JAKE JABS COLLEGE OF BUSINESS & ENTREPRENEURSHIP
APPLICATION FOR FORMAL 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 formally admitted to upper division:

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGEN 194/104US or BGEN 204</td>
<td></td>
<td>BMGT 205</td>
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<tr>
<td>ACTG 201</td>
<td></td>
<td>BMIS 211</td>
<td></td>
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<tr>
<td>ACTG 202 (not req for FIN)</td>
<td></td>
<td>ECNS 101IS</td>
<td></td>
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<tr>
<td>ACTG 223 (ACCT &amp; FIN only)</td>
<td></td>
<td>ECNS 202</td>
<td></td>
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<tr>
<td>M 161Q</td>
<td></td>
<td>ECNS 204IS</td>
<td></td>
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<tr>
<td>STAT 216Q</td>
<td></td>
<td>BMGT 240IS or STAT 217</td>
<td></td>
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</tbody>
</table>

- **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: ____________________

The above student and I have discussed this application.

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

- **Term:**
  - Early Admission
  - Full Admission
  - Denied
  - Provisional Admission
APPLYING FOR PROVISIONAL ADMISSION

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

When is it granted?
On a case-by-case basis, applications requesting provisional admission will be considered. Provisional Admission is granted for one term and only once per student; all formal 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-core 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.
- You have the pre-requisites for the upper-division option course(s) you want to take.
- Minimum 2.50 cumulative MSU GPA. No exceptions.

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:
   4. Why you want provisional admission,
   5. 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),
   6. Which class(es) requiring formal admission you wish to take during your provisional term, and
   7. 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.

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 finals, 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 Formal Admission Process contact the JJCBE Office of Student Services: business@montana.edu, 406-994-4681 or Jabs 124.