

Procedure **General Education Transfer
Appeal Guidelines**

Procedure Number: 202.40.5
Date Adopted: 12/8/22
Reference: [PLA Guidelines \(203.30\)](#), [BOR Policy 301.5: Transfer of Credits](#), [General Education Course Criteria and Learning Outcomes \(202.20\)](#)
Approved by: General Education Committee

General Education Requirements and Transfer Students

The Admissions Office (406-243-6266) evaluates transcripts for course equivalencies.

This document pertains only to courses from institutions that do not have accreditation recognized by the Montana University System Board of Regents or Prior Learning Assessment for experience that could satisfy the learning outcomes of one of the UM's General Education Groups.

If a student believes a course taken at another institution meets the learning outcomes for a general education group (Mathematics, Modern and Classical Languages, Expressive Arts, Literary and Artistic Studies, Historical Studies, Social Sciences, Ethics and Human Values, Democracy and Citizenship, Cultural and International Diversity, and Natural Science) the student may petition for course exemption through the General Education Committee. The student must provide the materials listed below. Materials should be submitted to the Faculty Senate Office, UH 221, camie.foos@mso.umt.edu, 243-5553.

Students within two semesters of graduation must use the [Graduation Appeal process](#) in place of the General Education Transfer Appeal process.

Students applying for course exemption through the General Education transfer Appeal process must submit the following materials. Incomplete applications will not be considered.

1. A cover letter outlining the basis for the request. The cover letter should clearly articulate how the proposed course meets the learning outcomes of applicable General Education group at the University of Montana (listed below). Include pertinent information such as contact information, student ID number, and how you fulfilled this requirement in a course at your previous institution or learning experience.
2. Evidence of a C- or better in the course or average performance if not given a letter grade.
3. A syllabus and course description, and any available assignment instructions.

Evaluation

Course exemption will be evaluated based on the following criteria:

- Student earned a C- or better in the transferred course or learning experience
- The transferred course goals are similar to the learning outcomes for the applicable general education group. See [Procedure 202.20 General Education Course Criteria and Learning Outcomes](#)

Review Procedure

Petitions are reviewed by the General Education Committee. Students within two semesters of graduation must use the [Graduation Appeal](#) process. Notice of the decision is sent to the student's University of Montana email address and the Registrar.