

## **MONTANA TRANSFER PATHWAYS**

### **ADMINISTRATIVE GUIDELINES**

#### **I. INTRODUCTION**

Montana transfer pathways outline the knowledge and skills that are essential for students to complete during their first two years of study in a given discipline. The coursework described in a pathway will meet degree requirements at all participating Montana University System campuses offering undergraduate degrees in that discipline. If a student completes this coursework, **including a full general education curriculum**, successfully, they will be well-positioned to finish their degree with an additional two years of full-time study at their transfer college.

Montana Transfer Pathways do not create a common lower-division curriculum. Rather, they capture what requirements are held in common, leaving space for each campus degree program to indicate coursework that is unique to its program of study.

The guarantees and limitations below describe the minimum requirements to which all participating institutions agree.

#### **II. GUARANTEES**

Unless otherwise noted within a pathway, students who complete a Montana Transfer Pathways curriculum, pass all required credits with a C- or better, and transfer to a 4-year campus offering a bachelors degree in the pathway's field are guaranteed:

1. Junior standing with the ability to graduate with their chosen four-year degree after two further years of full-time study. In some disciplines, students may be required to take more than a full-time, 15-credit, load in these latter two years in order to complete all degree requirements.
2. Completion of the receiving institution's lower-division general education curriculum (per BOR Policy 301.10).
3. An opportunity to appeal transfer decision through an internal campus appeal process that conforms to the requirements of BOR Policy 301.5

#### **III. LIMITATIONS**

There are some important limitations:

1. Only courses with grades of C- or higher can count toward program or general education requirements. (per BOR Policy 301.5.3)

2. Admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled admissions due either to space limitations or academic requirements.
3. The receiving institution shall accept all applicable credits earned within five years of transfer to the receiving institution. Credits earned more than five years earlier will be evaluated on a course-by-course basis or according to institution specific policies. (per BOR Policy 301.5.2)
4. Some degree programs cannot be completed in four year of full-time study. When this is the case, the pathway document will indicate the time frame in which a transfer student who has completed the pathway curriculum may expect to fulfill all degree requirements.

#### **IV. PROCESS FOR APPROVAL OF A PATHWAY**

1. New transfer pathways must be developed by consensus of the campus departments/units that offer the program and content from all four-year institutions offering bachelor's degrees in the discipline.
2. CCN Liaisons are charged with coordinating with the CCN Administrator, campus curriculum committees, faculty governance and academic officers to ensure that new transfer pathways receive appropriate campus review. New pathways are formally approved once they receive the signature of the Chief Academic Officer of each participating four-year institution. By signing, Chief Academic Officers attest that the proposed pathway has received appropriate campus review, consistent with each campus's collective bargaining agreement and procedures regarding faculty governance and curriculum development.

#### **V. PROCESS FOR REVISION OF A PATHWAY**

1. Each September the Common Course Numbering (CCN) program manager shall coordinate MUS campus pathway changes by inviting revisions to existing pathways.
2. Proposed revisions should include:
  - a. The exact language of the proposed change to the transfer pathway
  - b. A brief justification
3. As required, the CCN administrator will coordinate meetings of faculty representatives from institutions offering a bachelor's degree in the discipline of the pathway to consider proposed revisions. A consensus revision will be sent to the campus academic governance process for final approval. CCN Liaisons are charged with coordinating with campus faculty governance to select representatives to serve on a committee. CCN

Liaisons are also tasked with ensuring that consensus revisions receive timely and appropriate review in the campus's academic governance process.