center located on McMullen Hall first floor west or City College Jacket Student Central.

Students who officially withdraw during the first fifteen days of an academic term will not have the coursework reflected on the transcript. Students who withdraw after the third week will receive a grade of "W" (Withdrew) in all classes.

Students who do not officially withdraw from classes will receive a letter grade (i.e., other than a "W" grade) to be determined by the instructor of each class.

"W" grades, while having no GPA impact, still count as attempted credits for academic, billing, and financial aid purposes. No grades, including those of "W" are subject to removal from the academic transcript.

No Show Reporting

In order to be eligible to receive federal financial aid, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course, have documented academic engagement. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. **If for any reason you cannot attend or participate online with your classes, please notify the Registrar's Office immediately.**

Per federal regulations, we are required to confirm participation in courses covered by federal financial aid. If you cease to attend or participate in coursework, this can have a significant impact on you financially, meaning you could have a substantial balance due back to the university. Once the Office of Financial Aid receives notification of non-attendance, this is reported through a no-show process and students may owe a refund of all or a part of previously disbursed financial aid awards.

Return of Title IV Funds (Federal Financial Aid)

Students who have received or may be receiving federal financial aid must be attending classes to remain eligible for the federal financial aid they have received or could be eligible to receive. A post-withdrawal disbursement will be made if a student shows eligibility for Title IV aid. If a student drops courses, stops attending classes (Unofficial Withdrawal), never starts attending a class, or officially withdraws from the MSUB by completing and submitting the Official Withdrawal form, the University and/or the student may be required to return federal funds awarded to the student. **It is very important for students receiving federal financial aid to contact the Financial Aid Office at (406) 657-2188 PRIOR to completing the official withdrawal process.** If a student officially withdraws during the first fifteen days of class, the tuition and fees will be re-assessed for the semester based upon the official date of withdrawal and the University's refund policy. If a student does not complete the Official Withdrawal form and ceases attending and receives no passing grades for the semester the student is an Unofficial Withdrawal. A student's official or unofficial withdrawal date is determined by:

- the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw;
- the midpoint of the period for a student who leaves without notifying the institution (unofficial);
- or the last date of attendance by the student with documented academic engagement.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, TEACH Grant, Iraq/Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Loan (subsidized or unsubsidized), or Federal Parent or Graduate PLUS loans for students who officially or unofficially withdraw. The amount of financial aid that must be returned to the Department of Education is based on a federal formula that takes into consideration the date of the withdrawal or last date of attendance, the amount of federal financial aid received for the term, and the amount of institutional charges for the term.

If you officially or unofficially withdraw from MSUB, you may have to repay any unearned financial aid funds that were already disbursed to you and returned to the U.S. Department of Educations. A post-withdrawal disbursement will be made if a student shows eligibility for Title IV aid and the student requests the disbursement.

Veterans Certifying Official

Military and Veteran's Success Center

COE 106, 406-657-2968

Veterans are advised to check with the Veterans' Affairs coordinator at least 30 days prior to registration. To ensure continuation of benefits, a veteran should notify this office whenever there is a change in address, enrollment, or additional dependents.

VA Certifying Official
College of Education 106
(406) 657-2968

MSU Billings recommends all service members speak with their Educational Services Officer (ESO) or counselor prior to enrolling. Many ESOs can assist with obtaining the Notice of Basic Eligibility (NOBE).

For assistance on the posting of your VA Educational benefits please contact the Business Services Office in McMullen Hall.
Renee Haefer
(406) 657-1707
renee.haefer@msubillings.edu
McMullen Ground Level West