

# JAKE JABS COLLEGE OF BUSINESS & ENTREPRENEURSHIP

## APPLICATION FOR ADMISSION

*Rolling application processing begins on the first day of advising and ends on the 10th class day of each semester.*

In order to maintain accreditation standards of academic excellence and to promote success in upper-division business courses, the Jake Jabs College of Business & Entrepreneurship (JJCBE) requires all business students meet the following criteria to be admitted to upper division:

- 2.50 cumulative MSU GPA
- C- or better in business pre-core courses [see list below]
- Junior standing (60 credits)

**Admission is required for business majors for enrollment in all JJCBE required & elective upper-division option courses.**

**Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Option (ACCT, FIN, MGMT, MKTG):** \_\_\_\_\_

**Consider my application:** (check one)

**For EARLY ADMISSION** (currently have current GPA of 2.50 or higher)

- Last pre-business courses currently in-progress.
- Will have completed all admission requirements by the end of the current semester.

**END of SEMESTER for PROVISIONAL ADMISSION** (see reverse for details)

- Pre-business courses to be completed next semester: \_\_\_\_\_ (max 2)
- Provisional memo must be attached to this application (see reverse for instructions).
- Provisional admission will not be granted for students who do not meet the 2.50 GPA requirement.

**END of SEMESTER for FULL ADMISSION**

- Current GPA below 2.50, but expected to be 2.50 or higher by end of semester.
- All admission requirements will be completed by the end of the current semester.

**ADMISSION REQUIREMENTS:** Using DegreeWorks, complete the following prior to meeting with your advisor.

Completion of Business Pre-Core Courses			
Course	Grade	Course	Grade
BGEN 194/104US or BGEN 204		BMGT 205	
ACTG 201		BMIS 211	
ACTG 202 (not req for FIN)		ECNS 101IS	
ACTG 223 (ACCT & FIN only)		ECNS 202	
M 161Q		ECNS 204IS	
STAT 216Q		BMGT 240IS or STAT 217	

**Junior Standing** (completion of 60 credits)

\_\_\_\_\_ Total credits *earned* to date

\_\_\_\_\_ Credits *enrolled* in this term

\_\_\_\_\_ Total *at end* of this semester

\_\_\_\_\_ **MSU cumulative GPA**

A minimum 2.50 cumulative MSU GPA is required. Applications from students with a GPA below 2.50 will not be considered for full or provisional admission.

My signature on this form acknowledges that I understand if my application is denied I will not be able to register for upper-division option courses or if I fail to meet all the admission requirements by the end of the \_\_\_\_ 20\_\_ semester, I will be dropped from any upper-division courses for which I am registered.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applications without advisor signature will not be processed.

### OFFICE USE ONLY

**Admission Standards:** \_\_\_\_\_ **Term:** \_\_\_\_\_

\_\_\_\_\_ **Junior Standing**

\_\_\_\_\_ **2.50 cumulative GPA**

\_\_\_\_\_ **C- or better in Pre-Core**

- Early Admission
- Full Admission
- Denied
- Provisional Admission

## **APPLYING FOR PROVISIONAL ADMISSION**

### **What is provisional admission?**

Provisional admission means that you are missing one of the requirements for admission, but would like to take an upper-division option course which requires admission next semester while you complete your remaining pre-business course.

### **When is it granted?**

Applications for provisional admission will be considered on a case-by-case basis. Provisional Admission is granted for one term and only once per student; all admission requirements must be met at the end of the provisional term.

### **The following parameters must be met to apply for provisional admission:**

- No less than 57 earned credits; junior standing must be obtained at the end of the provisional term.
- Completion of all pre-business courses with the exception of no more than two non-sequential courses; courses must be completed with 'C-' or better during the provisional term.
  - Non-sequential means the courses cannot have a pre-requisite relationship like STAT 216 and BMGT 240/STAT 217.
- Pre-requisite(s) for the upper-division option course(s) you want to take have been met.
- Minimum 2.50 cumulative MSU GPA.

### **How do I apply?**

1. Check the box on the front of this application stating that you want to be considered for provisional admission.
2. Note which upper-division option course(s) you want to take next semester on the front of this application.
3. Attach a memo to this application addressing the following:
  - \* Why provisional admission is necessary to keep you on track for graduation.
    - Be specific and include all the courses you plan to take next semester and when you expect to graduate.
  - \* Your specific plans for coming into compliance with the standards for full admission by the end of your provisional term (when will you complete your remaining pre-core courses).

*Provisional admission applications will not be considered without the memo.*

### **When will I be able to register for upper-division option courses?**

Requests for provisional admission will be considered at the end of the semester after grades have posted and official GPA has been calculated. If you are granted provisional admission, you will be notified via email the week after final exams, and you will be able to register for classes at that time.

### **What if I do not meet the requirements during my provisional term?**

If you are granted provisional admission for next semester, and do not pass your remaining pre-core course(s) with 'C-' or better, and/or your cumulative GPA dips below 2.50, your provisional admission will expire and you will need to reapply for full admission when you meet all the requirements. *Provisional Admission is granted for one term and only once per student.*

## **Confused? Questions? We can help!**

If you have questions about any part of the Admission Process contact the JJCBE Office of Student Services: [business@montana.edu](mailto:business@montana.edu), 406-994-4681 or Jabs 124.

