

Transfer Student Guidelines

The University of Montana – Western

It is our goal at Western to provide the smoothest possible transfer of credit and course work for students who have spent time at another campus. This document outlines the procedure for making this transition as easy as possible.

STEP 1 – “What we need from the student” (Admissions Requirements)

- A completed Montana University System Application for Admission (indicating the applicant’s intended program of study at Western).
- A \$30 non-refundable Application Fee.
- Official Transcripts from ALL colleges/universities previously attended. (“Official” transcripts are current and received directly from the issuing institution.)
- Proof of 2 Measles, Mumps and Rubella (MMRs) immunizations.

STEP 2 – “What the student can expect from Western.”

After a student’s file is complete with ALL information from Step 1, Western will provide new transfer students with written notification of the following within 30 working days:

- Total Credits Accepted at Western.
- The GPA of the transfer courses that have been accepted at Western.
- The student’s classification and academic standing at Western based upon accepted coursework.
- A completed Transfer Evaluation Sheet (or degree/program check-sheet, plot-sheet or degree audit sheet) indicating how accepted transfer courses apply to the applicant’s UM-W program of study (requirements taken from the appropriate UM-Western catalog). (Exception: See Policy #8.)
- A listing of remaining/uncompleted coursework that must be taken (assuming the student has formally notified the university of his/her degree, major/option and minor/related area goals) at/through Western,

Transfer Student Policies

The following policies guide Western’s decisions as to whether transfer courses/credits are accepted for transfer:

1. Course work and credits must be college-level and applicable to a degree at the transfer institution.
2. Courses must have been taken at a regionally accredited college/university in the U.S. Course work from foreign institutions is evaluated on a case-by-case basis; foreign credentials must be officially translated to English as part of the admissions process.
3. All transfer course credits will be converted to semester credits.
4. Limitations:

	If transferred <u>from 4-Year C/U*</u>	If transferred <u>from 2-Year/Tech*</u>
Max. transfer credits Western will <u>Accept:</u>	No Maximum	No Maximum

*Regionally accredited post-secondary education institutions.

**No Upper-level credit awarded.

5. Approved courses that are passed (grades ‘A’ through ‘D’, plus ‘P’ or ‘S’ grades) will be accepted for transfer to Western.
6. New transfer students who hold baccalaureate, AA, or AS degrees from regionally accredited institutions are generally exempted from completing the GenEd core at Western. EXCEPTION: students who are awarded honorary degrees or degrees that are issued under “special conditions” must meet Western’s GenEd requirements. Students who complete a general education core at one unit of the Montana University System are deemed to have completed the GenEd core at Western.

The following general policies guide Western’s decisions as to whether and how an accepted transfer course (see above policy guides) can be used to meet (or “applied” to) a requirement for a UM-Western degree or program:

1. To be applied to a degree at Western, the transfer course content must be similar or equivalent to the required UM-W course, or the transfer course must be an acceptable elective.
2. The number of course credits must be similar (3 vs. 4 credit differences are acceptable, 2 vs. 4 credits are not); students can take Independent Study or Directed Study to make up credit deficiencies.
3. Course level must be similar; i.e., a 100-200 level course from the transfer institution may not be used to meet a 300-400 level requirement at Western.
4. Courses must be successfully completed with grades of “C” or better; grades of “S”, “P” and “D” are accepted but with limited application - department and/or division approval is required.
5. Some courses may need further evaluation as to their applicability toward a given major. A substitution waiver may need to be approved by the appropriate academic department and Dean. Courses subject to this further review and substitution waiver will need more time for certification than the 20 working days mentioned in Step 2.
6. All transfer students must successfully complete at least one-fourth (25%) of the course work required for a degree while in residence at Western. A majority of courses required in the major and/or minor must be taken at Western and generally these courses must be the last courses taken prior to graduation.
7. No student will graduate from Western with less than a 2.0 institutional GPA - some degree programs require higher minimum GPAs however.
8. The UMW Registrar will record only summary transfer course data on a transfer student’s UMW academic record. “Summary” information includes: name of the transfer institution, dates of enrollment, total college-level degree-applicable credits earned, plus attempted GPA hours, honor/quality points earned, transfer institution GPA, and total hours attempted.
9. Only the UMW GPA appears on a student’s transcript although total hours earned will reflect all credits earned at UMW and those accepted from other colleges attended. All courses attempted at all institutions attended will be used to calculate a cumulative GPA for purposes of determining eligibility for top student in the UMW graduating class, athletic eligibility (according to NAIA regulations), and/or instances where third parties (authorized to have such information) request such a calculation.
10. Limitations:

	<u>If transferred from 4-Year C/U*</u>	<u>If transferred from 2-Year/Tech*</u>
Max. transfer credits Western will <u>Apply:</u>		
To Associate Degree (64):	48 Semester Credits	48 Semester Credits
To BAS or BA Degree (120):	90 Semester Credits	60 Semester Credits**
To BS Degree (128):	98 Semester Credits	64 Semester Credits**

*Regionally accredited post-secondary education institutions. **No Upper-level credit awarded.
11. Students who complete GenEd core requirements for a degree (bachelors, AA, AS) at one unit in the Montana University System are deemed to have completed the GenEd Core at all units. Certification is required if the transfer student did not graduate with a baccalaureate degree or an AA/AS degree.

Appeals regarding the ‘acceptance’ of credits should be directed to the university Registrar. Questions or appeals concerning the ‘application’ of courses/credits to a specific degree or program of study should be directed to the appropriate dean.