

Academic Policies and Procedures

Academic Misconduct

Students should exhibit high standards of academic conduct. All acts of dishonesty in academic work constitute academic misconduct. Such acts include:

Cheating: use or attempted use of unauthorized material or the work of another student in any academic assignment, paper or examination.

Plagiarism: representation of another's work as one's own. This includes the unauthorized and unacknowledged use of the phrases, sentences, paragraphs, ideas, illustrations, drawings, photographs, or computer programs of another whether by using exact or nearly exact words without quotation marks or by omitting citations or both.

The course instructor is the initial judge of whether a student is guilty of academic misconduct. Should a student disagree with an instructor's judgment, the student may appeal the instructor's decision by following the "Academic Related Appeals Process" on page xxi.

The minimum penalty for an act of academic misconduct shall be a grade of "F" (failure) on the paper, assignment or examination involved. More severe penalties may be enforced by individual instructors, provided that such penalties are identified in the course syllabus. The maximum penalty for plagiarism that may be levied is a grade of "F" (failure) for the course. Copies of plagiarized work will be placed on file with the Coordinator of Student Faculty Relations. Severe or repeated instances of academic misconduct will result in more severe sanctions up to and including expulsion.

Academic Probation and Suspension

All students are continuously evaluated to ensure that they are making satisfactory academic progress toward their degrees. To make satisfactory academic progress and remain in good academic standing, a student must maintain a total cumulative GPA of at least 2.00. Students who have attempted a minimum of nine (9) semester credits and do not have a GPA of at least 2.00 are placed on academic probation and restricted to enrolling in a maximum of 16 credits in the following semester.

If after one semester on probation (or a minimum of nine [9] additional semester credits) a student's cumulative GPA remains or returns to below the required level of 2.00, the student will be placed on academic suspension. Academic suspension is recorded on the student's transcript. Students placed on academic suspension will not be allowed to enroll at the university for a minimum of one semester or up to for one calendar year as determined by the Registrar and the Academic Dean

After a period of academic suspension, a student may be readmitted and placed on academic probation for one semester. If at any time thereafter the student earns a GPA below 2.00 for any term, the students will be suspended.

Students who wish to appeal their academic standing must prepare a clearly written statement addressed to the Academic Dean detailing the extenuating circumstances beyond the student's control that occurred during the semester and submit it along with all documentation to the Student Development Office within 30 calendar days of notification of probation or suspension. If the student is not satisfied with the Dean's decision, the student should review and follow the Academic Related Appeals Process.

Adding Classes

Students may register for courses through the first week of a semester via Argo Express. Student may register for any course during the second or third week of a semester only by written permission of the instructor. Students may not register for additional courses after the third week of a semester.

Academic Related Appeals Process

Formal appeals must be filed within thirty (30) calendar days of the occurrence deemed grievable. However, before a formal appeal is filed, the student should first attempt to solve the problem on an informal basis utilizing the following procedure:

1. The student must speak to the instructor / party with whom he/she has a complaint.
2. Should step one not provide a satisfactory resolution of the issue, the student should schedule a mediation meeting with the Coordinator of Student/Faculty Relations.
3. Only after the above steps are followed should the student request that the Coordinator of Student /Faculty Relations notify the Academic Dean that steps one and two have not resolved the problem.
4. The student must write a letter to the Academic Dean carefully describing the reason(s) for his/her complaint. This letter must clearly state which policy has been violated, which rule has been broken, what circumstance has created the grievable complaint and what redress is sought.

Within fourteen (14) calendar days of the receipt of the written complaint, The Coordinator of Student / Faculty Relations will refer the matter to the Academic Environment Committee (AEC). The chair of AEC will appoint an ad hoc Appeals Committee to hear the appeal consisting of three of its members and two students appointed by the Student Senate. In the matter of graduate student appeals, students will be graduate students. This Appeals Committee will choose a chair from among its members. In cases of conflict(s) of interest, faculty members from outside of AEC will be recruited. The process will be facilitated by the Coordinator of Student / Faculty Relations who will serve as the Hearing Officer in academic related appeals.

Prior to the hearing each party will

1. Provide the Hearing Officer with all pertinent documentation.

2. If either party chooses to call witnesses, a list of these witnesses will be provided to the appeals committee when documentation is provided. Each witness will provide a written statement to the committee.

At least seven (7) calendar days in advance of the hearing, the Hearing Officer will notify all parties involved in the appeal of:

1. The time and place of the hearing
2. The nature of the complaint
3. The composition of the committee

During the Hearing

1. Both parties are permitted to be accompanied by someone for the purpose of support and advice. That person will not be allowed to offer testimony.
2. Witnesses will wait outside of the hearing room and will be called into the hearing at the appropriate time.
3. Both parties will be in the hearing room at the same time.
4. Each party will have ten minutes to present his/her case.
5. Each party will have five minutes to rebut.
6. An audio recording will be made of all testimony.

Appeals Committee hearings are private, and all parties will be dismissed while the committee deliberates. Only committee members who have heard all of the evidence may vote. Within ten (10) calendar days of the hearing's conclusion, the Hearing Officer will forward its findings in writing to all parties concerned including the Academic Dean and the Coordinator of Student / Faculty Relations. The committee's decision is final subject only to a request to the President by either of the parties directly involved for a review of due process procedures.

All proceedings and findings of the Appeals Committee are confidential. Committee members' individual

notes will be collected and destroyed at the end of proceedings. No record is made of the closed session deliberations of the committee. Reports given to the Academic Dean and the Coordinator of Student / Faculty Relations will be securely stored for a period of six years after which they will be destroyed.

Catalog Governing Graduation

As long as a student remains in continuous enrollment he or she may graduate by meeting the requirements of the catalog that was in effect at the time of entrance to the university. Continuous enrollment is defined as successful completion of at least twelve credits in residence per year. If enrollment is not continuous, a student is bound by the requirements of the current catalog.

Challenge of Courses

Whenever students believe that they have mastered the subject of any course for which there is no CLEP test available, they may challenge that course with the permission of the appropriate faculty member. Students obtain a Challenge Form from the Registrar's Office, pay the fee, which is 50% of the tuition rate, to the Business Office, and submit the form to the faculty member. The coursework and/or examination will be determined and evaluated by the faculty member. If evidence submitted is satisfactory, a grade of "P" is submitted by the faculty member on the challenge form, and credit hours and a grade for the course are recorded on the student's transcript. Students may not challenge a course that they have previously audited or taken for credit. Challenge course credits earned at other institutions will not be accepted as transfer credit at the University. Students planning to apply for graduate school or to transfer University of Great Falls' credits to another college or university should obtain that institution's policies regarding acceptance of challenge course credits.

Class Attendance

Students are expected to attend all classes and complete all assigned work. The specific attendance and grading policy for each class is determined by the instructor and is listed in the course syllabus. Students who miss classes due to participation in University sanctioned events are required to make up any work or assignments they have missed in an equitable manner determined by the instructor and should not have their grade affected by the absence itself. In isolated cases involv-

ing family or medical emergencies, students are encouraged to speak with their instructors. Instructors may require documentation of family or medical emergencies.

CLEP, Dantes and AP credits

The University accepts CLEP credit in accordance with ACE guidelines. Specifically, this policy provides for credit for CLEP scaled scores of fifty or above. In addition, the university accepts Advanced Placement (AP) credit in accordance with the recommendation of The College Board. At present, the policy provides credit for scores of 3 or higher. DANTES credits are also accepted according to ACE recommendations. A chart detailing the specific correlation between CLEP, DANTES and AP credits and university requirements is available through both the Student Development Office and the Registrar's Office.

In a bachelor degree program the total number of credits which may be applied to the University core curriculum is 30 semester credits, 15 semester credits for associate degree program. No more than 15 semester credits may be applied to a major, 9 semester credits for a minor.

Codes of Conduct/ Conflict Resolution

The University expects all students to conduct themselves as responsible and law abiding members of the academic community and to respect the rights of other students and members of the faculty and staff to utilize, enjoy and participate in the university community, its programs and facilities. Student conduct that disrupts, invades, or demonstrates disrespect for the rights of others is prohibited and may be subject to disciplinary action. Such incidents may include verbal harassment, physical abuse, verbal abuse, intimidation, solicitation of others, including unwanted touches and suggestions, and the damaging of property.

A responsible, professional relationship is expected of all University employees in their interactions with University students. Incidents may occur in which students believe a University faculty or staff member has dealt with them in a manner that violates their rights or exceeds the professional limits of the employee's position. Such incidents may include verbal harassment, discrimination, physical abuse, verbal abuse, intimidation, or other unfair treatment.

A comprehensive listing of rules and regulations Governing student conduct and rights is provided in the Code of Academic Conduct.

Course Numbering System

Course numbers reflect the level of academic preparation typically required for the course. Courses numbered 100-299 are typically introductory courses, while those numbered 300-499 are more advanced courses. Courses numbered 500 or above are graduate courses. Courses numbered EDU 592 are reserved for professional development credits and are not applicable toward a degree. Courses with an X designation after the 3-digit number are certificate courses and are not degree applicable.

Course Waivers

A required course may be waived by an instructor in the program in which the course is taught. While a waiver will satisfy the course requirement, it does not reduce the 128 credit hours required for graduation and must be replaced with an equal number of credits from another course. The credits may be from any academic course including general electives. Forms are available in the Registrar's Office.

Credit Transfer Policies

The University accepts transfer credits from regionally accredited institutions. Acceptance of transfer credit from institutions lacking regional accreditation is rarely granted and requires approval of the Dean. The university will not accept in transfer:

- Credit for coursework that is remedial or developmental, usually courses below the 100 level, from any institution.
- Credit for experiential learning not associated with a formal training program.
- Credit for coursework in which a student earned a grade below "C", any grade designation below "P" (Pass), or audit grades.
- Credit for coursework which is repeated; only the last course taken is eligible for transfer.
- Challenge course credits from other institutions.

The University has articulation agreements with several area two-year colleges which are updated annually. These agreements are designed to assist students with curriculum planning prior to enrolling at UGF. Standing agreements are in effect for the following: Dawson Community College, Flathead Valley Community College, Miles City Community College, and

MSU-Great Falls COT. The University is always open and willing to establish new agreements with other institutions.

Credits

The university operates on a semester system. Typically, a semester will encompass fifteen weeks, and each credit corresponds to fifteen hours of classroom instruction. Courses taught online and on site have similar outcome expectations. Online courses will use platforms such as Moodle, LearnLinc and DVD lectures to verify credit hour requirements are met for individual courses. Students should plan to spend an average of between two and three hours in out of class study for each hour of classroom instruction. Courses with required laboratory or studio time typically have thirty hours of supervised laboratory or studio time for each credit. Non-classroom courses, such as internships and field experiences, require sixty hours of documented work time for each semester credit hour.

Designation of Degrees

Bachelor's degrees will be designated as a Bachelor of Arts or Bachelor of Science based on the major completed to earn the degree. Degrees, majors, and minors are recorded after the end of the term in which all requirements for graduation have been met.

"Double Dipping"

Completion of a specific course that is required for the University Core or in a major, minor or concentration will fulfill any requirement of that same course in another category whether it be for University Core or a major, minor, or concentration. Additional credits are not required to substitute for a course that fulfills more than one category of requirements, so long as the student obtains the requisite 128 credits for graduation.

However, courses used to fulfill elective requirements in a major, minor, or concentration MAY NOT be used to fulfill requirements in any other major, minor, or concentration or in the University Core. Additionally, courses used to fulfill major or minor requirements MAY NOT be used to fulfill any requirements within the Exploring the Liberal Arts (ELA) portion of the University Core.

Drop/Withdrawal

A student may drop a class or do a complete withdrawal up to the final class prior to exam week. A student permitted, with advisor approval, to withdraw from a course between the first day of the fourth week until the last day of the 10th week of course will receive a W for the course. A student permitted, with advisor approval, to withdraw from a course from the Monday that begins the 11th week of the course to the end of the term but before the final examinations will receive either a WP or WF grade. A WP (Withdrawal Passing) grade does not confer credit and is not calculated in the GPA and a WF (Withdrawal Failing) grade, also does not confer credit but is calculated in the GPA in the same manner as an “F” grade.

Dual Majors

Students may graduate with a dual major so long as they complete all requirements for both majors, comply with the policy on “double-dipping” (above), and comply with all regular requirements for graduation.

English Completion Requirement

No students may enroll in ANY 300 or 400 level courses until he or she has passed ENG 117.

As an exception transfer students who do not have ENG 117 or equivalent must enroll in it when they register or, if not available, the next semester it is offered. In the meantime they are not barred from 300 or 400 level courses.

The prerequisite of ENG 117 applies only to 300 and 400 level courses. It may be recommended by individual degree programs for 100 or 200 level courses.

Grade Appeal Procedure

To appeal a final grade, a student must follow the grade appeal process. Students should review the Academic Related Appeals Process on page xxi.

Grade Change Policy

Once an instructor has submitted an official grade report to the Registrar’s Office, a grade can only be changed within one year of its issuance and only in the case of fraud, clerical error, or a successful student academic appeal. A grade cannot be lowered by an instructor without the approval of

the Dean. In extraordinary circumstances, a change of grade may be requested after the one year limit has expired. However, any grade change after a one year period must have the approval of the Dean.

Grade Completion Dates

Applicants for graduation must receive credit for any course required for graduation by the following dates. Degrees will not be conferred for those students who have grades of I, IP or RD by these deadlines. Incoming transcripts but be received by this date as well.

- January 15 for December graduation
- June 15 for May graduation
- September 1 for August graduation

Grading System

The following grades are used to assess student work in courses:

- A - 4.0 points per credit
- B - 3.0 points per credit
- C - 2.0 points per credit
- D - 1.0 point per credit
- F - 0 points per credit. No credit is granted for the course
- AU - “Audit” An audit is not a grade, involves no credit, and is not calculated in the GPA.

P - “Pass” Grades of “P” are not computed in the student’s semester or cumulative grade point averages.

I - “Incomplete” An incomplete is given when the student, for reasons beyond his or her control, cannot complete the requirements for the course in a timely fashion. The “I” grade will only be given with the permission of the instructor and upon completion of the “Incomplete Form”. The instructor will make a grade change when requirements are met, otherwise the “I” will convert to the alternate grade indicated by the instructor or to an F if no alternate grade was indicated. The maximum timeframe before grade conversion is six months.

IP - “In Progress” This notation is used in courses in which the coursework by design extends beyond the normal term of registration: Home Study, Directed Reading, Independent Study, Research, Practicum, Independent Field Experience. The course must be completed within 12 months.

RD - “Grade Report Delayed” This is not a grade. It is an administrative notation assigned by the Registrar to indicate that the instructor has not reported the grade for the course to the Registrar’s Office.

W - “Withdrawal” A student permitted, with advisor approval, to withdraw from a course between the first day of the fourth week until the last day of the 10th week of course will receive a W for the course. A student permitted, with advisor approval, to withdraw from a course from the Monday that begins the 11th week of the course to the end of the term but before the final examinations will receive either a WP (Withdrawal Passing) which does not confer credit and is not calculated in the GPA, or a WF (Withdrawal Failing), which does not confer credit but is calculated in the GPA in the same manner as an “F” grade.

WA “Administrative Withdrawal” This grade is provided in extraordinary circumstances when a student is unable to complete courses during a semester. Written documentation must be provided to justify the withdrawal and approval granted by both the Dean and the Registrar. This grade is not calculated into the GPA.

GPA - A student’s grade point average (GPA) is calculated by dividing the total number of grade points by the total number of credits attempted. Grades or notations of AU, P, W, I, IP, and RD are not computed in the grade point average.

Grade Reports

Student grades will be made available via Argo-Express on the date specified on the academic calendar (approximately 5 business days after the close of term.) Summer term grades are recorded and made available to students after all sessions are completed. Students should refer to the academic calendar for specific dates.

Graduation Applications

To graduate, students must submit a formal application for graduation to the Registrar’s Office. Students should work closely with their academic advisor on course selection to ensure that course requirements for graduation are met; however, each student retains ultimate responsibility for meeting all graduation requirements. The formal application deadlines for graduation are listed online and in the Registrar’s Office.

Late fees will be charged to applicants who do not meet the deadline for submission. Late applications will not be processed for graduation unless they receive approval from the Registrar. The graduation fee is assessed for each individual degree.

Applications are available online and in the Registrar’s Office. All applications should include completed program planning sheets and an advisor signature. Incomplete applications will be returned to the applicant and will not be processed. The cost to apply for graduation is \$60. Priority applications receive a \$10 discount and pay \$50 while late applications will be charged a \$20 late fee. Fees can be paid at the time of application or charged to student accounts.

Graduation Application Deadlines

December	Priority	February 15
	Deadline	April 15
May	Priority	April 15
	Deadline	October 15
August	Priority	October 15
	Deadline	February 15

Graduation Participation Policy

The commencement ceremony is a celebration and does not imply conferral of a degree. Students who have applied for a degree in December, May, or August of an academic year may participate in the May commencement ceremony.

Graduation with Honors

Graduation with honors is reserved for those students who are earning bachelor degrees and who have successfully completed a minimum of 50 credits at the University. To qualify for honors, students must possess the requisite cumulative GPA listed below based on coursework completed ONLY at the University.

The honor **cum laude** will be conferred upon graduates who have earned a cumulative GPA of 3.50 - 3.74.

The honor **magna cum laude** will be conferred upon graduates who have earned a cumulative GPA of 3.75 - 3.89.

The honor **summa cum laude** will be conferred upon graduates who have earned a cumulative GPA of 3.90 - 4.00.

Recording of Degrees

Degrees, majors, and minors are recorded after the end of the term in which all requirements for graduation have been met.

“Incomplete” Policy

Students are responsible for completing requirements for each course in which they are enrolled by the final day of the term. Incomplete grades may be given at the discretion of the instructor if students, for reasons beyond their control, are unable to complete the requirements for a particular course on time. Incomplete grades may be requested and given only during the final three weeks of a term. It is the student's responsibility to request an incomplete grade from an instructor, to obtain the Incomplete Form from the Registrar's Office, to secure the required signatures on the form, and to return the form to the Registrar's Office prior to the final day of the semester. The maximum time allowed for the removal of an incomplete grade “I” is six months after the final day of the term in which the “I” is given. Incomplete grades which are not removed by the six month deadline will revert to the “alternate grade” submitted by the instructor or a grade of “F”. No student may graduate with a grade of “I”.

Independent Study, Directed Reading and Home Study

With permission of the instructor, students may earn credit through Independent Study (IS), Directed Reading (DR), or Home Study (HS). Courses listed as IS, DR or HS in the printed class schedule are pre-approved for students who meet all prerequisites or other qualifications for a course and will need no additional approval. Otherwise, students who wish to pursue IS, DR or HS courses must submit written proposals to the prospective supervising professors, obtain all required approvals, and pay the IS/DR/HS course fee. Application forms for IS, DR and HS are available in the Registrar's Office. A maximum of 30 credits in IS, DR and HS coursework can be applied to a bachelor degree, and 15 credits toward an associate degree. IS, HS and DR credits may satisfy no more than 50% of a student's university residence requirement. Only 6 credits of IS, HS or DR may be taken in any one semester.

Integrated Learning Communities (ILCs)

These courses combine two or more academic disciplines. The courses are all built around a single focused theme and consider ethical as well as discipline specific issues. ILC courses are a required component of the University Core Curriculum but may also be offered in different disciplines for major requirements.

Internships and Field Experiences

Internships and field experiences require 60 hours of documented work time for each semester credit hour. Internships are usually listed under a 495 course number and students can complete a maximum of 15 credits of internship work in any given discipline. Field experiences are listed as 397 or 497 courses and may be repeated for a maximum of 6 credits in any discipline.

Non-Collegiate Learning Experiences

Credit toward a degree may, with acceptable documentation, be granted for non-collegiate learning experiences such as professional workshops, law enforcement training, or other non-academic learning experiences. Application for this credit is made through the Registrar's Office. The maximum number of non-collegiate credits that can be applied toward a bachelor degree is thirty-two (32).

Pre-Professional Academic Advising

The university provides pre-professional advising for students who will seek admission to a professional school program after graduation. Pre-law students should seek counsel from faculty in Paralegal Studies. Pre-medical students or students seeking other health-care related programs should seek counsel from faculty in Biology and Chemistry.

President's Honor Roll and Dean's List

The University recognizes students who are excelling in their academic endeavors by publishing a President's Honor Roll and Dean's List three times per year. To earn inclusion on the President's Honor Roll, a student must have a grade point average of 4.0 and no grade of "I". To earn inclusion on the Dean's List, a student must have a grade point average between 3.50 and 3.99 and no grade of "I". At the conclusion of the fall and spring semesters, the University publishes a President's Honor Roll and a Dean's List for students who are enrolled full-time and earned inclusion for that semester. At the conclusion of the academic year, the University publishes a President's Honor Roll and a Dean's List for students who have not been enrolled full-time for either semester but who over the course of the two semesters and the preceding summer term completed at least twelve credits and earned inclusion.

Repetition of Courses

If a course is repeated, the new grade is entered on the transcript with a special notation and the previous grade is not calculated in the GPA. All course titles and grades remain on the transcript. The last grade earned in a course is the only one included in the GPA calculation, and only those credits are applicable for satisfying graduation requirements.

Federal Student Aid regulations govern a student's ability to repeat coursework. Students may repeat a course as many times as needed until the course is passed and receive Title IV funding. However, once a student has earned credit in a course (grade of 'D' or higher), they may receive funding to repeat the course only once. This even applies to students who are required to achieve a minimum grade as indicated by their major.

This does not include courses that are designated as repeatable (i.e. music lessons, internships, Special Topics courses, etc). Courses that are considered repeatable are outlined in the individual course description.

Residency Requirements

Resident credit is defined as credit offered through the university. Resident credit includes courses taught on campus, by distance learning, and at Extended Campus sites. To satisfy the University graduation residency requirements, thirty (30) of the final forty (40) credits earned for the bachelor degree (or twenty [20] of the last thirty [30] credits earned for the associate degree) must be credits completed from the University. IS, HS, and DR credits may satisfy no more than 50% of a student's university residency requirements.

Students enrolled in an approved SOCAD program leading to a bachelor degree may satisfy the residency requirements with coursework taken at any time during their enrollment at the University. Students enrolled in an approved SOCAD program leading to an associate degree may satisfy the residency requirements by completing at least sixteen semester credits at any time during their enrollment.

Students are also required to meet residency requirements within each major. To do so, students must complete a minimum of 40% or 15 credits of their major, whichever is greater, in residency at the University.

Simultaneous Enrollment

Students proposing to enroll simultaneously at the university and another accredited institution must complete a consortium agreement. Students receiving financial aid should contact the Office of Financial Aid to confirm continued eligibility. Unauthorized credits obtained through simultaneous enrollment will not be accepted for transfer to the university.

Student Classifications

A freshman is a student who has earned fewer than 27 semester credits. A sophomore must have completed 27 or more semester credits. A junior must have completed 58 semester credits. A senior must have completed 92 semester credits.

Student Complaints

Students who feel the University has treated them unfairly are encouraged to follow the published appeals processes or discuss their concerns with the University Administration. If the concerns cannot be addressed satisfactorily on campus, the student can proceed to the state level by contacting the Montana Office of Consumer Protection at 406-444-4500 or 800-481-6896. Complaints can be filed online at www.doj.mt/consumer/consumercomplaint.asp or by downloading a form on the website and mailing it to:

Montana Department of Justice
Office of Consumer Protection
225 11th Ave
PO Box 200151
Helena, MT 59620-0141

Students can also contact the Northwest Commission on Colleges and Universities at 425-558-4224.

Student Credit Load

During the fall and spring semesters, the maximum student load is eighteen credits per semester, and any student taking at least twelve credits is regarded as a full-time student. Students taking 9-11 credits are considered three-quarter time students and those taking 6-8 are half-time. During the summer terms the maximum load is a total of fourteen credits. Permission to exceed the maximum load at any time must come from the student's advisor and the Dean.

First semester freshman are limited to 16 credits during their first semester of enrollment. Students who are on academic probation are also restricted to a maximum of 16 credits until they regain good academic standing.

Use of Requirements from Different Catalogs

Students who have continuously enrolled in the University may choose to complete the University Core, major, minor, or concentration under the requirements of this current catalog even though they choose to continue with the University Core, major, or concentration requirements of the catalog under which they first matriculated at the University. In some instances, accrediting requirements or elimination of previously offered courses may affect the ability of the University to completely fulfill this option. It is acceptable for students to graduate with a core and major or minor from different catalogs provided they meet all requirements. Students should pay close attention to changes in University policies which may impact their chosen catalogs.

Academic Advising and Peer Mentoring

Academic advising is coordinated through the Registrar's office. Each student is assigned a faculty member who will serve as his/her academic advisor. The academic advisor assists students in planning and implementing a comprehensive program of study leading to the completion of their academic degree. Students with no declared major usually assigned a faculty advisor who will help them in selecting courses and guiding them in the choice of a major. When these students decide upon a major, they will be assigned to a faculty advisor in that major who will assist them in completing their major program. Students who wish to change their advisor must complete the required change of advisor paperwork through the Registrar's Office.

The Peer Mentor program is designed to assist first year students in making a successful transition to college life.

A Peer Mentor is an upper year student that volunteers to help freshman student's transition into their first year at college. A Peer Mentor will act as a guide by introducing them to college life and post secondary expectations. A Mentor will help navigate the college campus, listen to their questions and direct them to resources that they may need during their first year. For more information about becoming a peer mentor contact either Twila Croft @ 791-5216 or Nathan Rieff @ 791-5229.

Accommodations for Disabled Students

Philosophy and Purpose

The University is committed to making its programs, services and activities accessible to students with disabilities. Toward this end, we strive to enhance awareness of and sensitivity to the needs of persons with disabilities and to ensure full access to educational opportunity for persons with disabilities as required under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act.

Disability Law

- **Section 504 of the Rehabilitation Act of 1973**

Title V of the Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation for persons with disabilities on the national level. Included within the various sections of that Title are mandates for nondiscrimination in federal agencies (Section 501), the establishment of the Architectural and Transportation Barriers Compliance Boards (Section 502) and nondiscrimination on the basis of disability with regard to employment in entities and institutions that receive federal financial assistance. Of direct importance for the purpose of this guide is the mandate known as Section 504, which is a program access statute.

Section 504 requires that no otherwise qualified person with a disability be subjected to discrimination, be denied access to, or be denied the benefits of any

program or activity provided by any institution or entity receiving federal financial assistance. Since its passage, this mandate has promoted the development of disability support services programs in colleges and universities across the country. While Section 504 does not require that colleges and universities develop special education programming for disabled students, it does require that an institution be prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students.

- **The American Disabilities Act (ADA)**

Under the Rehabilitation Act of 1973, Government agencies and recipients of federal funds (such as the University of Great Falls) were prohibited from discriminating on the basis of disability. With the passage of the Americans with Disabilities Act (ADA) in 1990, a much more inclusive piece of legislation, that prohibition was extended to include the private sector. ADA requires that postsecondary institutions make appropriate adjustments and modifications in order to allow full participation of students with disabilities.

Definition of Disability

According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term “disability” means, with respect to an individual:

- A. Having a physical or mental impairment that substantially limits one or more of the major life activities of such individual.
- B. Having a record of such an impairment
- C. Being regarded as having such an impairment.

Accommodations and Services Available at The University of Great Falls includes the following:

Disability Services for Students at the University of Great Falls is located in the Center for Academic Excellence in Sullivan Hall. These services assure program access to the University by students with disabilities. Disability Services strive to treat all personal information with the strictest confidentiality. Disability Support Services coordinate and provide reasonable accommodations, advocate for an accessible and hospitable learning environment, and promote self-determination on the part of the students we serve. Reasonable accommodations are changes in the learning environment that permit students with disabilities to compete on equal footing with their peers at the University. Examples include: extended testing times, textbooks on CD, sign language interpreters, and course relocation to physically accessible classrooms. The University charges no fee to students with disabilities for reasonable accommodations.

Student Responsibilities

Each student must meet or exceed the essential requirements of The University of Great Falls and its programs with or without accommodations. While the ADA protects the civil rights of qualified students with disabilities, it also affirms their right to refuse any accommodation. Thus, students are not required to register with Disability Services, identify themselves to instructors, staff, or other students as having a disability. Accommodations and Services Available at the University of Great Falls includes the following:

• Admissions and registration assistance

Disability Support Services provides assistance with the admissions and registration process to applicants. To protect confidentiality, DSS recom-

mends that applicants send documentation verifying their disability directly to the Disability Services office located in the Center for Academic Excellence.

• Advice and advocacy – Faculty academic advisors will assist students in defining and developing his/her educational path. They will not have knowledge about a student’s disability or its impact. Students will need to know how to ask his/her advisor the right questions. As always, Disability Support Services stands ready to support students. If students have any questions or concerns, they should contact Disability Services located in the Center for Academic Excellence.

Advocacy is the most critical skill students with disabilities will develop in their pursuit of equality in education and, later, in employment and society. Disability Services staff work with students to help them understand their rights and responsibilities and to identify strategies for effective self-advocacy. This includes advocacy on a personal basis with instructors and/or other students, but also includes advocacy on a University-wide basis, or with non-University agencies such as Vocational Rehabilitation.

• Adaptive equipment – Disability Support Services works with individual students to determine which reasonable accommodations the student may want to use, including adaptive equipment. Students who qualify for equipment which is not personal must sign an equipment use agreement.

• Note taking assistance – Note taking is an accommodation that allows a student with a qualifying disability to acquire lecture notes from a classmate who volunteers to provide assistance. A student may need note taking assistance because of a cognitive or physical impairment. The note taking accommodation is not a replacement for class attendance.

If the student receiving notes withdraws from a particular class, he or she must inform the staff in the Center for Academic Excellence immediately. If the student receiving notes has problems with the note-taker or with the notes, he or she must tell a staff member at the Center for Academic Excellence as soon as possible, so the problem can be corrected.

•**Sign language interpreters** – Deaf and hard of hearing students who require sign language interpreting will be provided with appropriate interpreter services. However, as the University has a very small population of students requiring interpreter services, interpreters are hired on an as-needed basis. Students requiring interpreter services should, therefore, notify Disabled Student Services of their need at least **three months before beginning classes** at the University. This will provide enough lead time to assure that services are in place on the first day of classes.

If you are Absent

If you are unable to attend a class or event for which you requested an interpreter, please notify The University Student Development office at 791-5308 or the Center for Academic Excellence office at 791-5213 as soon as possible.

•**Textbook CDs** – Students with reading disorders and some with physical impairments may be unable to derive full benefit from printed materials. In an effort to provide full access to such materials, The University and the Center for Academic Excellence acquires taped textbooks for these students from Recording for the Blind and Dyslexic (RFB&D).

• **Testing accommodations** – Testing accommodations (i.e. oral, extended time) are provided for qualified students. Accommodations on exams and quizzes are sometimes necessary to allow a person with a disability to demonstrate proficiency in the material being tested. For example, a student with a physical impairment may write too slowly or a person with a cognitive impairment may process information too slowly to allow them to take exams effectively within the time limits established for non-disabled individuals. Testing accommodations may consist of use of special adaptive equipment, a change in exam format (e.g., oral vs. written) or print size, or simply the provision of additional time or a distraction-free environment.

Other specific services are provided in response to individual needs.

Information for Parents Regarding Disability Services

DSS Parental Involvement Policy

The parent (or legal guardian) of a primary or secondary school student with a disability is an essential participant in school decisions about that child's disability-related needs. When that child enters the university, however, the parent no longer participates directly in the institution's decision-making process. The parent may continue to offer his or her son or daughter advice and support, but the student becomes solely responsible for communicating with university personnel about disability-related matters.

The University and Center for Academic Excellence staff is aware of the difficulty of the role change and welcome the opportunity to offer advice and general policy information to the parents of students with disabilities.

Policy

A student or prospective student who wishes to request disability accommodations or a formal review of disability documentation must submit a written and signed or in person request for such services. A request from a parent, a legal guardian, a clinician, a school official, or another third party will be accepted in lieu of a direct request from the student.

The University will not discuss the following with the parent or legal guardian of a student (term understood to include the prospective student) unless the student is present during the discussion and a signed release of information from the student is on file with the Center for Academic Excellence:

- The contents of a clinician's report or other documentation of disability
- Additional documentation needed to fulfill documentation requirements
- The status of the disability documentation review process or the results of that process
- A student's accommodation needs, approved disability accommodations or utilization of such accommodations, or the status of a student's request for accommodations and services
- A student's academic progress

However, a student may fill out a release of information form to permit the disabilities specialist to discuss issues with his or her parent(s)/guardian.

Family Educational Rights and Privacy Act ***(FERPA)***

In accordance with the Family Educational Rights and Privacy Act (commonly referred to as FERPA) the University has adopted the following policies and procedures to protect the privacy rights of students.

Definitions

The University uses the following definitions in this policy.

Student: any person who is enrolled or has attended the university.

Education records: any record maintained by the university which is directly related to a student, with the following exceptions:

1. Personal records kept by University employees that are in the author's sole possession and are not accessible or revealed to any other person.
2. Employment records unless the employment records are contingent on the fact that that the employee is a student (i.e. work-study students).
3. Records maintained by the Safety and Security Office solely for law enforcement purposes.
4. Records maintained by the Health Center.
5. Alumni records.

Location of Records

Following are the types of education records that the University maintains, their locations, and their custodians.

1. Admissions records, academic records, academic progress records, and advising records are located in the offices of Admissions and Records. The Registrar is the custodian for these records.
2. Financial Records are located in the Office of Financial Aid. The Director of Financial Aid is the custodian of these records.
3. Nonacademic Records are located in the Office of Student Development. The Vice President of Student Development is the custodian of these records.

Inspecting Education Records

A student may inspect and review his/her education records upon request to the appropriate record custodian. The student should submit in writing his/her request which identifies as precisely as possible the records he/she wishes to inspect. The custodian will make the necessary arrangements for access within 45 days after receipt of the written and will notify the student of the time and place where the records may be inspected.

Fees for Copies of Records

The fee for a transcript of the student's permanent University of Great Falls' academic record is \$3 per copy. The fee for copies of other education records is \$0.50 per page.

Right of the University to Refuse Access

The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Letters and statements of recommendation for which the student has waived his/her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend the University if that application was denied.
4. Education records containing information about more than one student; in which case the university will permit access only to that part of the record which pertains to the inquiring student.
5. Those records which are excluded from the FERPA definition of education records.

Right of the University to Refuse to Provide Copies

If the student has an unpaid financial obligation to the University, the University reserves the right to deny transcripts or other copies of records which are required to be made available under FERPA.

Disclosure of Education Records

The university will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have legitimate educational interest in the records.

A school official is:

- a. a person employed by the university in an administrative, supervisory, academic, research, or support staff position;
- b. a person elected to the Board of Trustees;
- c. a person employed by or under contract to the university to perform a special task, such as legal counsel or an auditor.

A school official has legitimate educational interest if the official is:

- a. performing a task that is specific in his/her job description or by a contract agreement;
 - b. performing a task related to the student's education
 - c. performing a task related to the discipline of a student;
 - d. providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks to enroll.
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
 4. In connection with a student's request for or receipt of financial aid, as needed to assess eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 6. To organizations conducting authorized studies for or on behalf of the university.
 7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Record of Requested for Disclosure

The University will maintain a record of all requests for and disclosures of information from a student's education records. The record will indicate the name of the party making the request and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

Directory Information

The University designates the following categories of student information as public or "directory information." This information may be disclosed by the institution at its discretion.

Student name (including previous names), current enrollment, dates of attendance, class standing, previous institution(s) attended, major field of studies, awards, honors, degree(s) title and date conferred, and full-time or part-time status, local and permanent address, telephone numbers, past and present participation in officially recognized sports and activities, including physical factors (height, weight of athletes).

Currently enrolled students may either give permission to release all directory information or decide not to disclose any of the directory information. To withhold disclosure, written notification is required on a Disclosure of Directory Information form, available in Registrar's Office. Directory information will be withheld indefinitely until the Registrar's Office receives, in writing, a revocation of the request for nondisclosure. The University will honor a request to withhold information but cannot assume responsibility to contact the student for subsequent permission to release. The University will not change the student's disclosure status until the student notifies the University in writing. Regardless of the effect upon the student, the institution assumes no liability as a consequence of honoring instructions that directory information be withheld. The

University assumes that failure on the part of any student to request specifically the withholding of directory information indicates approval for disclosure. If the student does not return the Disclosure of Directory Information form to the Registrar's Office by the specified date, the university will assume that implied permission has been granted to release all directory information.

Correction of Education Records

If a student believes that any information contained in his/her education records is inaccurate, misleading, or in violation of privacy rights, the student may request in writing that the responsible office amend the record. The student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of privacy rights. That office will reach a decision and inform the student in a reasonable amount of time after receiving the request. If the record's custodian refuses to amend the record, the student has the right to a hearing. This hearing will be conducted by a hearing officer appointed by the Provost and Vice President for Academic Affairs of the university. The hearing officer will be someone who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after the request for a hearing has been made. The hearing officer will notify the student, reasonably in advance, of the date, place, and time of the hearing.

The student will be afforded a fair opportunity to present evidence relevant to the issue raised. The student may be accompanied by one other person who is not an attorney. The hearing officer/board will make its decision in writing based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the hearing officer/board supports the complaint, the education record will be amended accordingly and the student will be informed. If the hearing officer/board decides not to amend the education record, the student has the right to place in his/her education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained.

Degree Requirements

Goals for Undergraduate Degrees

All students will acquire fundamental knowledge, skills, and dispositions during their careers at the University. The following overriding goals shape curricular decisions to ensure breadth and depth of content and experience and to encourage independent learning. They help create the context of a value-based liberal arts education and reinforce the university's Mission Statement including the Catholic University Identity Statement and the Core Values of Providence Health and Services.

University of Great Falls graduates engage the questions:

What does it mean to be human?

- recognize the inherent value and interrelatedness of all God's creation
- accept the inherent dignity of every person
- confirm and value cultural differences and similarities
- recognize that community is essential to being and becoming human
- demonstrate the responsibility to maintain and strengthen society by helping others and advancing justice
- apply positive values of aesthetic and creative expression.

What does it mean to participate in intellectual inquiry?

- participate in the search for truth and knowledge
- synthesize the cumulative wisdom of human inquiry, past and present as a means to enrich the future
- civilly question and challenge, and demonstrate an openness to being questioned and challenged, in pursuit of the common good
- think critically and creatively, analyze situations and proposals accurately; identifying issues, arguments, conclusions and the validity of alternative positions

What does it mean to "make a living" and to live as a productive human being?

- communicate clearly and effectively in multiple modes of discourse
- identify problems and articulate appropriate solutions
- accept the consequences of their decisions and actions
- commits to active participation in their chosen field of endeavor
- demonstrate expertise in a specific concepts or areas of study
- validate the importance of personal health.

What does it mean to participate in the spiritual and religious dimensions of life?

- explore religious world views and value systems and their implications for living
- contemplate spirituality, the meaning of God, religion, and the gospel of Jesus Christ and the importance of these for living
- further God's work of reaching out to humanity
- make sound moral judgments
- recognize the Christian and Catholic traditions.

Bachelor's Degree Requirements

To earn a bachelor's degree from the University of Great Falls, a student must:

1. Complete a minimum of 128 credits.
2. Maintain a cumulative University of Great Falls grade point average of 2.00 or higher.
3. Complete the University of Great Falls Core Curriculum.
4. Complete a major. All courses used to complete the requirements of a major, minor, or concentration must have a grade of C or better. Some majors may require completion of a minor or concentration.
5. Complete thirty of the last forty semester hours of coursework at the University of Great Falls. Students enrolled in an approved Servicemembers Opportunity Colleges Army Degree (SOCAD) program may satisfy the academic residency requirements with coursework taken at any time during their enrollment at the University.
6. Complete a minimum of 40% or 15 credits of their major (whichever is greater) and a minimum of 40% of their minor in residency at the University of Great Falls. Completion of credits within a concentration will not count toward residency in the major. This requirement does not apply to those completing an approved major or minor in University Studies.
7. Complete at least thirty-two credits in upper division coursework (courses numbered 300 or higher), at least sixteen of which must be from the University of Great Falls. (Students should complete at least twelve of these thirty-two credits in coursework outside the student's major, minor or concentration.)
8. Apply for graduation in accordance with the prescribed deadlines.
9. Comply with all University policies, rules, and regulations.
10. Pay all indebtedness to the University.

Bachelor's Degree Core Curriculum

The Core Curriculum at the University of Great Falls promotes the High Standards of the Catholic Intellectual Tradition. It is designed to assist students in exploring the following key concepts:

1. The ability and habit of critical thinking
2. The importance of creative expression
3. The interconnectedness of all knowledge
4. A sense of community and civic responsibility
5. The acquisition of the content and methodology of the major areas of knowledge – the humanities and the fine arts, the natural sciences, mathematics, and the social sciences.
6. The importance of spiritual and ethical values
7. An exploration of key questions central to human growth and development:

What Does it Mean to be Human?

What is Truth?

What is the Common Good?

Corps of Discovery (2 credits)

A two semester experiential program designed to assist students in discovering themselves and the world around them as well as fostering professional, emotional, spiritual and intellectual growth.

1. **1 credit**
COD 101 Corps of Discovery
2. **1 credit**
COD 102 Corps of Discovery

Note: Required of all first year, full time, on campus students. Part time students, distance students and students transferring in with 27 or more credits are exempt.

Basic Skills (0-11 credits)

Courses in this area are designed to bring students up to skill levels required to begin university level work. Students who demonstrate proficiency in any or all of these areas, through high school course work, transfer courses, proficiency exams or other means may be allowed to waive some or all of these requirements.

1. 3 credits

ENG 111 Writing Sentences and Paragraphs

Note: ENG 111 is waived for students with at least an 81 on the Compass test, a 22 on the English section of the ACT or a 520 on the writing section of the SAT (effective Spring 2012).

2. 6 credits

MTH 100 Essential Math Skills and/or
MTH 105 Introduction to Algebra

Note: MTH 100 is waived with a score of 22 on the mathematics portion of the ACT, a 520 on the mathematics portion of the SAT or with a 62 on the pre-algebra portion of the Compass test. MTH 105 is waived with a score of 51 or higher on the algebra portion of the Compass test. Students can waive both MTH 100 and MTH 105 with successful completion (grade of C or higher) of one year of high school algebra.

3. 3 credits

CPS 105 Essentials of Computers

Note: Students may waive this requirement via a computer based test and with a minimum score of 70%.

Foundation Skills (15 credits)

These courses provide students with minimum competencies needed for higher education, expose them to essential subject areas and their methodologies and introduce them to the practice of critical thinking and creative expression.

1. 3 credits

ENG 117 Writing Essays

Note: Transfer students with equivalent ENG 117 credit may be encouraged to repeat ENG 117 prior to enrolling in a 300+ level writing course.

2. 3 credits

MTH 108 Elementary Statistics or
MTH 252 Statistical Methods for the Sciences

3. 3 credits

COM 101 Fundamentals of
Speech Communications

4. 3 credits

CPS 110 Conquering the Digital Divide

5. 3 credits

TRL 200 Fundamentals of Christian Theology

Great Questions (12 credits)

These courses are specifically designed to illustrate the interconnectedness of knowledge, foster critical thinking and creative expression, explore ethical issues and aid students in the acquisition of methodology and content knowledge. Taken together the three courses pose answers to the questions “*What Does it Mean to be Human? What is Truth? What is the Common Good?*”

1. 4 credits

ILC 130x What Does it Mean to be Human

Note: This course is waived for students who transfer to UGF with more than 27 earned credits.

2. 8 credits

ILC 330x What is Truth
ILC 350x What is the Common Good

Note: Students who transfer to UGF with 83 or more earned credits are required to complete only ILC 330 OR ILC 350.

Upper Division Writing 3 credits

All students at the University of Great Falls must take an upper division writing class as a requirement of graduation. Students may choose which course they wish to take to fulfill this requirement unless a particular course is specified by their major.

ENG 300-319 Upper Division Writing

Exploring the Liberal Arts (13 credits)

Exploration credits provide students with additional opportunities to examine the methods, contents and relevance of the liberal arts through purpose designed courses that showcase specific disciplines and demonstrate their connections to daily life.

One course must be taken from each of the four categories. **Courses in the student's major fields MAY NOT be counted towards the student's exploration requirement** but may be counted towards the major (at the discretion of the Major program) or towards completion of general elective credits.

Fine Arts 3 credits

Courses in this category both enhance students' aesthetic appreciation and allow students to explore the creative process as it relates to visual, literary and performing arts. Students must complete one of the following:

ART 112FA Exploring Visual Art
ART 115FA Studio Art Experience
DRM 112FA American Theater
and Media Arts Traditions
DRM 120FA Performance-Based Theatrical
Expression
ENG 209FA Intro to Creative Writing
MUS 110FA Appreciation of Music of Western
Civilization
MUS 115FA Musical Expression through
Performance

Humanities 3 credits

Courses in this category study the human condition, using methods that are primarily analytic, critical, or speculative. Students must complete one of the following:

ENG 215HU Intro to Literary Studies
HST 110HU Contemporary Issues in History
PHL 110HU Intro to Western Philosophy
PHL 210HU Thinking Logically
TRL 110HU Christianity and World Religions

Social Sciences 3 credits

Courses in this category study human society and individual relationships within society as well as provide students with the cognitive and intellectual skills to succeed in the modern world. Students must complete one of the following:

ACC 110SS What the Numbers Mean
BUS 110SS Financial Health
PLS 110SS We, The People:
An Intro to Political Science
HPE 110SS Wellness Perspectives
PSY 110SS Understanding People
SOC 110SS The Real World:
An Introduction to Sociology

Experimental Science 4 credits

Courses in this category must include an experience in the laboratory, classroom, or the field that allows students to engage in the scientific process by designing experiments, recording their data, analyzing their results, and discussing their findings. Students must complete one of the following:

BIO 110ES The Living Environment
BIO 115ES Environmental Ecology
CHM 110ES Chemistry in Context
GSC 110ES Contemporary Physical Sciences
SCS 210ES Exploring the Social World

Travel Option

Exploring the Liberal Arts (ELA) requirements may be met through travel courses. Courses intended for such will be designated TRV 110, FA, SS, HU, or ES depending upon which area (Fine Arts, Social Sciences, Humanities or Experimental Sciences) they fulfill. Department specific travel courses which also satisfy ELA requirements will be noted with a section identifier of "T." Courses may have a limited number of sessions prior to travel. Travel will normally take place during breaks within and between semesters.

Associate's Degree Requirements

To earn the associate degree in science (A.S.) from the University, a student must:

1. Complete a minimum of 64 credits.
2. Maintain a cumulative University of Great Falls grade point average of 2.00 or higher.
3. Complete the associate degree Core Curriculum.
4. Complete an area of specialization. All courses used to complete the specialization must have a grade of C or better.
5. Complete at least twenty of the final thirty semester hours of coursework at the University of Great Falls. Students enrolled in approved Service members Opportunity College Army Degree (SOCAD) program may satisfy the academic residency requirement by completing at least sixteen semester hours at the University at any time during their enrollment.
6. Complete a minimum of 40% or 15 credits of their major (whichever is greater) in residency at the University of Great Falls.
7. Apply for graduation in accordance with the prescribed deadlines.
8. Comply with all University policies, rules, and regulations.
9. Pay all indebtedness to the University.

Associate's Degree Core Curriculum

Corps of Discovery **2 credits**
COD 101 Corps of Discovery I **and**
COD 102 Corps of Discovery II

Note: Required of all first year, full time, on campus students. Part time students, distance students and students transferring in with 27 or more credits are exempt.

Basic Skills **0-11 credits**
ENG 111 Writing Sentences and Paragraphs **and**
MTH 100 Essential Math Skills **and/or**
MTH 105 Introduction to Algebra **and**
CPS 105 Essentials of Computers

Note: Some or all of the Basic Skills courses may be waived with applicable test scores. Please see pages xxxvii for additional information.

Foundation Skills **15 credits**
ENG 117 Writing Essays **and**
MTH 108 Elementary Statistics **or**
MTH 252 Statistical Methods for the Sciences **and**
COM 101 Fundamentals of
Speech Communications **and**
CPS 110 Conquering the Digital Divide **and**
TRL 200 Fundamentals of Theology

Great Questions **4 credits**
ILC 130x What Does It Mean to be Human

Exploring the Liberal Arts **13 credits**
Fine Arts **and**
Humanities **and**
Social Sciences **and**
Experimental Science

Note: Please see the previous page for a complete list of courses that may be used to fulfill individual components of the Exploring the Liberal Arts requirement.

University Library

Located in the middle of campus, the University Library provides research facilities for University students, faculty, and staff. The library's collections contain about 95,000 books, journals, DVDs and other materials.

The Library has 9 public computers and a computer classroom with 13 computers. The classroom is available for student use when classes are not using it. The Library also has laptops that can be checked out to students for short term loans. The library participates in OMNI, a shared catalog, that lists all books and other materials owned by the library, as well as materials owned by all OMNI members including MSU-Bozeman, MSU-Billings, etc.

The library provides access to many electronic resources including the Montana Library Network databases from Ebsco. Other databases include Criminal Justice Periodical Index, WestLaw Campus, eBrary, ProQuest Biology Journals, MLA Bibliography and PsycArticles. These databases provide full-text access to more than 53000 journals, 77,000 ebooks and other electronic resources. You can use your UGF ID to access these databases from off campus.

The Library's hours are posted in the library and on the Library website at: <http://www.ugf.edu/Library/tabid/77/Default.aspx>.

Distance Learning Program

The University has been meeting the learning needs of off-campus students since 1979 through its pioneering distance learning program. With the advances in Internet technology, the University is now able to serve students anywhere in the world.

Distance learning provides college credit courses and degrees to people who cannot pursue undergraduate or graduate study in a traditional on-campus setting. The Telecom/LearnLinc system combines recorded lectures with live interactive Internet communication between instructor and students, saving students travel time and relocation expenses. The Telecom/LearnLinc distance learning program offers a very personal and interactive experience for both students and instructors.

In addition to the Telecom/LearnLinc system, the University also utilizes the Moodle platform to offer Web-based distance learning courses which do not require live attendance. This asynchronous teaching method is very adaptable for students who cannot commit themselves to a particular day and time for class sessions.

The following degrees are available via distance learning:

Associate Degrees

Addictions Counseling
Criminal Justice
Paralegal Studies

Bachelor Degrees

Criminal Justice
Legal and Paralegal Studies*
Psychology*
Sociology
Theology and Ministry

Minors and Concentrations

Addictions Counseling
Criminal Justice
Psychology
Theology and Ministry

**Students may be required to attend weekend sessions on campus to fulfill degree requirements. Students should consult with their advisor to determine if limited travel will be required.*