



ROCKY
MOUNTAIN
COLLEGE

**Catalog
2022-2023**

Every effort has been made to ensure that this catalog is accurate and current. Information in the catalog is correct according to information available to Rocky Mountain College administration at the time of publication. Rocky Mountain College reserves the right at any time to withdraw courses, change fees, policies and calendars, regulate admission and graduation requirements, and any other regulations affecting the student body. Changes shall become effective whenever the proper authorities so determine and shall apply not only to prospective students, but also to those who at the time are matriculated in the College.

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2022-2023 Academic Calendar

Fall Semester 2022

Validation must be completed (confirm attendance and make payment arrangements or a \$50 fine will be charged)	August 1, 5:00 p.m.
Classes begin	August 15
Last day to add a course	August 22
Last day to drop a course with no record on transcript	August 26
Labor Day, no classes	September 5
Midterm grades due in the Office of Student Records	September 23, noon
Fall break	October 3-4
Advising begins for winter and spring registration	October 10
Last day to drop a course with a grade of "W" on transcript	October 14
Online registration for Winter 2022 and Spring 2023 opens	October 31
Veterans Day, no classes	November 11
Last day of classes	November 15
Final examinations	November 16-22
Final grades due in the Office of Student Records	December 2, 5:00 p.m.

Winter Session 2022

Classes begin. Validation must be complete (confirm attendance and make payment arrangements). After this time, late penalties will be in effect (courses deleted and a late fee charged).	November 28
Last day to add a course. Last day to drop a course with no record on transcript.	November 30
Last day to drop a course with a "W" on transcript	December 9
Last day of classes	December 16
Final grades due in the Office of Student Records	December 23

Spring Semester 2023

Validation must be completed (confirm attendance and make payment arrangements or a \$50 fine will be charged)	December 10, 5:00 p.m.
Classes begin	January 11
MLK Day, no classes	January 16
Last day to add a course	January 18
Last day to drop a course with no record on transcript	January 25
No classes	February 6
Spring break	March 2-6
Midterm grades due in the Office of Student Records	March 3, noon
Advising begins for summer and fall registration	March 7
Last day to drop a course with a grade of "W" on transcript	March 10
Online registration for Summer 2023 and Fall 2023 opens	March 27
Easter break	April 7-10
Last day of classes	April 21
Final examinations	April 24-28
Commencement	April 29
Final grades due in the Office of Student Records	May 5, 5:00 p.m.

Summer Session 2023

Session 1	May 8 – May 26
Classes begin. Validation must be complete (confirm attendance and make payment arrangements). After this time, late penalties will be in effect (courses deleted and a late fee charged).	May 8
Last day to add a course. Last day to drop a course with no record on transcript	May 10
Last day to drop a course during Session 1 with a “W” on transcript	May 19
Last day of classes	May 26
Final grades due in the Office of Student Records	June 2, noon
Session 2	May 30 – June 19
Classes begin. Validation must be complete (confirm attendance and make payment arrangements). After this time, late penalties will be in effect (courses deleted and a late fee charged).	May 30
Last day to add a course. Last day to drop a course with no record on transcript.	June 1
Last day to drop a course during Session 2 with a “W” on transcript	June 9
Last day of classes	June 19
Final grades due in the Office of Student Records	June 26, noon
Combined Session	May 8 – June 19
Classes begin. Validation must be complete (confirm attendance and make payment arrangements). After this time, late penalties will be in effect (courses deleted and a late fee charged).	May 8
Last day to add a course. Last day to drop a course with no record on transcript.	May 10
Memorial Day, no classes	May 29
Last day to drop a course during Combined Session with a “W” on transcript	June 9
Last day of classes	June 19
Final grades due in the Office of Student Records	June 26, noon

Master of Accountancy Academic Calendar

See 2022-2023 Academic Calendar: Fall and Spring

Master of Physician Assistant Studies Academic Calendar

Summer Term 2022

Classes begin	June 27
Independence Day, no classes	July 4
Last day of classes	August 5

Fall Semester 2022

Classes begin	August 15
Labor Day, no classes	September 5
Midterm break	October 20-21
Veterans Day, no classes	November 11
Thanksgiving break	November 23-25
Last day of classes	December 9

Spring Semester 2023

Classes begin	January 2
MLK Day, no classes	January 16
President's Day, no classes	February 20
Midterm break	March 13-17
Easter break	April 7-10
Last day of classes	May 1

Summer Semester 2023

Classes begin	May 8
Memorial Day, no classes	May 29
Independence Day, no classes	July 4
Last day of classes	August 4

Master of Educational Leadership Academic Calendar

Fall Semester 2022

Initial seminar at Rocky Mountain College	August 1-5
Classes begin	August 8
Applications for May 2023 graduation due	September 10
Last day of classes	December 20
Final grades due	January 3

Spring Semester 2023

Classes begin	January 10
Baccalaureate	April 28
Commencement	April 29
Capstone seminar at Rocky Mountain College	June 5-9
Last day of classes	June 9
Final grades due	June 16

Doctor of Occupational Therapy Academic Calendar

Fall Semester 2022

Classes begin	August 29
Labor Day – no classes	September 5
Fall break – no classes	September 30
Fall break – no classes	October 3
Veterans Day – no classes	November 11
Thanksgiving break -	November 23-25
Last day of classes	December 16

Spring Semester 2023

New Student Orientation	January 6
Classes begin	January 9
MLK Day – no classes	January 16
Spring break – no classes	March 2-6
Easter break – no classes	April 7-10
Last day of classes	May 5

Summer Semester 2023

Classes begin	May 15
Memorial Day – no classes	May 29
Independence Day – no classes	July 4
Last day of classes	July 14

Doctor of Medical Sciences Academic Calendar

Summer Term 2022

Classes begin	July 5
Last day of classes	September 23

Fall Term 2022

Classes begin	October 3
Last day of classes	December 23

Winter Term 2023

Classes begin	January 2
Last day of classes	March 24

Spring Term 2023

Classes begin	April 3
Last day of classes	June 23

Summer Term 2023

Classes begin	July 3
Last day of classes	September 22

Fall Term 2023

Classes begin	October 2
Last day of classes	December 22

History of Rocky Mountain College

Rocky Mountain College is the oldest college in Montana. In 1877, a small group of Methodists met in Bozeman to establish a school in a principal area of the Montana Territory. The committee included former Governor Benjamin J. Potts and minister-missionary Brother William Van Orsdel. The committee encountered roadblocks along the path to success, so a contingent from Deer Lodge, Montana, decided to establish the Montana Collegiate Institute in 1878 with three faculty, about two dozen students, and tuition of only \$15 to \$25.

Four years later, the Presbyterian Church assumed control and chartered the College of Montana with three brick buildings and an initial student population numbering 160. Meanwhile, in 1889, the Methodist Episcopal Church opened Montana University, later changed to Montana Wesleyan University, located in Helena. The assets, organizations, and traditions, of these Presbyterian and Methodist institutions merged in 1923 under the aegis of Intermountain Union College in Helena. In 1904, two decades prior to the founding of Intermountain Union College, two brothers from Maine, Lewis T. and Ernest T. Eaton, leased the abandoned campus at the College of Montana and renamed it the Montana College and School of Manual Arts. In 1908, the brothers moved to Billings and established the Billings Polytechnic Institute, using the same blend of practicality, cultural arts, and civic and religious training of youth in its curriculum. Earthquakes seriously damaged the Intermountain Union College buildings in 1935, and after a brief move to Great Falls, Intermountain Union College accepted an invitation to relocate on the campus of Billings Polytechnic Institute, which had merged with the Billings Business College in 1927. As affiliates, the institutions developed integrated programs and then merged into a single college in 1939, later renamed Rocky Mountain College in 1947 by student vote.

Since the merger of Intermountain Union College and Billings Polytechnic Institute in 1947, Rocky Mountain College has had the following presidents as leaders:

William D. Copeland – 1947-1951
Herbert W. Hines – 1951-1958
Philip M. Widenhouse – 1958-1966
Lawrence F. Small – 1966-1975
Bruce T. Alton – 1975-1986
James J. Ritterskamp – 1986-1987
Arthur H. DeRosier, Jr. – 1987-2002
Thomas R. Oates – 2002-2005
Michael R. Mace – 2005-2012
Robert J. Wilmouth – 2013-Present

Mission

Rocky Mountain College educates future leaders through liberal arts and professional programs that cultivate critical thinking, creative expression, ethical decision-making, informed citizenship, and professional excellence.

Core Themes

Academic Excellence

Rocky Mountain College creates a culture of learning by providing distinctive academic programs designed and executed by outstanding faculty. The College is committed to the liberal arts and sciences as the basis for all academic development and as the foundation of the student experience. This commitment directs the College's core curriculum requirements and the expectations of students engaged in the various disciplines. Graduates possess knowledge and the abilities that promote professional excellence and lifelong learning through the combination of programs in the traditional liberal arts and sciences with professions-oriented disciplines.

Transformation Learning

Rocky Mountain College embraces its role as a transformational agent in the lives of students and elevates them educationally, economically, socially, and culturally. The College promotes the development of the whole person to maximize students' human and leadership potential. The College, more than the sum of its curricula and programming, affords students opportunities to engage in a wide range of curricular, co-curricular, and extracurricular opportunities enhancing the student experience.

Shared Responsibility and Stewardship

Rocky Mountain College strives to be the embodiment of its mission. By serving as a capable steward of resources and by employing a participative and effective governance model, the College demonstrates application of the concepts expressed in its mission. Specifically, the College strives to engage in informed and ethical decision-making through the application of best practices as a means to promote organizational development and excellence. In short, the College endeavors to manifest the ideals of critical thinking, ethical decision-making, informed citizenship (from an organizational perspective), and professional (organizational) excellence. In doing so, the College models abilities, dispositions, and behaviors expected of students.

Accreditation

Rocky Mountain College is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981) and by the Office of Public Instruction for the State of Montana for the preparation of elementary and secondary teachers. The aviation program is accredited by the Aviation Accreditation Board International (AABI).

Physician Assistant Program

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Rocky Mountain College Physician Assistant Program sponsored by Rocky Mountain College. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2027. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Occupational Therapy Program

The Rocky Mountain College entry-level occupational therapy doctoral program has applied for accreditation and was granted Candidacy Status on August 14, 2018, by the Accreditation Council for Occupational Therapy Education (ACOTE) or the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is: www.acoteonline.org. The program must have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

OTD Accreditation Timeline

The Rocky Mountain College entry-level doctoral degree program in occupational therapy was granted full accreditation status for 7 years in August 2021, by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is: www.acoteonline.org. The program's interim report will be due in Spring 2024 and the next on-site evaluation will be scheduled within academic year 2027-28.

For current accreditation status and additional program information, see program website at www.rocky.edu/otd.

Character Review and Eligibility to sit for the NBCOT Exam

All students should review the requirements for certification by the National Board for Certification in Occupational Therapy (NBCOT) prior to applying to the OTD program (<https://www.nbcot.org/en>). Applicants should view the Character Review (<http://www.nbcot.org/en/Students/Services#CharacterReview>) to determine need for a character review prior to admission to the OTD program. Qualified candidates identified as requiring a Character Check by the NBCOT will be required to complete an Early Determination Review prior to admission to the OTD Program. A student may be conditionally accepted into the Program with a spot held for the student and admission is granted upon a positive review in which the student would be eligible for certification by NBCOT. This will ensure students do not enroll in the OTD Program if they are ineligible to take the National Board Exam to become a registered occupational therapist. Students are also required to review state licensure laws prior to admittance to determine eligibility for licensure upon completion of the OTD program and successful completion of the NBCOT Examination.

Note: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Church Relations

Rocky Mountain College is historically related to the United Church of Christ, the United Methodist Church, and the Presbyterian Church (USA) – denominations traditionally committed to the pursuit of knowledge, religious tolerance and free inquiry, and to such values as service, community, and character. These denominational relationships have helped to inform the mission and core themes of the College and are apparent in the College's mission to educate future leaders through liberal arts and professional programs that cultivate critical thinking, creative expression, ethical decision-making, informed citizenship, and professional excellence. Additionally, the College promotes the development of the whole person and provides opportunities to enhance student's intellectual, emotional, physical, and spiritual growth both on campus and through connections in the local and global community.

Today, our denominational relationships are most directly reflected through the Chaplain and Office of Spiritual Life. The mission of the Chaplain, to provide for the spiritual growth and well-being of the members of the RMC community, includes offering presence and programs that address students as whole persons, serving as a resource for the larger campus community, and maintaining denominational relationships. Primary objectives include creating a safe and welcoming environment for exploring faith, providing opportunities for putting faith and social justice into action, and supporting faith that is integrated with intellectual pursuits. Programming also includes spiritual care and support for all members of the campus community, collaborative projects with other RMC offices, as well as opportunities for worship and spiritual inquiry, growth and practice.

We celebrate our church-related heritage. The early influence of three distinct religious denominations has resulted in a learning community distinguished by thoughtful inquiry, ethical decision-making, and active citizenship. All faith traditions are welcome at Rocky Mountain College, and the spirituality, convictions, and questions of all are respected.

The Campus

The campus of Rocky Mountain College occupies approximately 60 park-like acres in a residential section of Billings. Deciduous and evergreen trees, shrubs, and perennials make the campus particularly welcoming.

Rocky Mountain College has been awarded a Level I Arboretum Accreditation by The ArbNet Arboretum. The College has also been recognized as an accredited arboretum in the Morton Register or Arboreta, a database of the world's arboreta. Rocky Mountain College's campus includes a variety of native trees and plants. Currently, there are only four arboreta in the state, only two of which are accredited.

Alden Hall, 1937: This attractive stone and stucco building, the gift of the Alden Trust and founded by the late George Alden of Worcester, Mass., served as a residence hall for men until 1973. Currently, it houses faculty offices and the Institute for Peace Studies.

Anderson Hall, 1970; 1998: A more traditional residential college experience, Anderson Hall is co-educational by floor and maintains a community-driven environment, housing up to 84 students with shared restroom facilities, laundry rooms, and kitchenette on each floor. Rooms are designed for two students with approximately 151 square feet and include a built-in dresser/wardrobe, desk, chair, twin bed, and Internet connection for each student. Triple, single, and small single rooms have limited availability. Yoder Lounge, a comfortable space for study, computer use, and relaxation connects Anderson to Widenhouse Hall. Anderson Hall is named for Lula Anderson, a member of the first graduating class of Billings Polytechnic Institute.

Aviation Hall, 1989; 2012: Located on the corner of Rimrock Road and Augusta Lane, Aviation Hall houses the aviation program.

Bair Family Center for the Sciences, 1981: Named for the family of Montana pioneer and rancher, Charles M. Bair, the Bair Science Center was Rocky Mountain College's first major science facility, housing the biology, chemistry, computer science, geology, mathematics, and physics departments, as well as the Nuclear Magnetic Resonance (NMR) Spectrometer. The facility was made possible by a major gift from Alberta M. Bair, daughter of Charles M. Bair, together with gifts from other donors to the Second Century Fund. Renovation of the Bair Science Center is planned as part of a multi-phase expansion project that includes construction of the Charles Morledge Science Building.

Bair Family Student Center, 1961, 1997: Located north of the RMC Green in the center of campus, this structure houses various campus offices, programs, and amenities for students, including the dining room, bookstore, game room Fraley Lounge, campus mail services, campus safety, and the offices of student government and student life. The building has been extensively expanded and remodeled.

Billings Studio Theatre, 1971: This 260-seat auditorium was built in cooperation with the Billings Studio Theatre community drama group and affords an excellent facility for dramatic productions.

Charles Morledge Science Building, 2018: Located to the west of the Bair Family Center for the Sciences, this three-story, 32,972-square-foot building was constructed to accommodate the College's expanding science programs and provide students and faculty with new state-of-the-art classrooms and laboratories. The facility was designed according to

LEED (Leadership in Energy and Environmental Design) standards, contributing to the College's continued efforts to promote energy conservation and environmental sustainability. The new building constitutes the initial phase of a multi-phase expansion of the Bair Science Center.

Conner Hall, 2020: Renovated in 2020, Conner Hall is named in honor of Rev. Cloyd and Mrs. Pearl Conner for their service and advocacy on behalf of Rocky Mountain College. Located at 2411 Village Lane, the building houses the entirety of the PA program including its academic, administrative, and clinical functions.

DeRosier Educational Resource Center, 1958; 1999: This building houses the Paul M. Adams Memorial Library, classrooms, and a distance learning center. The library, the largest part of the Educational Resource Center, contains a collection of over 85,000 books and periodicals accessible via the library's computer catalog. The Educational Resource Center also houses the Alice Giddings King Memorial Archives, the College's Heritage Archives, and collections belonging to the United Methodist Church and the United Church of Christ.

Eaton Hall, 1909: Originally known as Science Hall, this building, the gift of a group of pioneer businessmen in Billings, houses administrative offices. The hall is named for the founders of Billings Polytechnic Institute, Lewis T. and Ernest T. Eaton.

Flight Training Operations, 2007: The Aeronautical Science program's presence at Billings Logan International Airport provides close access to flight training and Class C airport operations.

Fortin Education Center, 1969: Fortin Education Center houses several academic programs, an arena, auxiliary exercise areas, a swimming pool, a health suite, a large lecture hall, classrooms, laboratories, and offices for faculty and administrators. It is named for Philip Fortin, a Billings businessman and philanthropist.

Jorgenson Hall, 1964; 1998: Available to students with junior or senior standing or students 21 years-of-age or older, Jorgenson Hall offers double occupancy, apartment-style rooms with private entrances. Each double occupancy unit is 728 square feet and is offered unfurnished, but comes equipped with a full kitchen and bathroom. Amenities include a full-sized refrigerator/freezer, stove/oven, double sink, heating, and air conditioning. Local phone, Internet, and laundry facilities are also available.

Losekamp Hall, 1917: This sandstone building, in a modified Collegiate Gothic style, was a gift of the late John D. Losekamp, a pioneer merchant of Billings. It houses the music and theatre arts programs and the Ruth and Vernon F. Taylor Auditorium, which is used for drama productions, recitals, and other special events. Losekamp Hall houses studios, practice rooms, and classrooms.

Morledge-Kimball Hall, 1914; 2009: This stone and stucco building, part of which formerly served as a residence hall for women, was named for the principal donors, the Morledge Family of Billings Montana, and the late Mrs. Flora Kimball of Portsmouth, N.H. This lovely facility houses 22 faculty offices and seven classrooms.

Prescott Hall, 1916; 2001: This stone building was erected through the generosity of the late Amos L. Prescott of New York City. Before 1961, it served as the College's dining hall. Extensive renovation and expansion were completed in Fall 2001. It currently houses administrative offices and serves as a gathering place for the campus community.

Rimview Hall, 2004: Designed for a more independent living environment, Rimview Hall provides suite-style living with four separate

bedrooms; a micro-kitchen complete with a full refrigerator, sink, and microwave; and two bathrooms in each suite. Each unit is approximately 600 square feet and opens up to an inner courtyard and is fully furnished. Rimview Hall houses students who are of at least sophomore standing. Community laundry is available on the ground floor in the lounge.

Technology Hall, 1922: This sandstone structure contains offices, classrooms, an art gallery, art studios, and the College's maintenance department.

Tyler Hall, 1930: This beautiful sandstone building designed in the Collegiate Gothic style is architecturally one of the finest on campus. This gift of Mrs. G.W. Mehaffey of Brookline, Mass., served as a men's residence hall until 1971. It now houses faculty offices and facilities for the teacher education program.

Widenhouse Hall, 1961; 1998: Dedicated in 1973 to the memory of Philip M. Widenhouse, third president of Rocky Mountain College, Widenhouse Hall houses first-year students with a capacity of 201 students who enjoy an active and social atmosphere. Floors are co-ed by room, with men and women sharing the same floor.

Austin Mapston, Vice President for Enrollment Services
Sean Coleman, Director of Admissions

Admission for Undergraduate Studies

The College invites applications for admission from students who demonstrate academic ability and who are seriously interested in the total development of character, intellect, leadership, and skills. Admission is based upon a careful review of the credentials presented by an applicant. Selection is made without regard to race, color, gender, age, religion, national or ethnic origin, physical or mental disability, sexual orientation, or familial status.

All applications for admission are reviewed on an individual, rolling basis. Criteria for admission to Rocky Mountain College are listed below. Exceptions are clearly identified for each group of applicants. Once an applicant's file is complete, the Admissions Committee will make a decision on the student's application for admission. It is in the student's best interest to apply early for admission.

Students seeking admission must submit:

1. Completed Rocky Mountain College application for admission;
2. Official transcripts (high school, GED, and any from post-secondary institutions);
3. Non-refundable application fee of \$35 (international students, \$40) (this fee is waived for online applications); and
4. An essay and two letters of recommendation may be required.

Traditional freshmen applicants are encouraged to follow a college-preparatory curriculum.

The following may also be considered in reviewing applications for admission:

- Community service and work experience;
- Extracurricular activities;
- Special circumstances (e.g., health or personal);
- Recommendation information; and
- A personal essay.

Freshman Student

Admission Criteria

- High school diploma and a cumulative GPA of 2.50 or higher.
- ACT/SAT scores are not required for admission consideration, but are helpful for placement into appropriate college-level English and mathematics courses. ACT/SAT scores, if submitted, will be used for additional academic merit scholarship consideration.
- A student who does not meet the normal requirements for admission must submit a personal essay and two letters of recommendation to the Office of Admissions for review by the Vice President for Enrollment, who will make a decision on that application. Appropriate references include teachers, professors, counselors, employers, clergy, etc.
- High school students may be considered for admission with grades reported through their junior year in high school. Final official transcripts noting certification of graduation and class rank must also be submitted before a student enrolls. Those students earning a GED must submit an official record of their scores directly from the granting agency to the College.

Nontraditional Freshman Student

Nontraditional students are those students who are at least 25 years old and have not attended a post-secondary institution.

Admission Criteria

- Students with a high school diploma and a cumulative GPA of 2.50 or higher meet the requirements for regular admission. ACT/SAT scores are not required for admission consideration, but are helpful for placement into appropriate college-level English and mathematics courses. ACT/SAT, if submitted, will be used for additional academic merit scholarship consideration.
- Students with a GED or a cumulative GPA of less than 2.50 are considered for admission by the Admissions Committee as outlined above. ACT/SAT scores are not required for admissions decisions, but are recommended.
- Students are required to submit an essay and two letters of recommendation from references.

Transfer Student

Transfer students must have official transcripts from all colleges, vocational schools, and other post-secondary schools previously attended sent directly from their previous institution to Rocky Mountain College. Transfer students must complete all College degree requirements to graduate.

Admission Criteria

- Students who have completed, at an accredited institution, a minimum of 27 semester hours that count toward Rocky Mountain College's core curriculum and/or a Rocky Mountain College established major and who have a minimum of a 2.00 GPA meet the requirements for regular admission.
- Students who have attempted 27 or more semester hours, but have fewer than 27 semester hours that count toward Rocky Mountain College's core curriculum requirements and/or a Rocky Mountain College established major will be reviewed by the Admissions Committee and may be required to submit additional materials.
- Students who have attempted fewer than 27 semester credits are reviewed according to the same criteria for admission as new freshmen (see "Freshman Student Admission Criteria").
- Any student, regardless of the number of credits transferring, who has been dismissed, placed on probation, or documented as not in good standing with any prior institution will be reviewed by the Vice President for Enrollment and may be required to submit additional materials.

Note: Although the College reserves the right to refuse incoming transfer credits, credits from accredited college normally will be accepted, subject to these conditions:

- No upper-division credit will be allowed for courses from two-year institutions.
- No "F" grades will be accepted.
- No preparatory/developmental classes or non-degree applicable courses will be accepted.
- A final official college transcript is required.

Failure to reveal records of previous college attendance is grounds for dismissal. The Office of Student Records makes final determination concerning acceptance of credit.

Requirements for International Admission

International applicants are required to submit original or certified copies of their official secondary school transcripts in their native language, accompanied by a certified English translation. Those applying as transfer students must submit original or certified transcripts from each post-secondary institution attended.

International applicants meeting the following criteria will be offered regular admission: A cumulative secondary school GPA of 2.50 or higher.

Those applicants who completed secondary school three or more years prior to applying to Rocky Mountain College who are unable to submit SAT or ACT scores and whose native language is not English will be required to submit official results of English-language testing, such as TOEFL or IELTS. The following English-language test result minimums will be considered: TOEFL score of 525 (paper-based), 197 (computer-based), or 72 (Internet-based) or an IELTS result of 5.5/6.

For admission to a graduate program, the following English-language test score minimums are required: TOEFL score of 570 (paper-based), 230 (computer-based), or 88 (Internet-based) or an IELTS result of 6.5. Depending on the program, official GRE or GMAT results are required.

The Vice President for Enrollment will consider undergraduate applicants with a cumulative GPA below 2.50 and/or SAT or ACT scores below 860 or 18, respectively. These applicants will be required to submit a letter from a secondary school official, attesting that the student was in the upper 50 percent of his or her graduating class.

Accepted students are required to present confirmation of financial support. Submitted documentation will demonstrate the student, a benefactor, or a third-party sponsor has sufficient funds to support the student's educational expenses the first year. Such expenses may include tuition, fees, room, board, books, and other living expenses. Confirmation of financial support typically consists of a bank statement and an affidavit of support. The Office of International Programs should be consulted prior to submitting documentation.

International Admission Checklist

- Official or certified copies of transcripts from all secondary and post-secondary institutions attended;
- Official or certified SAT or ACT results; and
- English-language test scores (waived if submitting SAT or ACT).

Upon acceptance to Rocky Mountain College, international students will be forwarded an admission packet consisting of the following:

1. Official acceptance letter;
2. Certificate of Eligibility: I-20 or DS-2019 (to obtain a visa);
3. Pre-arrival information packet;
4. Housing information and application;
5. Insurance guide and form; and
5. Student health form.

Items 4, 5, and 6 should be submitted to the Office of International Programs after receipt of the acceptance packet.

For more information, contact the Office of Admissions at: admissions@rocky.edu or 406.657.1020.

International Transfer Student

If transferring from a college or university within the United States, an Intent to Transfer form must be completed and submitted. This form is provided by the Office of International Programs upon acceptance. Refer to the transfer student section for additional requirements. If transferring from a college or university outside of the United States, an evaluation of non-U.S. post-secondary credentials will be required.

Admission Criteria

- Students who have completed 27 or more transferable semester credit hours from an accredited college or university and who have a cumulative GPA of 2.00 or higher and evidence of

academic language proficiency meet the requirements for regular admission.

- Students transferring from colleges or universities in another country may have to pay an additional fee to have their credentials evaluated by an independent agency.

International Exchange Students

These students are not seeking a degree from the College, but are enrolled as visiting students for one or two semesters with the goal of exploring the region, American culture, and taking courses of interest to them.

Admission Criteria

- The usual requirements for admission are waived for visiting international exchange students. Instead, articulation agreements between partner institutions or organizations will establish mutual requirements.
- Students are screened by the partner institutions or meet criteria set by the consortia through which exchanges are facilitated. Typically, students must be "C+" or better students and must have English language proficiencies near that of the College's requirement. Standardized test scores are not required. Students receive letter grades unless otherwise specified in the exchange agreements.

Readmission Guidelines

Students who previously attended Rocky Mountain College but were either not enrolled during the previous semester or officially withdrew the previous semester must apply for readmission. The application for readmission may be accessed on the College website at rocky.edu/academics/office-registrar/forms-policies-services, or requested from the Office of Student Records. Students must submit the application form along with official transcripts from all institutions attended since their last enrollment at Rocky Mountain College.

Admission Criteria

Students who left Rocky Mountain College in good standing will be approved for readmission if they meet the following criteria:

- Have a minimum of a 2.00 GPA on a 4.00 scale from any institution attended since their last enrollment at Rocky Mountain College;
- Are in good standing at that/those institution(s); and
- Have not been convicted of a criminal offense.

The Admissions Committee will consider any student for readmission who does not meet these criteria, including students with a Rocky Mountain College cumulative GPA below a 2.00. In addition to the readmission application, students required to submit an essay for review by the Admissions Committee. The essay should address the following:

- An explanation of past performance;
- Strategies the student will employ to improve his or her academic standing; and
- Changes in the student's personal life that will contribute to academic success.

Veterans Admission

Veterans of the armed services are encouraged to apply for admission and should follow the guidelines for "Freshman Student Admission" or "Transfer Student Admission." The College will give appropriate credit for college-level courses taken while in the armed services. Credit evaluation is based on American Council of Education guidelines and is awarded after successful completion of one semester (see the "Academics" section of the catalog). Veterans and children of deceased veterans who are eligible for veteran's administration (VA) funding must

secure a certificate of eligibility through a regional VA office. The Financial Aid Office serves as the campus VA representative.

Early Admission

Students who wish to complete their senior year in high school concurrently with their freshman year in college may apply for early admission. Students who apply for early admission are required to submit material outlined in the “Freshman Student Admission” section in this catalog. In addition, the following items are required:

1. A letter of approval from parent or legal guardian;
2. A letter from the student’s high school principal recommending early admission; and
3. A letter from the student’s high school counselor or teacher indicating the level of the student’s academic ability, emotional maturity, and social development.

A student accepted under the early admission policy is not required to show evidence of having earned a high school diploma. Upon request, the College will attempt to arrange a freshman-year curriculum for the student with coursework that parallels the high school classes for which credit is needed. Through this procedure, the student may earn a high school diploma while attending college. The student’s principal and/or local school board must approve such an arrangement.

RMC Connections

High school juniors or seniors who wish to take college courses while still in high school must complete the high school application for admission and submit a letter of recommendation from a high school counselor or principal. There is no application fee for this program. Students may enroll for up to six semester hours each semester while they are juniors and seniors, including summer sessions between their junior and senior years. Students wishing to continue their education at Rocky Mountain College after high school must follow the guidelines outlined in the “Freshman Student Admission” section.

Audit Students

Individuals may attend class without receiving credit by auditing the course. There are no admission requirements; however, students are required to pay an audit fee in addition to any materials fees. Audit class availability is dependent on space and permission of the instructor. Contact the Office of Student Records for more information.

Students with Disabilities

Admission Process

There is no separate admission process for students with disabilities. Students apply through the regular admission process and must meet the College’s admission criteria. For services, refer to “Disability Services” and “Services for Academic Success (SAS)” in the “Support Services” section.

Process of Confirmation

The College will make a decision on a student’s application for admission after required credentials have been presented. Admission decisions are made on a rolling basis throughout the year, and students may be admitted any semester. After a decision has been made regarding a student’s application for admission, the student will be notified immediately.

Upon acceptance to Rocky Mountain College, students will be sent a letter of acceptance and the Family Education Right to Privacy Act (FERPA).

Students are asked to submit a \$250 tuition deposit. The deposit will be held in a subsidiary account and refunded upon graduation subject to any outstanding amount a student owes Rocky Mountain College. The deposit

will guarantee enrollment in the student’s chosen major. Upon receipt of the deposit, students will be provided the following forms:

1. Housing and meal plan application;
2. Roommate preference form;
3. FERPA form;
4. News and information form;
5. Student health services form; and
5. Services for Academic Success (SAS) application form.

The College reserves the right to deny admission to any applicant whose academic history or personal qualifications are judged to be unsuitable for college work and living at Rocky Mountain College.

Graduate Programs Admission

Master of Accountancy Program

Anthony R. Piltz, Provost, MAC, C.M.A., C.F.M., C.P.A
Cedric Snelling, Associate Professor

Traditional Graduate Admission

Applicants for the program who possess undergraduate degrees will be considered for admission based on the following:

- Possession of an earned bachelor’s degree from a regionally accredited institution. The candidate’s major field of study must be a field other than accounting.
- Cumulative undergraduate GPA of 3.00 or above.
- Completion of the following eight prerequisite courses (the cumulative GPA for the courses must be 3.00 or above):
 1. ACC 210: Foundations of Accounting (or equivalent)
 2. ACC 351: Intermediate Accounting I (or equivalent)
 3. ACC 352: Intermediate Accounting II (or equivalent)
 4. BSA 311: Principles of Finance (or equivalent)
 5. ECO 205: Principles of Economics (or equivalent)
 6. MAT 210: Probability and Statistics (or equivalent)
 7. ACC 323: Taxation of Individuals (or equivalent)
 8. ACC 309: Managerial Accounting (or equivalent)

3+2 Program Admission

Current RMC undergraduate students and undergraduate transfers to RMC are subject to a two-tiered admission process. Students are first admitted to the accounting program for the fourth year of study then, contingent upon sufficient academic progress, to the Master of Accountancy program for the fifth year of study. The specific admission requirements are:

- For the accounting program, candidates must have completed 90 semester hours of college-level credit with an overall cumulative GPA of 2.75 or above. The 90 earned credits must include: ACC 210, ECO 205, MAT 210, ACC 309, ACC 323, ACC 351, ACC 352, and BSA 311. The cumulative GPA for these eight courses must be 3.00 or above, and all courses must be passed with a grade of at least C-.
- Upon completing 120 college-level credits, candidates are eligible for formal admission to the Master of Accountancy program.
- To be admitted, candidates must be currently enrolled in the accounting program and be in good academic standing.
- Students taking graduate-level courses must have a member of the accounting faculty as their academic advisor.

Course Sequence

Courses are taught on a four-semester rotating cycle. Therefore, the program will take a minimum of four semesters to complete. Current RMC students will generally begin the program in their first semester of the senior year (see “3+2 Program Admission”). The program is designed to avoid any sequencing problems, so a student may begin the program in any individual semester. The prerequisites for the master’s level courses are ACC 352: Intermediate Accounting and ACC 323: Taxation of Individuals.

No transfer credit or advanced placement is allowed to replace any portion of the Accountancy program. Additionally, courses may not be repeated.

Master of Educational Leadership Program

Stevie Schmitz, Director

Christine Unquera, Assistant Director

The following materials are required to be considered for the educational leadership program (certification only):

- Online application for admission;
- Current résumé to include educational degrees/professional experiences, as well as relevant awards, publications, presentations, or other achievements;
- Official transcript from the regionally accredited institution that granted the applicant’s most recent degree;
- Three professional reference forms (Rocky Mountain College reference forms must be used) completed by:
 1. The applicant’s principal;
 2. A teacher the principal chooses; and
 3. A teacher of the applicant’s choice. If the applicant is not currently teaching, a supervisor must be chosen who can describe the applicant’s work.
- A photocopy of the applicant’s valid (current) teaching certificate. If this certificate has expired, the applicant will be required to submit a renewed certificate before applying for the principal certificate.
- The program for either certification or completion of a master’s degree will also require successful interview prior to admission.

The following materials are required to be considered for admission into the master of educational leadership program:

- Online application;
- Current résumé with a defined goal statement. The goal statement is 4-7 pages, double-spaced, which explains:
 1. The applicant’s philosophy of education;
 2. Qualities or characteristics of exemplary leaders;
 3. How the applicant demonstrates or embodies these qualities or characteristics in his or her professional experience;
 4. Why the applicant is applying to the RMC Educational Leadership Program and wishes to become an educational leader in the 21st century.
- Official transcripts from the regionally accredited institution that granted the applicant’s most recent degree;
- Three professional reference forms (Rocky Mountain College reference forms must be used) completed by:
 1. The applicant’s principal;
 2. A teacher the principal chooses; and

3. A teacher of the applicant’s chose. If the applicant is not currently teaching, a supervisor must be chosen who can describe the applicant’s work.

Submit a photocopy of a valid (current) teaching certificate. If the applicant’s certificate has expired, he or she will be required to submit a renewed certificate before applying for the principal certificate. The program for either certification or completion of a master’s degree will also require successful interview prior to admission.

Master of Physician Assistant Studies Program (MPAS)

Carrie Hall, PA-C, Program Director

The following materials are required for admission:

- Bachelor’s degree required upon matriculation to the master of physician assistant studies program (MPAS);
- Science GPA of 3.00 – no science prerequisite may be lower than a “C-“;
- Cumulative GPA of 3.00;
- General, Organic, and Biochemistry (1-year sequence including ALL three topics 200-level or higher) OR two semesters of organic chemistry OR one semester of organic chemistry and one semester of biochemistry. General Chemistry does not fulfill this requirement – however, we expect that it is taken as a prerequisite to get into any of the advanced chemistry courses;
- Biology coursework to include 15 credits of:
 - Two semesters of human anatomy & physiology with laboratory (from a biology, physiology, zoology department, or an allied health program) – 8 credits
 - One semester of microbiology with laboratory – 3 credits
 - One semester of genetics – 3 credits
- All science, biology, and chemistry courses must be taken in the classroom;
- 1-2 credits of medical terminology (online course acceptable);
- A combined verbal and quantitative GRE score of at least 291 is required to be considered for application to the MPAS program at Rocky Mountain College. The GRE must be taken by October 1. Please forward your official GRE report to Rocky Mountain College, school code 7349. Your CASPA application cannot be processed without your official GRE scores from the Educational Testing Services (ETS).
- Mathematics to include a pre-calculus or higher course (functions, trigonometry, exponents, and logarithmic functions) and a statistics/probability course (defined as pre-mathematical functions and statistics and probability) – 6 credits
- Psychology (development or abnormal highly recommended) – 3 credits
- 3 credits earned in a social science course such as sociology, geography, anthropology, political science, or economics;
- One course in English composition – 3 credits
- 1,500 paid hours of direct, hands-on patient care before you submit your CASPA application;
- Students must use CASPA to submit an application to Rocky Mountain College (please note: there is a \$45 application processing fee for the CASPA application. No supplemental application is required); and
- One of the three reference letters submitted to CASPA must be from a health care provider (preferably from a physician assistant). Letters of reference from family members will not be accepted.

To apply, students must visit the CASPA website at <https://portal.caspaonline.org/>. Each year, the application process begins during the last week of April for the class that matriculates the following year. The RMC MPAS program interviews students on a rolling basis.

We highly encourage one year of undergraduate physics or additional quantitative reasoning and/or laboratory experiences. We also highly recommend additional writing classes.

Patient care experience

The higher the quality of patient care experience, the more competitive the applicant will be judged. However, all applicants with direct patient care and high-quality patient interactions are encouraged to apply.

Graduates of Rocky Mountain College who have met all the requirements of admission and have earned a bachelor's degree with a minimum of 60 credits earned at RMC will be granted an automatic interview. Please note: this interview DOES NOT guarantee acceptance into the program – students will compete with all other interviewing students for matriculating status.

Coursework Older Than 10 Years

We do not enforce an expiration date for prerequisites. However, candidates whose prerequisite coursework is older than 10 years are strongly encouraged to consider updating these core science courses.

PA Shadowing Hours

We strongly encourage candidates to have a minimum of 40 hours shadowing PAs in a variety of settings, including a Primary Care setting. These hours are due at the time of submission of your application to CASPA.

TOEFL

For admission to a graduate program, the following English-language test score minimums are required. TOEFL score of 570 (paper-based), 2320 (computer-based), or 88 (Internet-based) or an IELTS result of 6.5. Depending on the program, official GRE or GMAT results are required.

Official Transcripts

In accordance with Rocky Mountain College admissions policies and procedures, those students selected for admission to the PA program are required to submit official transcripts from all colleges/universities previously attended. These transcripts must be received directly from the college/university. Student submitted copies are not acceptable. Copies submitted to CASPA do not fulfill this requirement. Transcripts should be mailed directly to:

Rocky Mountain College
Master of Physician Assistant Studies Program
1511 Poly Drive
Billings, MT 59102

Transcripts must be received prior to the scheduled class matriculation date or class standing will be revoked.

Failure to submit the mandatory transcripts or fulfill any other requirements specified in a conditional offer of admission to the program, prior to the scheduled class matriculation, will result in the withdrawal of the conditional offer.

Advanced Placement

No advanced placement or transfer credit may be applied toward fulfilling the MPAS curriculum.

Doctor of Occupational Therapy Program (OTD)

Twylla Kirchen, PhD, OTR/L, CLA, Program Director

Rocky Mountain College admits one new cohort of OTD students who will begin classes in January each year (30 students/cohort).

Important Deadlines

- Rolling admissions: Applications are considered year-round. Applicants are encouraged to complete their OTCAS submission and apply as early as possible.
- OTCAS opens: mid-July, annually
- OTCAS submission deadline: December 15, to be considered for the upcoming cohort
- New cohort begins: January, annually

The following materials are required for admission. Meeting admissions criteria does not guarantee admission to the program.

- A bachelor's degree is required prior to enrollment. Official transcripts from the degree-granting institution(s) must be sent to Occupational Therapist Centralized Application Service (OTCAS).
- A minimum of 3.00 overall GPA is required. However, the program admissions committee may grant a GPA waiver when presented with extenuating circumstances.
- Completion of all prerequisite courses. Prerequisite coursework may be completed during the admissions cycle. Candidates should include any planned courses in OTCAS transcript section. Coursework must be completed by the time students matriculate into the program.
- Applicants taking prerequisite courses during the application cycle may submit unofficial transcripts and proof of enrollment. Applicants will not be able to enroll until official transcripts have been received verifying completion of prerequisite courses with a "C-" or better, and the required minimum GPA of 3.00
- Three references are required (submitted via OTCAS). It is strongly encouraged to have at least one reference from an occupational therapist. Reference from a college professor who can attest to your ability to enter a competitive professional program is recommended, but not required. References from family members will not be accepted.
- Applications will be accepted online through OTCAS (www.otcas.org). The initial application fee is \$145 and a \$60 fee for each additional OT program application. Students must use OTCAS to submit an application to Rocky Mountain College.
- In addition to the OTCAS fee, a non-refundable program application fee of \$45 is required.

Additionally, the following is recommended, but not required:

- The most current Graduate Record Exam (GRE) score must be sent to OTCAS. The GRE must have been taken within five years of application to the Doctor of Occupational Therapy program. The OTCAS GRE code for Rocky Mountain College is 2722. There is no minimum GRE score.

Prerequisite Courses

- Introduction to Biology: 3-4 credits (lab not required but recommend)
- Human or Vertebrate Anatomy: 3-4* credits (lab not required by recommended)
- Human or Vertebrate Physiology: 3-4* credits (lab not required but recommended)
- Physics/Kinesiology: 3 credits – recommended but not required
- Introduction to Psychology: 3 credits

- Abnormal Psychology: 3 credits
- Introduction to Sociology or Anthropology: 3 credits
- Lifespan Human Development (birth to death): 3+ credits* (more than one course may be required to fulfill the “birth to death” requirement)
- Statistics: 2 credits (may be from biology, mathematics, psychology, business, or Research Methods)
- Medical Terminology: 1-2 credits (a medical terminology certificate may be used to fulfill the requirement)

*Can be combined Anatomy and Physiology for 8 credits. (Note: Anatomy and Physiology courses can be taken online.)

OT Observation Hours

40 hours are recommended NOT required (during the coronavirus/COVID-19 pandemic) to explore occupational therapy has a career in at least two different settings.

Information on how to provide this information can be found on the OTCAS application form.

Essay

The OTCAS application form will require a brief personal essay describing why you selected OT as a career and how an occupational therapy degree relates to your immediate and long-term professional goals. In addition, we would like to know why you are applying to Rocky Mountain College. The essay should be no more than 1500 words in length.

Official Transcripts

Transcripts must be received prior to the scheduled class matriculation date or class standing will be revoked. Failure to submit the mandatory transcripts or fulfill any other requirements specified in a conditional offer of admission to the program, prior to the scheduled class matriculation, will result in withdrawal of the conditional offer.

In addition to initial submission through OTCAS, upon acceptance into the RMC OTD program, transcripts should also be mailed directly to:

Rocky Mountain College
Occupational Therapy Doctorate Program
1511 Poly Drive
Billings, MT 59102

Interview

The admissions committee will send invitations to selected candidates to interview. Not all applicants will be invited to interview. An interview does not guarantee acceptance into the program.

Graduates of Rocky Mountain College who have met all the requirements for admission and have earned a bachelor’s degree with a minimum of 60 credits earned at RMC will be granted an automatic interview. This interview does not guarantee acceptance into the program.

Advanced Placement

No credit for prior learning, advanced placement or transfer credit may be applied toward fulfilling the RMC OTD curriculum.

Additional Program Requirements

After having been granted acceptance into the RMC OTD program and prior to attending, students must provide:

- Criminal background checks (federal requirement for all persons working with vulnerable populations) at student expense.

- Signed Technical Standards document
- Written verification of immunizations at student expense.
- Complete the OTD seat deposit form found online.

After classes start, and in preparation for clinical placements, students must also provide:

- Written verification of health insurance at student expense.
- Basic Life Support (BLS) for Healthcare Providers certification form at the American Heart Association at student expense.
- Any additional requirements as stated by specific health care agencies (such as drug screening, background check, etc.) at student expense.

Note: The RMC OTD program admissions committee reserves the right to assess applicant qualifications on a case-by-case basis and adjust appropriate admission criteria when warranted by special considerations pertaining to applicant background and experience.

It is the applicant’s responsibility to:

1. Keep the Coordinator for the OTD program informed of any changes in contact information. This must be done in writing (email is acceptable).
2. Ensure the program’s receipt of all required application materials.
3. If all prerequisite requirements have not been met at the time the candidate applies/interviews and the applicant is offered and accepts a seat in the RMC OTD program, all courses must be completed before matriculation.

Note: Failure to complete the program prerequisite courses with a grade of “C-” or higher prior to the matriculation date of the class for which application is being made will result in withdrawal of the seat offer.

Doctor of Medical Science (DMSc)

Heather Heggem, DMSc, PA-C, Program Director

The following materials are required for admission:

- Master’s degree with NCCPA certification;
- Minimum overall graduate GPA of 3.00 (4.00 scale);
- Official transcripts from all graduate institutions attended;
- TOEFL scores for international applicants where English is not the first language (see page 13);
- Proof of current licensure/certification as a Physician Assistant in good standing;
- Phone interview with the Program Director; and
- Completed online application.

To apply, students must visit the Rocky Mountain College DMSc website at: rocky.edu/dmsc.

Official Transcripts

Transcripts must be received prior to the scheduled class matriculation date or class standing will be revoked. Failure to submit the mandatory transcripts or fulfill any other requirements specified in an offer of admission to the program prior to the scheduled class matriculation will result in withdrawal of the conditional offer.

Transcripts should be submitted directly to:

Rocky Mountain College
Doctor of Medical Science Program
1511 Poly Drive
Billings, MT 59102

Interview

The Program Director will send invitations to selected candidates to interview. Not all applicants will be invited to interview. An interview does not guarantee acceptance into the program.

Jessica Francishetti, Director of Financial Assistance

Types of Financial Assistance

There are three types of financial assistance available to students attending Rocky Mountain College:

1. Grants and scholarships
2. Loans
3. Work opportunities

Students who intend to apply for financial assistance must be accepted for admission to Rocky Mountain College (see the “Admissions” section of the catalog).

Institutional Grants and Scholarships

Rocky Mountain College provides institutional grants and scholarships from the College’s financial resources based on financial need and/or merit and/or talent. A student is not required to apply for federal student assistance in order to be eligible for Rocky Mountain College financial assistance, however, doing so will ensure you are considered for all financial assistance from RMC, as well as all federal aid. Rocky Mountain College students obtaining their first baccalaureate degree who are in good academic standing and enrolled full-time (12 credit hours or more) are eligible for institutionally funded financial assistance for up to the number of semesters it would take to normally receive the degree they are seeking. If a student is in a four-year program, institutional aid will be granted for four years. Students enrolled in a master’s or doctoral program are not eligible for institutionally funded scholarship and/or grant assistance. Students whose tuition is fully paid for by a third party are not eligible for institutionally funded scholarship and/or grant assistance. The maximum institutional merit scholarship amount for which a student is eligible is awarded to the incoming student and is renewable to the student within institutional packaging policy requirements. These scholarships are determined by using a calculated index based on an ACT/SAT score and high school GPA for incoming freshmen. Transfer students are awarded merit scholarships based on prior academic performance at their former school(s). Students are eligible for only one institutionally funded merit scholarship each year. To ensure institutional grants and merit scholarships are renewed appropriately, all returning Rocky Mountain College students (i.e., sophomores and older) must complete the RMC Grant & Scholarship Renewal Form by March 1 every year. This form can be found on the College website under Admissions & Aid > Financial Aid > Financial Aid Forms. Institutional scholarships are not awarded for the summer term.

Merit Scholarships

For students entering RMC in the 2021-2022 academic year, these scholarships included, but are not limited to:

- Founders scholarship: \$17,000 Freshmen
- Trustee scholarship: \$15,000 Freshmen
\$12,000 Transfer
- Presidential scholarship: \$13,000 Freshmen
\$11,000 Transfer
- Dean’s scholarship: \$11,000 Freshmen
\$8,000 Transfer
- RMC merit award: \$9,000 Freshmen
\$5,000 Transfer

Athletic Grants

Rocky Mountain College athletic grants are available for football, men’s/women’s basketball, men’s/women’s ski racing, men’s/women’s cross country and track & field, men’s/women’s golf, men’s/women’s soccer, volleyball, and cheerleading. Awards are made by the Office of Financial Assistance in consultation with the coaches for each sport.

Amounts and annual renewal of athletic grants are determined by the coach.

RMC Bear Grant

Students who complete a Free Application for Federal Student Aid (FAFSA) and demonstrate financial need after merit and athletic award amounts are determined may be eligible for this grant. Amounts vary according to need.

Other Grant and Scholarship Opportunities

Rocky Mountain College funds students through the generosity of many donors. Students who are enrolled full-time and have submitted FAFSA results will be put into the eligibility pool for endowed and annually funded scholarships. In most instances, paper applications are not required. Scholarships not administered by Rocky Mountain College provide many students with aid to attend college. In most cases, the student must apply directly to the donor group. These grants must be reported to the Office of Financial Assistance. Many Rocky Mountain College students have received help from such organizations as the Veterans Administration, ROTC, vocational rehabilitation, Indian Health Service, fraternal organizations, service clubs, and local and national churches.

Federal Financial Assistance

To be eligible for federal financial assistance, students must be enrolled as a degree-seeking student. Students seeking financial assistance must complete a Free Application for Federal Student Aid (FAFSA) and request that the information be sent to Rocky Mountain College, Title IV school code 002534. With this application form, the student’s financial need, eligibility for the federal student financial aid programs, and many Rocky Mountain College scholarships/grants are determined. The FAFSA is available online at <https://studentaid.ed.gov/sa/fafsa>. The College will receive the results electronically when a student lists Rocky Mountain College as a college choice. Students who wish to be considered for federal financial assistance will need to complete the FAFSA each academic year by March 1 to ensure they receive the maximum aid for which they qualify.

The types of federal aid students may receive are as follows:

Federal Pell Grant: Based on the demonstrated financial need of the student as determined by the federal government when a student submits the FAFSA. Pell Grants are awarded to undergraduate students with high financial need who have not previously earned a bachelor’s degree.

Federal Supplemental Educational Opportunity Grant (FSEOG): Based on the demonstrated financial need of the student as determined by the federal government when a student submits the FAFSA and is awarded by the Financial Aid Office as long as funds are available. Priority for this grant is given to Federal Pell Grant eligible students.

Federal Teacher Education Assistance for College and Higher Education (TEACH): This federal program provides funds to students who are completing coursework that is required to begin a career in teaching and who agrees to teach full-time for at least four years.

- As a highly qualified teacher;
- At a school servicing low-income students; and
- In a high-need field.

The four years of teaching must be completed within eight years after a student completes or otherwise ceases to be enrolled in the program for which he/she received a TEACH grant. If a student fails to complete the four-year teaching requirement, the TEACH grant funds will be converted to a Federal Direct Unsubsidized Loan. The maximum award is \$4,000

per year. Students must complete a FAFSA, although do not have to show financial need. To be eligible, a student must score above the 75th percentile on a college admission test or maintain a cumulative GPA of 3.25 or higher. Students must be formally accepted into the RMC teacher education program. Students must complete a TEACH grant initial and subsequent counseling and sign an Agreement to Serve each year a TEACH grant is requested. Students must complete TEACH grant exit counseling when the complete or cease to be enrolled in the program for which they received the grant.

Iraq and Afghanistan Service Grant: A student whose parent or guardian was a member of the U.S. armed forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive the Iraq and Afghanistan Service Grant. Eligibility requirements:

- Must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds;
- Be under 24 years old; or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

Maximum award is equal to 6.2% less than the maximum Pell Grant for the academic year (award amounts are subject to change based on federal funding due to sequestration).

Children of Fallen Heroes Scholarship Act: Under this scholarship, beginning with the 2018-2019 award year, a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer is eligible to receive a maximum Pell Grant for the award year for which the determination of eligibility is made. To qualify for this scholarship, a student must be Pell-eligible and have a Pell-eligible EFC, and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death. In subsequent award years, the student continues to be eligible for the scholarship, as long as the student has a Pell-eligible EFC and continues to be an eligible student.

All Title IV aid awarded to such eligible students must be based on an EFC of zero without regard to the student's calculated EFC. Thus, the student is eligible for the maximum Pell Grant for his or her enrollment status and cost of attendance. In addition, the student's eligibility for Direct Loans of Campus-Based program aid must be based on an EFC of zero.

For purposes of the Children of Fall Heroes Scholarship, a public safety officer is:

- As defined in section 1204 of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796b); or
- A fire or police officer, defined as an individual who is serving in accordance with State or local law as an officially recognized for designated member of a legally organized public safety agency and provides scene security or directs traffic in response to any fire drill, fire call, or other fire, rescue, or police emergency, or at a planned special event.

Documents that schools may consider to determine eligibility include:

- A determination letter acknowledging eligibility for certain federal benefits under the Public Safety Officers Benefit (PSOB) program administered by the Department of Justice;
- A written letter of attestation or determination made by a state or local government official with supervisory or other relevant

oversight authority of an individual who died in the line of duty while serving as a public safety officer as defined above;

- Documentation of the student qualifying for a state tuition or other state benefit accorded to the children or other family members of a public safety officer consistent with the definition in 42 U.S.C. 3796b, or as a fire or police officer as noted above; or
- Other documentation the school determines to be from a credible source that describes or reports the circumstances of death and the occupation of the parent of guardian.

Federal Direct Student Loans: This loan program provides low interest loans to students in order to pay for their educational expenses. Students must be enrolled at least half-time. The Direct Loan program offers both need-based (subsidized) and non-need (unsubsidized) loans. Subsidized Direct Loans do not accrue interest while the student is in school. The federal government pays the interest on the loan, or subsidizes it, until the student goes into repayment. Unsubsidized Direct Loans begin to accrue interest from the time the loan is disbursed. If a student allows the interest to accumulate, it will be capitalized (added to the principal amount of the loan) and will increase the debt. Dependent students whose parents have been denied a parent loan may be eligible to borrow additional Unsubsidized Direct Loan amounts. The financial aid office determines eligibility for either of the above loans by the student's financial need, grade level, and dependency status. The type of loan for which the student is eligible will be included with the financial aid award letter. Federal regulations require all students borrowing a Direct Loan for the first time to participate in a loan counseling session and complete a Master Promissory Note (MPN) before receiving the first disbursement of their loan. Students do not need to fill out an MPN every year. Once an MPN is completed in the first year, it is good for 10 years. The interest rate for Subsidized and Unsubsidized Direct Loans is fixed at 3.73% for undergraduate students. The interest rate for Unsubsidized Direct Loans for graduate students is 5.28%. There is a loan fee of 1.057% that will be deducted from each loan disbursement. Repayment begins six months after the student graduates, withdraws, or drops below half-time enrollment.

Direct Parent Loan (PLUS): This loan is also part of the Direct Loan program. As the name states, the parent is the borrower. This loan is not based on need and all parents of dependent students are eligible to apply. The parent must be credit-worthy or have a credit-worthy endorser. The maximum amount available is determined by subtracting the student's total financial assistance from the cost of attendance. The parent borrower must complete a Master Promissory Note and a Parent PLUS Loan Request Authorization Form. The Parent PLUS Master Promissory Note only needs to be completed once. It, like the MPN for students, is good for 10 years. The PLUS Loan Request Authorization Form must be completed annually. There is a 4.228% loan fee that will be deducted from each loan disbursement. The interest rate is fixed at 6.28%. Repayment begins 60 days after the loan is fully disbursed.

Direct Grad PLUS: This loan is available to graduate students. The student must be credit-worthy or have a credit-worthy endorser. The maximum amount available is determined by subtracting the total financial assistance from the cost of attendance. Graduate students borrowing a Grad PLUS Loan for the first time must complete an online loan counseling session and a Master Promissory Note before receiving the first disbursement of the loan. Students do not need to fill out an MPN every year. Once an MPN is completed the first year, it is good for 10 years. There is a 4.228% loan fee that will be deducted from each loan disbursement. The interest rate is fixed at 6.28%, and repayment begins 60 days after the loan is fully disbursed.

Work Opportunities: Work opportunities are available to qualified students in the form of work study. Work study will be awarded to eligible students as part of their financial aid package. Work study is the last source of funding to be added to a student's award package after their maximum federal and institutional grants and scholarships and loans have been determined. The maximum amount of work packaged will be up to the equivalent of 12 hours per week at the current minimum wage, depending on the student's need.

Funding for work study is limited and is awarded on a first-come, first-served basis. If a student who has not been awarded work study requests it to be added to his/her award, every effort will be made to accommodate that request. If work study cannot be added to his/her award at the time of the request, the student may be placed on a waiting list. If funds become available, students on the waiting list will be considered for an award based on their eligibility.

Work study positions are available in various areas on campus or with off-campus community service jobs, such as reading and math tutors. Although every effort is made to provide students with work study jobs, the College cannot guarantee a student will be able to earn the amount of money initially awarded. Job availability, funding issues, and class schedules can prevent a student from participating in work study. Off-campus employment is available throughout the Billings area. The Career Services Office receives inquiries for all off-campus job opportunities.

Verification

Approximately 30% of all FAFSA applicants are selected by the Department of Education for a process called verification. In this process, the school is required to compare information from the FAFSA with signed copies of the Verification Worksheet, the student's (and parents') federal tax documents, W-2s, or other financial documents. If there are differences between the FAFSA information and the financial documents provided, Rocky Mountain College will make the corrections electronically. Verification must be completed no later than 14 days prior to the end of the first semester of enrollment. Verification must be completed before any federal grants or loans will be disbursed. Failure to complete verification will result in the cancellation of all federal and institutional need-based aid.

Re-evaluation

In some cases, the Office of Financial Aid can re-evaluate aid eligibility based on special circumstances. Special circumstances include the death of a parent or spouse, loss of employment, divorce, and unusual debt or expenses. Students wishing to have their financial aid evaluated based on special circumstances need to complete the Appeal for Special Financial Consideration Form, which is available online at rocky.edu/admissions-aid/financial-aid/financial-aid-forms.

Determining Aid Eligibility

Several components are used to determine a student's aid eligibility. In the fall of each year, a cost of attendance is determined for the following academic year. The cost of attendance for a full-time resident student for 2021-2022 is as follows:

• Tuition and fixed fees:	\$31,336
• Room and Board allowance:	\$8,854
• Books and supplies:	\$1,300
• Personal expenses:	\$3,200
• Loan fees:	\$67
• Total cost of attendance:	\$44,757

If a student has applied for federal financial assistance, the Expected Family Contribution (EFC) on the student's FAFSA is subtracted from the Cost of Attendance to determine a student's financial need per federal

eligibility guidelines. To help meet a student's financial need, aid is awarded by first determining a student's maximum eligibility for federal aid and institutional grants and scholarships, then loans, then work. For students who live off-campus, the total amount of combined federal and/or institutional grants and scholarships will not exceed tuition. Financial aid packages are calculated using information available at the time of packaging and may be revised due to changes in enrollment and/or financial status changes.

Most aid is disbursed evenly between fall and spring semesters. Students seeking financial assistance for summer terms should contact the Financial Aid office. Grants, scholarships, and loan funds are disbursed by applying to the student's RMC student account no earlier than the first day of classes in a term. Work study is paid directly to the student monthly as earned. Adjustments may be made to the Cost of Attendance to allow for the one-time purchase of a computer, dependent care expenses, study abroad expenses, additional costs for students with disabilities, or loan fees at the request of the student.

When a new student's financial assistance eligibility has been determined, a financial assistance award notice will be mailed to the student. Returning students' award notices will be made available online in Campus Portal. Instructions about accepting the award online will be emailed to students when the award is complete. All consumer information regarding the award is also available online.

Satisfactory Academic Progress for Financial Aid

Federal regulations and Rocky Mountain College policy require students to maintain satisfactory academic progress (SAP) toward a degree. All federal and institutional scholarship, grant, loan, and work study programs are covered by this policy. Currently enrolled and re-admitted students are subject to SAP measurement. New students, including transfer students, while subject to SAP, are not measured for satisfactory progress until grades have been posted for the first term of attendance at RMC.

The following standards represent the minimum performance requirements to receive financial assistance and do not necessarily coincide with academic program requirements.

There are three dimensions to the satisfactory academic progress standards: maintaining the minimum required cumulative grade point average (GPA), successfully completing a degree at the required pace, and completing within an established time frame.

Minimum Cumulative GPA

Students must maintain a cumulative GPA of at least 2.00. Students must meet this qualitative standard in addition to the following quantitative standards.

Pace

Students must complete at least 67 percent of all credits attempted. Pace is measured by dividing the cumulative number of earned credit hours by the cumulative number of credit hours the student has attempted at the end of each academic period. Attempted credits are determined based on a student's credit load at the end of the drop/add period for each term.

Maximum Time Frame

Federal regulations state undergraduate students must complete their degree objective within 150 percent of the published length of the educational program. For example, a student enrolled in a bachelor's degree program requiring 120 semester credits in order to graduate could attempt up to 180 credits before federal student financial aid would be terminated.

RMC also expects students to complete their degree within a reasonable time frame. Institutional assistance is available to full-time students up to the number of semesters it would take to normally receive the degree they are seeking. If a student is in a four-year program, institutional aid will be granted for four years. Students can appeal this institutional aid policy if they have planned carefully and successfully completed 15 credits per semester, but still need an additional semester or two to complete their degree.

The following are considered when evaluating a student's satisfactory academic progress:

- Grades of A, B, C, D, and P are considered to be courses attempted and successfully completed. Successfully completed courses increase the completion ratio (pace) and are considered in hours attempted toward the maximum time frame. Grades of A, B, C, and D affect the cumulative GPA. A grade of P does not affect the cumulative GPA but can positively impact the completion ratio (pace).
- Grades of I, IP, W, NP, and F are considered to be courses attempted but not successfully completed. Grades of I, IP, W, and NP do not affect the cumulative GPA, but they do reduce the completion ratio (pace) and are considered in hours attempted toward the maximum time frame. An "I" grade must be made up within one year. If a student successfully completes the coursework within one year, the actual grade will be registered, the student will receive the credit for the course, and the new grade will be factored into the SAP components. If the course is not made up within one year, the grade will be permanently recorded as an F. F grades negatively impact all SAP measurements.
- Audit classes are not considered in SAP measurement.
- Remedial courses count toward enrollment status in the term in which they are registered, but do not count toward total credits attempted and completed. Grades earned in remedial classes are included in the student's cumulative GPA calculation.
- Transfer credits that are accepted by RMC are included in the calculations for cumulative GPA and both attempted and earned hours.
- RMC does not monitor changes of majors. All grades earned, credits attempted, and credits completed are included in the SAP determination even if the student has changed majors.
- Students seeking to earn additional degrees will be placed into the grade level progression based on the number of credits accepted toward the additional degree and financial aid eligibility will be based on the grade level determined in this way.
- All periods of a student's enrollment count when assessing progress, even periods in which the student did not receive Title IV or institutional funds.
- Students may receive Title IV funding for repeating a class they previously failed for an unlimited number of times. If a student repeats a failed class and successfully completes it, the student will receive credit for the course, and the new grade will be factored into the SAP components. Students may receive Title IV funding for one repeat of a previously passed course. If a student repeats a previously passed course, the newest grade will be registered and will be factored into the SAP components.

Monitoring Progress

Financial aid satisfactory progress at RMC is measured at the end of each semester and summer term. The overall cumulative grade point average (GPA), pace, and maximum time frame assessment will be based on the student's entire academic record.

Failure to Maintain Satisfactory Academic Progress

Students will be notified in writing if they have failed to meet the above standards.

Financial Aid Warning

A student is usually put in warning status the first time he or she fails to meet the above standards. A student on financial aid warning may continue to receive financial aid, with the exception of work study, for one payment period. A student does not need to take any action at this point unless he/she wishes to participate in the work study program while in the warning status. Work study termination may be appealed in writing to the director of financial aid. The appeal should include a personal statement that clearly details the circumstances that hindered the student's academic performance, how the circumstances have been resolved or managed to permit the student to meet the standards, and why working will not jeopardize the plan. Relevant documentation should accompany the appeal letter. At the end of the warning period, a student's satisfactory progress will be evaluated again. If it is determined that the student is meeting the minimum progress standards, the student will be considered to be in good standing and may continue to receive financial aid.

Financial Aid Termination

If the student fails to meet the minimum satisfactory academic standards after the warning period, aid will be terminated for the subsequent payment period. Financial aid will be terminated for students with less than a 2.00 cumulative GPA after four semesters of attendance. The Academic Standards Committee may place a student on academic suspension if their term GPA is less than a 1.00. If a student is suspended for this reason, their aid will be terminated as well. If a student repeatedly withdraws from classes, financial assistance is terminated immediately with it is determined to be mathematically impossible for the student to be able to complete their degree objective within 150 percent of the published length of the program. Aid is also terminated for students who are dismissed from RMC.

Regaining Financial Aid Eligibility

Students who financial aid has been terminated may regain eligibility for financial assistance by re-establishing the required GPA and/or completion ratios using their own resources. If a student regains satisfactory progress, they may receive financial assistance for the payment period in which they regain eligibility, but not for any payment period in which the student did not meet the standards. It is the responsibility of the student to notify financial aid personnel when her or she has re-established satisfactory academic progress.

Right to Appeal

Financial assistance terminations, like academic suspensions, may be appealed. Generally, appeals will be granted for extraordinary circumstances beyond the student's ability to control, such as those described below. Appeals must be in writing and submitted to the director of financial assistance by November 15 for the fall semester, March 31 for the spring semester, and May 10 for the summer term. The Academic Standards Committee must grant academic reinstatement to students on academic suspension before the Financial Aid Office will consider an appeal for financial aid eligibility reinstatement.

The appeal should include a personal statement that clearly details the circumstances that hindered the student's academic performance, how the circumstances have been resolved or managed to permit the student to meet the standards, and relevant documentation should accompany the appeal form. Acceptable reasons to appeal include, but are not limited to: illness or injury of the student, illness or death of an immediate relative of the student, divorce or separation of the student, etc. Relevant documentation may include a physician's letter, hospital records, death certificate, obituary, or court documents.

A student whose aid is terminated due to maximum time frame or credit limit must clearly detail what circumstances prevented their graduation within the applicable time frame or credit limit, what coursework is needed to complete the degree with their appeal, and how long it will take to complete the degree. Acceptable reasons to appeal maximum time frame include, but are not limited to: change of major, transfer credits that did not apply toward your degree/program, etc.

The appeal will be reviewed by the financial aid director and staff. All decisions of the SAP appeals committee are final. A written decision regarding the appeal will be sent to the student in a timely manner. If the appeal is approved and it is determined that the student should be able to make satisfactory progress during the subsequent payment period and meet the SAP standards by the end of the subsequent payment period, the student will be placed on financial aid probation and will be eligible to receive financial assistance, with the exception of work study, for one payment period. At the end of the probationary period, a student's satisfactory progress will be evaluated again to determine continuing eligibility. If the appeal is approved and it is determined that the student will not achieve the minimum SAP requirements within one payment period, they will be placed on financial aid probation and required to complete an Academic Recovery Plan (ARP) outlining how, if followed, the student will achieve the minimum academic standards, as well as the time frame in which the student expects to be back in compliance with the standards. Students approved on an ARP will complete and sign the plan with the director of LEAP. The plan will be monitored at the end of each term. If a student is not academically progressing as planned, financial aid will be terminated. The student's responsibilities during a probationary period include successfully completing the appropriate number of credits and earning a cumulative GPA of at least 2.00 by the end of the probationary term.

Return to Title IV Funds Policy

The College is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. The assumption of this policy is that a student earns aid based on the period of time he/she remains enrolled. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of financial assistance that the student was originally scheduled to receive. This policy does not apply to students who have dropped some classes but remain enrolled in other classes. When a student reduces his or her course load from 12 credits to 9 credits, the reduction represents a change in enrollment status, not a withdrawal. If a student reduces his or her enrollment status, financial aid may need to be recalculated but no return calculation is required.

RMC does not have a formal written academic or financial leave of absence policy. Students withdrawing from college completely are required to complete the process of an official academic withdrawal from Rocky Mountain College. The official withdrawal form can be found online at rocky.edu/academics/office-registrar/forms-policies-services. It is the student's responsibility to contact all departments indicated on the withdrawal process. The student must contact the Student Accounts Office for information regarding the proration of charges and financial assistance and for the handling of the balance of their account as a result of the withdrawal calculation. Accounts with a balance due to Rocky Mountain College are subject to the RMC Student Account Policies.

The date the official withdrawal form is submitted by the student determines the percentage of the term completed. This percentage is used to calculate the proration of tuition, fees, room, board, and financial assistance as governed by the Return of Title IV Funds policy set forth by the Department of Education. If the withdrawal takes place after the first

five days of the semester and before 60% of the term is completed, the percentage is determined by dividing the calendar days completed in the period by the calendar days in the period (excluding scheduled breaks of five days or more).

- Withdrawal before drop/add date (first five days of semester) – 100% refund
- Withdrawal after drop/add date (after first five days of semester and before 60% of term completed) – prorated refund based on percentage of term completed (number of days completed divided by number of days in semester)
- Withdrawal after 60% of term completed – no refund

Title IV funding is prorated based on the percentage of the term completed as outlined above. The amount of disbursed Title IV and institutional aid that exceeds the amount of aid earned under the required formula is considered to be unearned. Unearned Title IV funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is calculated to possess. If it is determined Title IV funds must be returned by the College, the financial aid office returns the funds in the following order: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS (graduate student), Direct PLUS (parent), Pell Grant, FSEOG, TEACH Grant, and other Title IV funding. The College will return its share of unearned federal Title IV funds no later than 45 days after it determines that the student withdrew. The student must repay his/her share either by (1) paying loans in accordance with the terms and conditions of the promissory note or (2) repaying grants directly to the Department of Education or under a payment arrangement through the College (not required by the College).

If the student withdraws without official notification, the College will determine the last date of attendance. The school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) the payment period or the period of enrollment (as applicable), (2) the academic year, or (3) the student's education program. This date is generally the student's last date of attendance at a documented academically related activity. Academically related activities include, but are not limited to, a lecture, a lab, an exam, and/or attending a study group. Residing in institutionally owned facilities or eating at institutionally provided food services are not considered to be academically related activities. If a last day of attendance cannot be determined and the College can verify the student attended at least one class during the term, the 50% point of the semester will be used as the withdrawal date.

A student may be eligible for a post-withdrawal disbursement if prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, the disbursement will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, the Financial Aid Office must get the student's permission before it can disburse the loan funds. Students may choose to decline some or all of the loan funds in order not to incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the Financial Aid Office within 14 days.

Rocky Mountain College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use post-withdrawal grant disbursements for all other school charges. If the student does not provide their permission, the student will be offered funds. However, it may be in the student's best interest to allow the school to apply the funds to the student's balance and reduce the student's debt at the school.

Student Tuition and Fee Refund and Withdrawal Policy

Refunds After the 'Add/Drop' Deadline

No financial adjustment is made for credit load reduction after the last day to add or drop a course with no record on transcript, unless approved by the Academic Standards Committee or Tuition and Fees Committee. Students requesting an adjustment to charges must submit a written appeal to the appropriate committee, along with written support from a faculty member or advisor before the appeal will be considered. If a student reduces his or her credit load to less than full-time prior to the last day to add or drop a course with no record on transcript, the tuition charges will be recalculated and financial assistance will be revised to reflect the updated credit load.

Withdrawal from College

This policy governs the refund of institutional charges and the return of institutional scholarships and grant funds disbursed for a student who completely withdraws from a term. It does not apply to students who have dropped some classes, but remain enrolled in other classes.

Students withdrawing from college completely are required to complete the processes of an official academic withdrawal from Rocky Mountain College. The academic withdrawal form can be found on the Office of Student Records/Registrar's website at rocky.edu/academics/office-registrar/forms-policies-services. It is the student's responsibility to contact all departments indicated on the withdrawal form to complete the withdrawal process. The student must contact the Student Accounts Office for information regarding the proration of charges and financial assistance and for the handling of the balance of their account as a result of the withdrawal calculation. Accounts with a balance due Rocky Mountain College are subject to the Student Account Policies.

Student Account Policies

The date the official withdrawal form is submitted by the student determines the percentages of the term completed. This percentage is used to calculate the proration of tuition, fees, room, board, and institutional scholarships and grants.

The withdrawal calculation for the return of institutional funds is the same as the return of Title IV funds calculation (p.23). If the withdrawal takes place after the first five days of the semester and before 60% of the term is completed, the percentage is determined by dividing the calendar days completed in the period by the calendar days in the period (excluding schedules breaks of five days or more).

- Withdrawal before drop/add date (first five days of semester) – 100% refund
- Withdrawal after drop/add date (after first five days of semester and before 60% of term is completed) – prorated refund based on percentage of term completed (number of days completed divided by number of days in semester)
- Withdrawal after 60% of term completed – no refund

If the student withdraws without official notification, the College will determine the last date of attendance. This date is generally the student's last date of attendance at a documented academically related activity. Academically related activities include, but are not limited to, a lecture, a lab, an exam, and/or attending a study group. Residing in institutionally owned facilities or eating at intuitively provided food services are not considered to be academically related activities. If a last day of attendance cannot be determined and the College can verify the student attended at least one class during the term, the 50% point of the semester will be used as the withdrawal date.

Residence Hall and Meal Plan Refund Policy

Refund of Room (if a student leaves the residence hall for reasons other than withdrawal)

The student will be released from their residence hall contract only if he or she meets the criteria for release stated in the Off-Campus Housing Exemption Request Form or Contract Cancellation Request Form. The director of residence life will make the final decision regarding contract releases.

A \$250 cancellation fee and prorated room and board charges may be assessed as of the date of final checkout if completed before the 5th day of classes. If final checkout is completed after the 5th day of classes, the \$250 cancellation fee and full room and board charges will be assessed. Refunds will not be processed until the final checkout is complete, cleaning and/or damage fees are assessed, furnishings/keys accounted for, and outstanding debt to RMC has been resolved. Any remaining deposit balance will be refunded to the student the semester following the date of termination.

A student whose Off-Campus Housing Exemption Request Form or Contract Cancellation Request Form is denied must pay the full amount of the room and board charges for the full contract period and will not be checked out until the expiration of the contracted term.

This contract may be terminated by the Office of Residence Life at any time for violation of the terms and conditions of this contract. If the contract is terminated, RMC may assess a \$250 contract cancellation fee, retain all payments made under the contract, and may seek any other remedy in law or equity. If this contract is terminated, the student agrees to vacate the residence hall within 24 hours, unless written permission has been obtained from the director of residence life. The student agrees to pay all reasonable costs, attorney's fees, and expenses made or incurred by RMC in enforcing this contract.

Refund of Meal Plans (for reasons other than withdrawal)

Students are allowed to reduce their meal plans until the 5th day of class each semester and the lower charge will be assessed.

In the case of meal plan changes, meal plan rates will not be prorated, regardless of the time of change. No refunds for meal plans after the 5th day of classes each semester will be awarded, regardless of cancellation request circumstances. Meal plans are not transferable.

Return to Title IV Funds Policy

See "Financial Assistance" section of the catalog.

The Board of Trustees of Rocky Mountain College reserves the right to change the fee schedule without prior notice. Current academic year tuition and fee information can be obtained from the Business Office.

2022-2023 Academic Year Schedule

Tuition per semester (12-19 credits)	\$15,363
Academic lab fee (full- and part-time) per semester	\$95
Campus technology fee (full- and part-time) per semester	\$105
ASRMC student government fee (>5 credits per semester)	\$90
ASRMC publication fee (>5 credits per semester)	\$15
Total tuition and fees (12-19 semester credit hours)	\$15,293
Audit fee (per course)	\$125
High school student tuition (per credit)	\$148
Independent study fee (per credit)	\$196
Overload tuition (per credit over 19 credits)	\$1,249
Tuition, part-time (per credit)	\$1,249
Tuition, summer session (per credit)	\$375
Teacher recertification program (summer; per credit)	\$200
Online course fee (per credit – for courses fully online)	\$50
Tuition exchange/remission fee (per course)	\$30
Study abroad fee (outgoing – includes ISEP)	\$150
Application fee (non-refundable; waived for online applications)	\$35
Admissions enrollment deposit	\$250
Installment payment plan application fee (per semester)	\$35
Late installment payment fee	\$25
Late validation fee (initial)	\$50
Late validation fee (final)/re-registration	\$150
Graduation application fee	\$100
Late graduation fee	\$25
ID card replacement	\$10
Parking permit replacement	\$10
MMR injections (each)	\$10
Returned check fee (per check)	\$25
Stop payment/check replacement fee	\$25
Wire transfer fee – incoming	\$10
Wire transfer fee – outgoing	varies
Official transcript mailed or picked up (\$9 each, plus \$2.50 Clearinghouse online order processing fee)	\$11.50
Official transcript sent electronically (\$9 each, plus \$2.50 Clearinghouse processing fee and \$1.75 e-delivery fee)	\$13.25
Official transcript sent via FedEx (\$9 each, plus Clearinghouse processing fee and \$34 FedEx rush fee) – one per U.S. address	\$45.50
Official transcript sent via International FedEx (\$9 each, plus FedEx International fee) – one per U.S. address	varies
Education student transcript review and licensure audit	\$75
Credit for prior learning portfolio evaluation/development fee	\$200
Nontraditional credit fee (per credit)	\$40
CLEP/DANTES fee (per credit)	\$40
DANTES test fee (per test)	\$75
CLEP test fee (per test)	\$100
ACT test fee (per test)	\$72

Housing Fees (per semester)

Housing contract cancellation fee	\$250
Key replacement	varies
Jorgenson Hall family unit deposit	\$450
Monthly rent late fee	\$25

Anderson Hall

Single	\$2,151
Double	\$1,504
Triple	\$1,146
Small Single	\$1,504

Widenhouse Hall

Single	\$2,424
Double	\$2,206
Triple	\$1,911
Quad	\$1,643

Rimview Hall

Private room in a 4-room suite	\$2,671
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Jorgenson Hall

Family unit – 1 bedroom (6-month contract required)	\$825/mo.
Family unit – 2 bedrooms (6-month contract required)	\$986/mo.
Single occupancy unit	\$4,002/sem.
Double-occupancy unit (per student)	\$2,868/sem.

Meal Plans (per semester)

Resident

Carte Blanche meal plan	\$2,221
10 meal/week plan	\$1,962
100 meal block plan	\$988
50 meal block plan	\$545

Commuter

10 meals/semester plan	\$89
5 meals/semester plan	\$49

Athletic Fees

There are inherent risks involved in the athletic programs offered by the College. Students are required to carry extra secondary insurance coverage to participate and to sign a waiver indicating their understanding of the risk.

Student athletic insurance (per semester)	\$180
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Academic Program Fees

Fees for supplies and services will be charged to the student as necessary in certain programs.

22-23 Art Program Fees

ART 201: Drawing I	\$25
ART 210: Design I	\$50
ART 231: Painting I	\$25
ART 232: Mixed Media I	\$25
ART 243: Photography	\$75
ART 250: Sculpture I	\$100
ART 251: Clay I	\$75
ART 252: Jewelry and Metalwork I	\$100
ART 301: Drawing II	\$25
ART 310: Design II	\$50
ART 313: Art and Ecology	\$100

ART 319: The Body & Identity	\$100
ART 325: Imaging Text & Data	\$25
ART 331: Painting II	\$25
ART 332: Mixed Media II	\$25
ART/EDC 338: M/M: Teaching Art in the Elem. & Sec. Schools	\$50
ART 342: Printmaking	\$100
ART 343: Photography II	\$75
ART 350: Sculpture II	\$100
ART 351: Clay II	\$75
ART 352: Jewelry and Metalworking II	\$100

22-23 Aviation Program Fees (per semester)

AVS 118: Introduction to Unmanned Aerial Systems	\$50
AVS 153: Private Pilot Flight Lab	\$17,600
• Includes: 50 flight and sim hours, ETA software course fee (\$100), end-of-course evaluation fee (\$250)	
AVS 170: Flight Training Observation Lab	\$100
AVS 200: Intercollegiate Flight Team Competition	\$750
AVS 243: Winter Survival	\$150
AVS 253: Instrument Rating Flight Lab	\$13,600
• Includes: 50 flight and sim hours, ETA software course fee (\$100), end-of-course evaluation fee (\$250)	
AVS 254: UAS Lab – Basic	\$200
AVS 272: Commercial Pilot Flight Lab I	\$7,100
• Includes: 35 flight and sim hours, ETA software course fee (\$100)	
AVS 273: Commercial Pilot Flight Lab II	\$7,300
• Includes: 35 flight and sim hours, ETA software course fee (\$100)	
AVS 274: Commercial Pilot Flight Lab III	\$7,400
• Includes: 35 flight and sim hours, ETA software course fee (\$100), end-of-course evaluation fee (\$250)	
AVS 343: Altitude Chamber Training	\$800
AVS 354: UAS Lab – Intermediate	\$400
AVS 371: Certified Flight Instructor (Part 141)	\$6,800
• Includes: 12 flight and sim hours, ETA software course fee (\$100), FAA Examiner fee (\$1,000)	
AVS 372: CFI Instrument (Part 141)	\$3,300
• Includes: 6 flight and sim hours, ETA software course fee (\$100), FAA Examiner fee (\$800)	
AVS 373: Multi-Engine Instructor (Part 141)	\$6,700
• Includes: 15 flight and sim hours, ETA software course fee (\$100), FAA Examiner fee (\$800)	
AVS 376: Multi-Engine Rating Lab	\$7,400
• Includes: 14 flight and sim hours, ETA software course fee (\$100), end-of-course evaluation fee (\$250)	
AVS 404: Crew Resource Management	\$650
AVS 405: Air Transportation Management	\$50
AVS 443: Airline Dispatcher Certification	\$700
AVS 447: Boeing 737 Systems	\$75

Each flight syllabus has been approved by the FAA under Part 141. Flight lab fees cover prescribed number of flight hours, flight and ground instruction, simulator training, ETA software course fees, and end-of-course evaluation fees. Books for ground schools, headsets, Lasergrade FAA exam, iPad Minis, and ForeFlight software subscriptions must be purchased separately. In the event of a significant increase in the price of fuel, a fuel surcharge could be added to the cost of each hour of flight to reflect current prices.

22-23 Biology Program Fees

BIO 311: Botany	\$50
BIO 483: Dissection	\$50

22-23 Education Program Fees

Field practicum fee	\$82
Student teaching fee (K-12)	\$313
Student teaching fee (Elementary/Secondary)	\$280

22-23 Environmental Science Program Fees

ESC 106: Sustainable Communities Laboratory	\$50
ESC 209: Field Survey Techniques in Zoology	\$25
ESC 215: Fast Food Nation	\$40
ESC 244/344: Island Biogeography in the Galapagos	\$4,766
ESC 280: Special Topics	varies
ESC 314: Range Ecology	\$50
ESC 325: Wetlands & Riparian Ecology	\$75
ESC 330: Wildlife Ecology & Conservation	\$200
ESC 345: Soil Science	\$25
ESC 436: Yellowstone Field Trip	\$200

22-23 Environmental Studies Program Fees

EST 103: Introduction to Environmental Studies	\$100
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22-23 Equestrian Program Fees (per semester)

Stall deposit (new students – first semester)	\$500
Staff deposit (returning students)	\$300
Equestrian stall (boarding) fee	\$3,000
Equestrian summer stall fee	\$1,080
Therapeutic riding horse usage fee	\$360
PATH therapeutic riding membership application fee	\$110
PATH therapeutic riding certification fee	\$750
EQS 150: Intercollegiate Equestrian Team	\$750
EQS 380: Special Topics	\$1,264

Stall/boarding fees are subject to fluctuations due to the cost of hay and grain. Surcharges may be added to the stall fee to reflect current prices.

Students required to use a horse(s) in their equestrian curriculum and must reserve a stall(s) prior to the beginning of each semester. The reservation is made by paying a \$300 (returning students) or \$500 (new students) stall deposit for each horse by April 30 (for fall semester) and November 30 (for spring semester) of each academic year. The deposit will be posted to the student's account and applied to the stall/boarding fee. If a student reserves a stall and does not board a horse in the semester for which the deposit was made, the deposit is forfeited for the semester. Riding courses must be dropped by July 10 (for fall semester) and December 10 (for spring semester) to avoid forfeiture of deposit. Students may receive credit for previously forfeited deposit by registering for a riding course within two semesters after forfeiture.

22-23 Geography Program Fees

ECO 354: Environmental Economics	\$30
GPY 102: Regional Geography of Landscape Changes	\$30
GPY 118: Montana Rivers	\$300
GPY 226: Energy and Society	\$25
GPY 321: Introduction to Geographic Information Systems	\$40
GPY 322: Remote Sensing	\$30
GPY491/492: Geography Capstone & Lab	\$50

22-23 Geology Program Fees

Geology Field Trip	varies
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22-23 Health and Human Performance Program Fees

HHP 223: Prevention and Care of Athletic Injuries	\$40
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22-23 Music Program Fees

Private music fee (per credit)	\$100
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22-23 Health and Human Performance Program Fees

PAC 114: Scuba Diving	\$300
PAC 117: Hiking & Photography in Yellowstone	\$125
PAC 118: Bicycle in the Beartooths	\$150
PAC 119: Winter Break Ski Adventure	\$700
PAC 120: Leave No Trace Camping	varies
PAC 121: Wilderness First Aid	\$225
PAC 122: Big Sky Ski Weekend	\$250
PAC 123: Red Lodge Ski Weekend	\$225
PAC 124: Ski/Snowboarding	\$275
PAC 125: Hot Springs/Geysers in Yellowstone	\$125
PAC 126: Rock Climbing	\$100
PAC 127: Cross Country Ski Weekend	\$125
PAC 128: Ice Climbing	\$175
PAC 129: Kayaking	\$150
PAC 130: Fly Fishing	\$125

22-23 Theatre Program Fees

THR 235: Drafting for the Stage	\$25
THR 245: Scene Painting	\$150
THR 247: Puppetry	\$50
THR 315: Scene Design	\$50
THR 318: Properties, Construction, & Design	\$50
THR 320: Costuming for the Stage	\$100
THR 336: Rendering for the Stage	\$75

22-23 Master of Accountancy

Tuition and fees for the Master of Accountancy program are the same as for undergraduate programs. Financial aid is available to those who qualify. Contact the financial aid office for more information.

22-23 Master of Educational Leadership

Students can elect to pay the semester's tuition and fees in full at registration or may sign up for a payment plan through the College. Contact the student accounts representative to enroll in the payment plan option. Financial aid is available to those who qualify. Contact the financial aid office for more information.

Tuition	\$10,150/semester
Superintendent program fee	\$586/credit
Academic lab fee (per semester)	\$95
Campus technology fee (per semester)	\$105
ASRMC student government fee (>5 credits per semester)	\$90
ASRMC publication fee (>5 credits per semester)	\$15

22-23 Master of Physician Assistant Studies

Financial aid is available to those who qualify. Contact the financial aid office for more information.

Application fee (non-refundable, paid to CASPA)	\$35
RMC application processing fee (non-refundable)	\$45
Admissions deposit (non-refundable)*	\$1,000
*Applied toward first summer term tuition	
First summer term tuition (7 credits x \$1,127/credit)	\$7,889
No additional fees for first summer term	
Fall tuition	\$15,928
Spring tuition	\$15,928
Full summer semester tuition	\$15,928
Academic lab fee (per semester)	\$95
Campus technology fee (per semester)	\$105
ASRMC student government fee (per semester)	\$90
ASRMC publication fee (per semester)	\$15

PA master's assessment fee and PA clinical training fee included in tuition.

22-23 Doctor of Occupational Therapy

Financial aid is available to those who qualify. Contact the financial aid office for more information.

Application fee (non-refundable, paid to OTCAS)	\$145/initial app \$60/additional app
Admissions deposit (non-refundable)*	\$500
*Applied toward first semester tuition	
Spring tuition	\$12,000
Summer tuition	\$12,000
Fall tuition	\$12,000
Academic lab fee (per semester)	\$95
Campus technology fee (per semester)	\$105
ASRMC student government fee (per semester)	\$90
ASRMC publication fee (per semester)	\$15

For additional costs associated with the program, see “Tuition, Fees and Expenses” section of the OTD website at rocky.edu/otd.

22-23 Doctor of Medical Science

Financial aid is available to those who qualify. Contact the financial aid office for more information.

RMC application fee (non-refundable)	\$100
Admissions deposit fee (non-refundable)*	\$1,000
*Applied toward first term tuition	
First term tuition	\$7,500
Second term tuition	\$7,500
Third term tuition	\$7,500
Fourth term tuition	\$7,500
Academic lab fee (per term)	\$95
Campus technology fee (per term)	\$105

RMC Payment Policies

Enrollment Deposit

For undergraduate students, a deposit of \$250 is required at time of enrollment. This deposit will be held in a subsidiary account and may be used to cover incidental expenses incurred by the student such as outstanding library or parking fines, room damages, etc. The balance of this deposit will be refunded to the student at the end of enrollment.

Validation and Payment Terms

The term “validation” refers to the process of confirming registration, financial assistance, and payment of tuition and fees. Undergraduate and 3:2 program validation occurs in the Student Accounts Office according to the following schedules. Graduate-only program validation typically occurs in the Student Accounts Office on or before the start of the term; contact the program for details.

Before the start of each semester, students receive by mail a registration billing statement that includes course schedule, tuition, fees, housing and meal plan costs, expected financial assistance and remaining balance. This mailing also includes department contact information and payment options. Students are asked to review the registration statement and contact the appropriate office to address any discrepancies.

Validation Options

All students must choose from the following options to complete the validation process regardless of whether or not tuition and fees are paid in full by financial aid or scholarships:

1. Funding, from either institutional and/or external aid sources, sufficient to pay balance in full.
2. Payment in full.

3. Submit a signed four- or five-month installment payment plan with the first payment.

1. Funding sufficient to pay balance in full:

- By email (preferred) – students who have adequate funding to cover their costs in full may send an email message to studentaccounts@rocky.edu with the student’s name and the word “validate” in the subject line of the message. A reply acknowledging the receipt of the message will be sent within three business days to confirm or deny that validation is complete based on status of expected funding.
- By phone – contact the Student Accounts Office directly at 406.657.1016.

2. Payment in full:

- Online – students submit payment through their CampusPortal account.
- By phone – contact the cashier directly at 406.657.1012.
- In person – contact the cashier located on the main floor of Eaton Hall.
- By mail – detach the top portion of the registration statement and mail with check or credit card payment information.

Validation will be completed automatically upon receipt of payment in full.

3. Four- or five-month installment payment plan:

For students choosing the installment payment plan option, Rocky Mountain College will divide the student’s remaining balance due for tuition, fees, room and board into four or five payments each semester. The total balance due is determined by calculating the student’s total charges for the semester, less all approved financial assistance. The signed Installment Payment Plan Application and Promissory Note, along with the down payment and \$35 application fee must be received on or before the established application date each semester to complete validation.

Subsequent monthly payments are due by the 10th day of each month. Interest at the rate of 1% per month (12% annual) will commence upon the first installment date of the plan and will continue until the account is paid in full. A \$25 late fee will be charged to the student account each month payment is received after the due date. Failure to make monthly payments may result in declaring all remaining installments due and payable, as outlined in the terms and conditions of the payment agreement. If the student withdraws from school and the payment plan agreement is not paid in full, any refund due the student is applied first to the unpaid balance of the payment plan contract. Withdrawal from school does not void contract.

Student Account Policies

Late fees are assessed and course schedules deleted for non-payment according to the dates specified in the corresponding “Validation and Tuition Payment Schedule.” A student may not attend classes or participate in athletic or campus events until he or she has completed the validation process.

Validation and Tuition Payment Schedule

Fall Semester

- Statement mailed to student: June
- Validation/payment due: August 1 (\$50 late fee applies after this date)

<ul style="list-style-type: none"> Schedule deletion date* for non-payment: Noon (MDT) Friday before classes begin
Spring Semester <ul style="list-style-type: none"> Statement mailed to student: November Validation/payment due: December 10 (\$50 late fee applies after this date) Schedule deletion date* for non-payment: Noon (MDT) Friday before classes begin

*Course schedule deleted for non-payment by noon (MDT) of the Friday before classes begin each semester. A \$150 late fee will be charged to re-register. Once deleted, course selection is not guaranteed.

International Students

Before the start of each semester, registered international students receive by email a billings statement that includes course schedule, tuition, fees, housing and meal plan costs, expected financial assistance and remaining balance. This mailing also includes information regarding payment deadlines specific to international students and options for submitting payment (credit card or wire transfer). Students are asked to review the registration statement and contact the Office of International Programs to address any discrepancies.

Payment options for international students are limited to payment in full each semester for the first academic year of attendance. Payment must be received by the established validation dates for international students in order to occupy student housing, utilize meal plans, attend classes or participate in other campus activities.

Validation and Tuition Payment Schedule for First-Year International Students
Fall Semester <ul style="list-style-type: none"> Statement emailed to student: June Validation/payment due: August 1 (\$50 late fee applies after this date) I-20 cancellation date*: August 10
Spring Semester <ul style="list-style-type: none"> Statement emailed to student: November Validation/payment due: December 10 (\$50 late fee applies after this date) I-20 cancellation date*: December 20

*I-20 cancelled and course schedule deleted for non-payment by date indicated. A \$150 fee will be charged to re-register. Once deleted, course selection is not guaranteed.

Returning international students who are in good academic standing may apply for the installment payment plan after successfully completing the first year of attendance. Validation dates are the same as domestic students, however, students who have not met the terms of their payment plan by noon (MDT) Friday before classes begin will be considered “out of status” according to federal regulations and the I-20 will be cancelled.

Student Account Policies

Late fees are assessed and course schedules deleted for non-payment according to the dates specified in the corresponding “Validation and Tuition Payment Schedule.” A student may not attend classes or participate in athletic or campus events until he or she has completed the validation process.

No student is allowed to register for or attend classes if he or she has a balance due before the start of each semester, excluding the amount due Rocky Mountain College as it relates to the federal Perkins loan program.

It is the student’s responsibility to remain current in payment of charges to his or her account. Failure to pay any amount due may result in Rocky Mountain College withholding work study, transcripts, diplomas, and other related services and privileges until the balance is paid in full.

The privilege of attending or registering for classes may be denied for failure to pay account balances or failure to make payments in accordance with the installment payment plan contract. A hold is placed on the student’s account and removed only when the obligation is cleared. Rocky Mountain College will not release the transcript of any subject to such a hold.

Past due accounts can result in financial suspension and/or the account being turned over to a collection agency or attorney. Rocky Mountain College reserves the right to add to the debt any attorney fees, court costs, and collection costs subsequently associated with collection of the debt in accordance with statutes set forth by the State of Montana.

Veterans Benefits and Validation Policy

Students who are eligible for either Chapter 31 or Chapter 33 veterans’ benefits are not prohibited from attending or participating in courses while awaiting payment from the VA, but must make arrangements for paying any balance due for any remaining charges with the Student Accounts Office by published validation dates. RMC will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities due to delayed disbursement of funding from VA under Chapter 31 or 33.

Refunds and Withdrawal

Student Tuition and Fee Refund and Withdrawal

See “Refunds and Withdrawal” section of the catalog.

Residence Hall and Meal Plan Refund

See “Refunds and Withdrawal” section of the catalog.

Return of Title IV Funds

See “Financial Assistance” section of the catalog.

Brad Nason, Executive Vice President and Dean of Student Life

The primary responsibility of college students is academic achievement. However, the broadly education citizen benefits from non-academic experiences as well. Rocky Mountain College, through its co-curricular programs, offers each student an opportunity for personal and social growth outside of the classroom.

The College recognizes the educational value of these co-curricular activities. Through them, the student may gain understanding of fellow students, increase his or her desire to serve the world, and acquire the technique of living and working with others.

Cultural Opportunities

The cultural advantages of the Billings metropolitan area can make an important contribution to the student's educational progress. The Billings Symphony and Chorale and the Billings Studio Theatre (on campus) afford opportunities for participation by qualified students, as well as an aesthetic appreciation gained by attending concerts and productions. The Alberta Bair Theatre regularly presents nationally touring musicals and performances of classical and contemporary music and theatre. The galleries at the Yellowstone Art Museum and the Western Heritage Center are open to students and provide a basis for the exploration and appreciation of Western art. The Audubon lecture series, special programs at other educational institutions, and varied presentations of civic-minded groups are among the finest in Montana.

The cultural series events held on-campus supplement the College's objectives as a church-related, liber arts-rooted school concerned with the development of the student in every facet of his or her personality.

Students are encouraged to augment their formal instruction with a wide variety of programs, including chapel, concerts, lectures, and similar performances. Cultural events stimulate an appreciation of the role of aesthetic values and of moral and spiritual qualities in contemporary life. Speakers on campus include authorities in areas not included in the College's curriculum, as well as those individuals especially qualified to speak on critical contemporary issues.

Institute for Peace Studies

Mary Hernandez, Director

Founded in May 1990, the Institute for Peace Studies at Rocky Mountain College operates under a 25-member board of advisors, with the director and the board chair reporting directly to the Rocky Mountain College Board of Trustees. Its director, office manager, work study staff, and community volunteers work year-round to bring programs like the Festival of Cultures, Peace and Unity Day Camp, and "We Are Women" conferences to the region. Outreach includes going into classrooms with Rocky Mountain College's international students and sharing a diversity program to local area schools. The Institute facilitates a biyearly lecture seminar called the Bross Peace Lecture Series. Each year, the Institute presents the prestigious Jeannette Rankin Peace Award and the Edith Gronhovd Peace Essay Awards, and features a noted peacemaker along with outstanding entertainers who come together for an evening "In Praise of Peace." The Institute's mission, "to seek through education to explore and promote alternatives to violence in the behavior of individuals, groups, organizations, communities, and nations," continues to attract members from a wide variety of ethnic, political, and socioeconomic backgrounds.

The Institute for Peace Studies is located in Alden Hall 103. Contact the Institute via email at peacestudies@rocky.edu or at 406.658.1042.

Chaplain and Office of Spiritual Life

Kim Woeste, Chaplain, Director of Spiritual Life and Church Relations

Rocky Mountain College celebrates its church-related heritage. The early influence of the United Methodist Church, the Presbyterian Church (USA), and the United Church of Christ has resulted in a learning community distinguished by thoughtful inquiry, ethical decision-making, and active citizenship. All faith traditions are welcome at Rocky Mountain College and the spirituality, convictions, and questions of all are respected.

The Chaplain and Office of Spiritual Life provides for the spiritual growth and well-being of the College community. Spiritual Life programming provides opportunities for worship, study and discussion groups, retreats, lectures, and service. Students are encouraged to integrate their faith with their academic experiences, to consider how their beliefs inform their actions, to listen and respect persons from diverse backgrounds, and to grow as spiritual leaders. Participation and leadership in all activities are open to everyone.

Disability Services

Rocky Mountain College is committed to assuring an equal educational opportunity for students with disabilities. The College is committed to providing courses, programs, services, and facilities that are accessible to students with disabilities. Support services include counseling, advising, tutoring, note taking, test accommodations, and advocacy. Undergraduate students should register with Services for Academic Success (SAS). Graduate students should register with the Office of the Executive Vice President/Dean of Student Life. The Executive Vice President/Dean of Student Life serves as the Section 504/ADA coordinator for the College. These offices provide accommodations in accordance with Section 504 and ADA regulations.

Students with disabilities are responsible for identifying themselves, providing appropriate documentation and requesting accommodations. Diagnostic services are not available through the College.

There is no separate admission process for students with disabilities. Students apply through the regular admissions process and must meet the College's admission requirements. See also "Support Services: Services for Academic Success (SAS)."

Support Services

As an institution grounded in the liberal arts, Rocky Mountain College is interested primarily in the development of the whole person. A caring, personal atmosphere fosters this development. Students are encouraged to seek the counsel of any faculty member, special counseling services through the Office of the Executive Vice President/Dean of Student Life, and Services for Academic Success (SAS). Residence hall staff also provide support in educational, vocational, social, and personal matters.

Academic Advising

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that lead to the successful completion of a degree and the development of an interest in lifelong learning.

Career Services

Lisa Wallace, Director

The Office of Career Services provides guidance to students and alumni, assisting them in the development of the skills and qualities needed to achieve their educational and professional goals.

The Office of Career Services assists students specifically with:

- Identifying, securing, and completing internships;
- Exploring career opportunities, including part-time and seasonal employment during school;
- Developing job search tools and strategies, including résumé and cover letter writing, understanding professional attire, developing interviewing and networking skills, and creating a strategy for searching for jobs;
- Making connections with organizations at career fairs, on campus, and through programs intended to provide recruitment and networking opportunities;
- Pursuing graduate school opportunities;
- Finding community service and service learning opportunities to enhance their undergraduate experience.

Internships

Students are encouraged to enhance their academic program with an experiential learning component, such as research, study abroad, or internships. Internships provide students an opportunity to put their classroom lessons to work with a qualified organization, conduct career exploration, and make contacts in their field of interest. An internship usually lasts a full semester (12-15 weeks) and requires 45 hours of work per credit hour earned in addition to academic work and reflection. General requirements for the internship program include:

- Students must be of junior or senior status and have achieved a least a 2.00 cumulative GPA and a 2.25 GPA within the major.
- Students will be required by faculty to complete academic assignments related to the internship experience.
- To register, students must submit a completed contract to the Office of Career Services to be reviewed and forwarded to the Office of Student Records.
- Students must be registered for an internship by the drop/add deadline for the semester in which they will be interning.
- Internships must be completed or have the majority of internship completed during the term for which it is transcribed.
- There are restrictions on the number of internship credits that may apply toward a degree and some majors have specific prerequisites or a higher minimum required GPA for internships. Check the “Academic Information” section of the catalog and specific course description for more information.

Career Services Resources

Many career services resources are available online at rocky.edu/careerservices. Additional information and assistance are available in the Office of Career Services.

Community Engagement

The Office of Community Engagement promotes student engagement in the community through a wide variety of volunteer opportunities. The office encourages lifelong dedication to community service and shared responsibility. Students who participate in community engagement programming gain understanding of service opportunities in the local, national, and international community, as well as what it means to be an engaged citizen. They learn to articulate the value of participating in social and education interactions with people who are different from themselves. Community engagement informs students’ chosen career paths and academic experiences.

For more information on community engagement, visit rocky.edu/campus-life/office-student-life/community-engagement or contact the experiential education coordinator at communityservice@rocky.edu.

Counseling Services

Cynthia Hutchinson, Counselor

Rocky Mountain College counseling services are available to all students at no cost. The counseling center provides support for students experiencing personal, social, or adjustment difficulties. The campus counselor also sponsors special events and programming within the College community and provides referrals to community resources. Contact Cynthia Hutchinson at 406.657.1049 for more information.

International Student and Scholar Services

Amber West Martin, Director of International Programs

The Office of International Programs provides services for foreign students and Rocky Mountain College scholars. Services for Rocky Mountain College scholars include: assistance choosing the study abroad program to fit his/her needs, study abroad application assistance, pre-departure information, and a resource handbook. Services for foreign students include: orientation programs upon arrival, initial academic advising, assistance with employment and internships, as well as events and activities through which the culture of Montana can be explored. Contact the director of international programs at 406.657.1107 for more information.

Leadership, Engagement, and Achievement Program (LEAP)

Steven Peterman, Director

The Rocky Mountain College Leadership, Engagement, and Achievement Program (LEAP) supports student development and growth by providing meaningful advocacy, intervention, and counsel, as well as social and academic support programming. Through peer leadership and a commitment to the community standards philosophy, LEAP strives to empower students to reach their highest personal and academic potential. For more information on LEAP, contact the director of LEAP at 406.657.1099.

Services for Academic Success

Mary Reiter, Director

Services for Academic Success is a federally funded TRIO program that gives eligible students the academic and social support they need to successfully complete college. SAS provides a comprehensive support program tailored to meet a student’s individual needs. Services are free to participants and include academic, career, and personal counseling, tutoring, cultural and academic enrichment, use of computer labs, graduate school counseling, and accommodations for students with physical and/or learning disabilities. SAS also offers developmental coursework in mathematics, writing, and study skills.

To be eligible, students must meet one of the following criteria:

1. A low-income threshold;
2. A first-generation college student (neither parent completed a baccalaureate degree);
3. A physical or learning disability.

A participant must also be a U.S. citizen and demonstrate an academic need for the program.

The SAS program is located in the Fortin Education Center and is staffed by a director and academic specialists. Enrollment is limited to 250 participants. To determine eligibility and/or apply, contact SAS at 406.657.1070.

Disability Documentation Requirements

The following documentation is needed to determine eligibility for modifications or accommodations:

- A detailed evaluation from a professional qualified to diagnose a disability. The evaluation should have been completed within the last three years.
- Evaluations from a licensed clinical psychologist, school psychologist, LD specialist, medical doctor, and/or neuropsychologist.
- For learning disabilities, evaluations that include test results, with composite and subtest scores, for intelligence, reading, math, written language, processing skills, and speech and language, when appropriate.
- Reports that state the disability as a diagnosis.
- Recommended, but not required: A current IEP or 504 Plan that states modifications and accommodations.

Policy and Procedures for Accommodations

1. All students must submit documentation of a disability to the appropriate office (SAS for undergraduate students or the Executive Vice President/Dean of Student Life for graduate students) and have it approved before any accommodations can be granted (see “Disability Documentation Requirements”).
2. The documentation provided by the student must support the need for the academic adjustments or accommodations that the student requests.
3. Undergraduate students must meet with the SAS advisor at least three days prior to the date of the test for the testing accommodations. The SAS advisor will fill out and sign a test taking accommodations form. The student will take the form to the professor for instructions on the level of proctoring needed, how the test will be delivered to SAS, and how it will be returned to the professor. The professor’s signature is required for approval.
4. SAS staff will reserve a testing room for the student and be responsible for the appropriate monitoring or proctoring.
5. For students needing extra time on tests, the standard is double time, unless documentation indicates that the student needs more time.
6. Failure to abide by these procedures may result in a loss of accommodations.

Guidelines for Documentation of Attention Deficit Disorder

The following documentation is needed to determine eligibility for modifications or accommodations:

- A current ADD assessment, preferable within the last three years, with the exact DSM-IV diagnosis.
- The assessment must be from an individual qualified to diagnose ADD, such as a medical doctor. Diagnostic reports must include the name and title of the evaluator, as well as the date(s) of testing.
- A list of the questionnaires, interviews, and observations used to identify the ADD behaviors.
- A summary of information regarding the onset, longevity, and severity of the symptoms.
- Medication history and current recommendations regarding medication.
- Recommendations for appropriate accommodations for the college setting (such as testing in a quiet place free from distractions).
- Information concerning comorbidity.
- Recommended, but not required: A complete psycho-educational evaluation, including test results with composite and subtest scores, for intelligence, reading, math, written language, processing skills, and speech and language, when appropriate.

All documentation is confidential.

Undergraduates should submit documentation to:

Rocky Mountain College
Services for Academic Success
1511 Poly Drive
Billings, MT 59102

Graduate students should submit documentation to:

Rocky Mountain College
Dean of Students
1511 Poly Drive
Billings, MT 59102

For complaints concerning accommodations for disabilities, follow the process outlined in the “Complaint Resolution Procedure” under General Policies.

Student Health Service

Prior to enrollment, every student must submit a completed medical history form and provide documentation of two MMR vaccinations. The College provides access to health services through a physician assistant and a consulting physician. Examinations, the diagnosis of minor illnesses, and the treatment of injuries are available to all students at no charge. Students may be referred to other local healthcare providers depending on the illness or injury. The student must assume the cost of illness or injury requiring hospitalization or other referrals. The College is not responsible in the case of accidents incurred by students in pursuit of their work, on field trips, involved in athletics, or participating in any other student activity.

Student Insurance

All students are encouraged to carry personal health insurance. The College does not offer an institutional health policy; therefore, students should contact an independent insurance agent to secure health insurance coverage. A free brochure on college student health insurance is available in the student services office.

International students are required to have adequate medical/health insurance. After a student is admitted to the College, a packet describing minimum benefits will be provided.

Residence Life and Housing

Shaydean Saye, Director of Residence Life and Auxiliary Services

The Office of Residence Life serves to ensure that residence life facilities provide students with safe and comfortable surroundings that are conducive to the pursuit of academic excellence. This department is also responsible for developing programs that address students’ co-curricular needs. As a residential college, all first- and second-year students are required to live on campus. This requirement is based on long-term research that indicates greater success among on-campus students. Exceptions to this policy include married students, students 21 years-of-age or older on the first day of fall semester classes, students with dependent(s) living with them during the academic year, or students who live with their parent(s) or guardian(s) within Yellowstone County. The on-campus requirements imply a contractual agreement between the student and the College for the duration of the academic year.

Residence Halls

The Anderson-Widenhouse complex is comprised of two co-educational residence halls housing primarily first-year students, joined by a community annex. Rimview Hall residents must have at least sophomore status, and Jorgenson Hall residents must be of junior or senior class standing or 21 years-of-age or older. Rooms in Widenhouse, Anderson,

and Rimview Halls are furnished with twin beds, mattresses, dressers, desks, closets, and chairs. In addition, a microwave and refrigerator are provided for Rimview and Widenhouse Hall suites. Jorgenson Hall is a good alternative to students eligible to live off campus. These apartments, typically 728 square feet, are unfurnished and include a living room and full kitchen. Laundry facilities are available in each of the residence halls for no additional charge.

Applications for room reservations for new students can be made online at rocky.edu/housing. Room assignments are made only after enrollment deposits and applications are received. Returning students make their room reservations through the Office of Residence Life in the spring of the year, preceding occupancy. New students are assigned in early summer. Room assignments are sent via email in July. The College reserves the right to change a student's room assignment. Information about prices for all of our on-campus housing options are available in the Office of Residence Life or online at rocky.edu/housing.

Family Housing

RMC currently provides a limited number of units to accommodate students and their spouses or children in Jorgenson Hall. Due to the limited number, priority is given to current students. For more information regarding our family housing, please contact the Office of Residence Life.

Food Services

Several options are available for all members of the Rocky Mountain College community. The McDonald Commons is open from 7:00 a.m. to 9:30 p.m. Monday through Thursday; 7:00 a.m. to 6:30 p.m. Friday; and 9:00 a.m. to 1:00 p.m. and 5:00 p.m. to 6:00 p.m. Saturday, Sunday, and holidays when classes are in session. The McDonald Commons features hot entrees, soups, salads, bagels, cereals, sandwich bars, beverages, and baked goods.

The Carte Blanche meal plan (recommended) allows unlimited access to the McDonald Commons when it is open. The 10-meal plan allows the user any 10 visits to the McDonald Commons each week. All students living in Widenhouse or Anderson Hall are required to have either a Carte Blanche meal plan or a 10-meal plan. Students living in Rimview Hall, Jorgenson Hall, and off campus are welcome to have a meal plan; however, it is not required. These plans are available through the Office of Residence Life or online at mealplan.rocky.edu.

Student Activities

ASRMC Student Government

The Associated Students of Rocky Mountain College (ASRMC) consists of all students who register for six or more credit hours and others who choose to pay the membership fee. ASRMC operates under a constitution available from the Office of the Executive Vice President/Dean of Student Life. The ASRMC governing council is the executive board of the associated students, duly elected and appointed in accordance with the ASRMC constitution. The executive committee consists of the president, vice president, financial administrator, and secretary. The student senate consists of 12 senators representing various campus consistencies. Three standing committees, appointed by the executive council, are responsible for social, cultural/political, and publication activities and events.

Clubs and Student Organizations

Students at Rocky Mountain College may participate in a variety of student clubs and organizations. For a complete current list of clubs, visit rocky.edu/campus-life/clubs-activities/clubs.

Performing Groups

Concert Band

The RMC concert band is a large ensemble open to students of all majors – no audition required. The concert band rehearses and performs selected band literature. Three semesters of participation in concert band may fulfill a Fine Arts #2 core requirement. Students in concert band may also play in the pep band.

Concert Choir

The RMC concert choir is a large mixed ensemble open to all students of all majors – no audition required. The choir rehearses daily and performs two choral concerts per semester. Three semesters of participation in concert choir may fulfill a Fine Arts #2 core requirement. Students in the concert choir may audition for RMC chamber singers, a small ensemble of select students who want to further their understanding of choral music.

Jazz Ensemble

The RMC jazz ensemble is a small ensemble open to all instruments – no prior jazz experience necessary. The jazz ensemble rehearses and performs a variety of styles, including swing, funk, rock, blues, and Latin jazz. Three semesters of participation in jazz ensemble may fulfill a Fine Arts #2 core requirement.

Theatre

Students of all majors may participate in RMC theatre. Students perform as many as three main stage shows per year, often using the 260-seat Billings Studio Theatre on campus. Billings Studio Theatre also has an eight-show season for which students are encouraged to audition. Losekamp Hall's Taylor Auditorium provides a space for student-directed/created projects throughout the year. For students interested in working behind the scenes, the College has a full scene shop and computer design lab with opportunities to design props, costumes, sound, or an entire production.

Publications

The College newspaper, "The Summit," is published throughout each semester and staff membership is open to all interested students. *Rocky Mountain Review*, a collection of students' poetry, fiction, and literary works, is published each spring, and all students are invited to submit their work.

Rocktivities, Outdoor Recreation, and Intramurals

Tim Lohrenz, Director of Outdoor Recreation, Intramurals, and Student Activities

Rocktivities

Rocktivities, the Student Activities board on campus, creates, organizes, and implements events that provide social, political, cultural, and educational opportunities. All events are free of charge to Rocky Mountain College students and are aimed at promoting positive relationships between peers, staff, and faculty members.

Outdoor Recreation and Intramural Programs

RMC's Intramural and Outdoor Recreation programs provide students with experiences that challenge the individual and contribute to wellness. These experiences empower students to recreate independently and as a community while becoming more aware of themselves and their environment.

Outdoor Recreation Activities

The outdoor recreation program includes organized outdoor adventures, trip planning and outdoor education resource center, bicycle maintenance, ski/snowboard tuning, gear rental, adventure recreation classes for credit, outdoor skills clinics, and an indoor climbing wall. The following activities are offered: skiing/snowboarding, backpacking, hiking, ice

climbing, canoeing, snowshoeing, archery, power kiting, slacklining, adventure racing, paintball, and rock climbing.

Intramural Activities

The intramural athletics program offers both individual and team sport activities that include soccer, dodgeball, basketball, volleyball, Quidditch, softball, frisbee golf, ultimate frisbee, tennis, broomball, kickball, and flag football. Intramural athletics organizes the annual homecoming powderpuff football game, as well as the faculty/staff vs. student softball games. All intramural equipment is available for students to check out and organize their own activities.

Intercollegiate Athletics

James Klemann, Director of Athletics

Rocky Mountain College is a member of the National Association of Intercollegiate Athletics (NAIA) and the Frontier and Cascade Conferences. RMC's approximately 250 student athletes participate in eight varsity sports, including football, men's and women's basketball, volleyball, men's and women's ski racing, men's and women's golf, men's and women's cross country, men's and women's soccer, and cheerleading/stunting. The RMC men's and women's ski teams compete as members of the U.S. Collegiate Ski and Snowboard Association (USCSA).

All student-athletes are required to purchase insurance (contact Business Office for more information). A primary goal of RMC intercollegiate sports is to encourage success on the athletic field and in the classroom, carrying on the Rocky Mountain College tradition of the scholar-athlete.

General Policies

The following descriptions reflect a synopsis of the College's general policies. Complete policy and procedure statements are outlined in the student handbook located on the College website at rocky.edu/campus-life/office-student-life/student-handbook. Hard copies of all policies and procedures may be obtained by contacting the Office of the Executive Vice President/Dean of Student Life.

Discrimination, Harassment and Sexual Misconduct

Rocky Mountain College does not discriminate on the basis of race, color, sex, religion, national origin, citizenship, age, disability, ethnicity, gender identity and/or expression, marital status, place of birth, veteran status, sexual orientation, or sexual identity in its policies and/or programs, employment, admissions, or other activities.

Harassment and Discrimination Policy

Members of the Rocky Mountain College community have the right to work and study in an environment free of harassment and discrimination. Rocky Mountain College strongly disapproves of and forbids the harassment or discrimination of students, faculty, staff members, or campus guests. The College will not tolerate discrimination or harassment, which includes discrimination or harassment based on race, color, sex, religion, national origin, citizenship, age disability, ethnicity, gender identity and/or expression, marital status, place of birth, veteran status, sexual orientation or sexual identity.

Sexual Misconduct Policy

Sexual misconduct including, but not limited to: sexual assault, sexual harassment, dating violence, domestic violence, and stalking, are unacceptable and will not be tolerated at Rocky Mountain College. It is a violation of College policy to retaliate against any person making a complaint of sexual misconduct, or against any person cooperating in the investigation of any allegation of sexual misconduct, including testifying as a witness in an investigation. Incidents of retaliation should be reported to the Title IX coordinator.

The Office of the Executive Vice President (EVP) and Dean of Student Life will distribute copies of this policy to all current students. A periodic notice will be sent to faculty, staff, and students to remind them of the policy. Copies of the policy will be available at appropriate campus offices. A "no harassment" policy notice will be posted in residence halls, instructional buildings, and administrative office areas.

Reporting Harassment, Discrimination, and Sexual Misconduct Concerns

The College urges an individual who has been subjected to harassment, discrimination, or sexual misconduct to make a formal complaint. A report of the matter will be dealt with promptly, and confidentiality will be maintained to the extent possible. The College is committed to providing information regarding on- and off-campus services and resources to all parties involved. Students, faculty, and staff found in violation of this policy will be subject to discipline up to and including termination, dismissal, or other appropriate institutional sanctions; affiliates and program participants may be removed from College programs and/or prevented from returning to campus.

Any individual who has questions or concerns about harassment or discrimination, or believes that he or she is being (or has been) harassed or discriminated against should contact one of the liaisons listed in the following section. The liaisons can help identify the types of behavior, verbal or physical, that constitute harassment or discrimination and will assist in determining an appropriate response to an alleged incident. For more information on what constitutes harassment, discrimination, or sexual misconduct, refer to the student handbook.

Campus Officials/Liaisons

- Title IX Coordinator
 - Brad Nason, Executive Vice President/Dean of Student Life, 406.657.1018
- Deputy Title IX Coordinator
 - Marcella Buster, Chief Human Resources Officer, 406.657.1043
- Deputy Title IX Coordinator
 - Shaydean Saye, Director of Residence Life, 406.657.1051
- Campus Counselor
 - Cynthia Hutchinson, 406.657.1049

Informal Resolution

In most instances, the College strives to resolve complaints informally. Individuals are encouraged to work with the campus officials/liaisons listed in the previous section to accomplish informal resolution. As part of this process, individuals will be encouraged to contact the offending party directly if they are comfortable doing so. If, however, an individual is not comfortable talking to the offending party directly, a mediated conversation may be facilitated by an appropriate liaison. In addition, Rocky Mountain College reserves the right to take steps toward defusing the situation (e.g., no contact agreements/orders, relocating various parties, altering schedules, etc.). These actions on the part of the College should not be interpreted as an indication of guilt or innocence; rather, they are steps taken to create the most comfortable environment possible while the incident is being resolved. If the informal resolution process fails to address the concerns of the complainant, the formal complaint procedure is available.

Formal Complaints

- Formal complaints are submitted by complainant(s) to Rocky Mountain College.
- Students may bring formal complaints to the executive vice president/dean of student life.

- Faculty and/or staff members may bring formal complaints to the chief human resources officer.
- The executive vice president/dean of student life or the chief human resources officer may at any point dismiss a complaint if it is found to be clearly without merit. The complainant may appeal this determination as outlined in Appeals.
- After discussion with the executive vice president/dean of student life or chief human resources officer, an official investigative officer will be appointed to formally review the complaint. The complainant submits a signed petition describing the complaint and requesting a formal investigation. In some cases, it may be appropriate for the designated officer to draft the petition. Other investigative officers may be designated by the president of the College or chair of the board of trustees as needed.
- If the respondent is a senior administrator at the College, or if the president of the College believes it appropriate in any case, the College may employ an independent investigator trained in harassment or discrimination investigations to manage the investigation. Such an independent investigator will report directly to the president of the College.
- If the respondent is the president of the College, the matter shall be referred to the chair of the board of trustees. The chair of the board of trustees may employ an independent investigator trained in harassment or discrimination investigations to manage the investigation. Such an independent investigator would report directly to the chair of the board of trustees. The findings from the investigation will be reported to a special committee of the board of trustees selected by the chair of the board of trustees for final determination.
- Both the complainant and respondent(s) may have one support person present to support and assist them throughout the complaint process. This person may accompany them to interview meetings, fact-finding interviews, and any meetings or other proceedings related to the complaint process. The complainant and respondent(s) are responsible for presenting their own information, and support persons do not have a speaking role during any meeting throughout the process.
- The proceedings described here are not those of a court of law, and the participation of legal counsel is not permitted during these discussions.

Formal Complaint Process/Timeline

The timetable set forth below is approximate. The executive vice president/dean of student life, in consultation with the investigative officer may, at his or her discretion, allow additional time for any of the steps noted. All relevant parties will be notified if additional time is needed.

- Within five (5) business days of receiving the written complaint, the complaint will be made available for respondent review, who may then file a written response.
- Within three (3) business days of receiving the written complaint, the investigating officer will consult with the relevant parties, including the complainant and the respondent, in order to ascertain the facts and views of both parties.
- Within fourteen (14) business days from the filing of the complaint, the investigating officer will conduct an inquiry and prepare a report summarizing the relevant evidence.
- The report of the investigative officer will be sent to both the complainant and the respondent. Within five (5) business days thereafter, the complainant and the respondent may each submit a final statement to the executive vice president/dean of student life or chief human resources officer concerning the report.

- The executive vice president/dean of student life and/or chief human resources officer, in consultation with the investigative officer, will select an independent three-person panel appropriate to the position of the respondent(s).
- Within five (5) business days after the submission of any final statements from the complainant and the respondent(s), the three-person panel will decide whether a violation of this policy has occurred, and, if so, what the consequences shall be as outlined in "Sanctions."

Appeals

Following the disposition of a case, any individual who is dissatisfied with the decision may appeal by submitting a statement to the provost or academic vice president within ten (10) business days, stating with specificity the reasons for his or her dissatisfaction. The academic vice president, within thirty (30) days of submission of such a request, shall either affirm or overturn the decision. Appeals will be based upon the record made before the academic vice president and will not constitute a rehearing of the evidence. The written response of the academic vice president will constitute the final determination of the complaint.

Sanctions

Sanctions for harassment or discrimination will be appropriate to the nature and severity of the offense and will be consistent with relevant College policy guidelines. Sanctions may include, but are not limited to, an oral reprimand, a written reprimand, a warning added to the respondent's file, probation, suspension, or dismissal/expulsion of a student.

Protection of Rights

Both parties will be informed of the facts developed in the course of the investigation and will be promptly informed about the final outcome of the proceedings. To the extent reasonably possible, all proceedings will be conducted in a way calculated to protect the confidentiality interests of both parties. Moreover, all reasonable action will be taken to ensure that the complainant and those testifying on behalf of either party will suffer no retaliation as a result of their actions. In the event that the allegations are not substantiated, all reasonable steps will be taken to restore the accused if he or she may have been damaged by the proceedings. If a complainant is found to have been intentionally dishonest in making the allegations or to have made allegations maliciously, the complainant is subject to institutional discipline.

Immunization Policy

Entering students must present documentation of immunization as part of the enrollment process at Rocky Mountain College. Montana state law requires proof of two measles, mumps, and rubella immunizations for all students unless born before January 1, 1957. Prior to enrollment at Rocky Mountain College, prospective students must complete the immunization section of the health service form. If adequate documentation is not available, students must obtain the necessary immunizations. Students with incomplete immunization records will have a registration hold placed on their account until proof of immunization is provided.

Alcohol and Drug Policy

Rocky Mountain College believes the key to successful control of alcohol abuse lies in education, providing healthy alternatives, and supporting and promoting healthy lifestyles. To this end, the College is committed to providing students the most current information available regarding alcohol and alcohol use; developing and implementing alcohol-free social programming; and encouraging and supporting those students who choose to abstain from use. Alcohol is not permitted in the College's residence halls. Further, the use or possession of illegal drugs and conduct deemed unlawful by the state or federal government is prohibited on campus.

Other Policies

Motor Vehicles

All motorized vehicles owned or operated by Rocky Mountain College students are subject to campus regulations.

Firearms and Weapons

Firearms and weapons are not permitted on campus.

Student Right-to-Know Act and Campus Information

The Department of Education and federal regulations require all colleges and universities to make available to students, prospective students, faculty, and staff information regarding campus crime rates (Clery Act), freshmen retention and graduation rates (Student Right-to-Know Act), and athletic programs (Equity in Athletics). This information is available in the Office of the Executive Vice President/Dean of Student Life.

Director Information Policy

Directory information will be released upon inquiry unless a request to withhold this information is filed by the student in the Office of Student Records by the last day to add a class each semester. Directory information includes the name of the student, local address, local phone, Rocky Mountain College email address, hometown, class, major, dates of attendance, degree and date awarded, honors, and/or varsity sport participation.

Registered students have the right to request that the College not release any information. Any student wishing to withhold directory information must inform the Office of Student Records in writing. Students must submit a request to withhold information each semester they are enrolled. Students should be aware that a request to withhold information would preclude release of verifications of enrollment or graduation. More information about this policy is available from the Office of Student Records.

Notify the Office of Student Records of any change of name (requires legal proof), address, and/or phone number either in person or via CampusPortal.

Student Conduct Systems

Restorative justice is a theory of justice that emphasizes repairing the harm caused or revealed by violations of the student code of conduct or campus policy. It is best accomplished through cooperative processes that include all stakeholders. Practices and programs reflecting restorative purposes will respond to campus incidents by identifying and taking steps to repair harm, involving all stakeholders, and transforming the traditional relationship between students and the institution by the way we respond to incidents.

Conduct Boards

While the vast majority of conduct issues at RMC are managed informally on a one-on-one basis, the College maintains a variety of conduct programs in support of student learning, development, safety, and protection of RMC's community standards.

Student Conduct Board

The Student Conduct Board serves as either a board of original jurisdiction or of appeal. It conducts hearings related to academic dishonesty and student disciplinary matters in which there are violations of College regulations that may result in a student's suspension or dismissal from the College. It also hears matters related to the constitution of ASRMC.

The Student Conduct Board is comprised of four students selected by ASRMC and four faculty members appointed by the academic vice president. The complete Student Conduct Board policy and procedures are outlined in the student handbook or on the College's website.

Peer Review Board

The Peer Review Board can serve as a board of original jurisdiction or of appeal. Students may be referred to the Peer Review Board by any Rocky Mountain College faculty or staff member. The board is a hearing body comprised of students empowered to determine if a student is responsible for violating the student code of conduct and/or College policy.

The Peer Review Board collaborates with students concerning their alleged violations to find a mutually beneficial resolution that protects the interests of the College community, allows the student to be accountable for his or her actions, and facilitates learning opportunities.

Anthony Piltz, Provost, M.A., C.M.A., C.F.M., C.P.A.
Erin M. Reser, Ph.D. Academic Vice President

General Academic Information

Rocky Mountain College offers two baccalaureate degrees – the Bachelor of Arts degree and the Bachelor of Science degree (4-year programs). Bachelor of Arts and Science degrees in education are typically 4.5-year programs. Other degrees include the Associate of Arts degree (2-year program), the Master of Accountancy with a BS in Business Management (3+2 year program), the Master of Accountancy (2-year program), the Master of Physician Assistant Studies (2.16-year program), the Master of Educational Leadership (1-year accelerated program), the Doctor of Occupational Therapy (9-semester/3-year program), and the Doctor of Medical Science program (4-term/1-year program).

The Semester Plan

College credit is offered on a semester basis, with fall and spring semesters. RMC also offers courses during shorter summer and winter sessions. Courses offered during the summer and winter sessions meet more frequently and for a longer period of time at each meeting. Enrollment is always for a semester (fall or spring) or a session (summer or winter) except in cases where the content of the course requires an alternative time frame, such as the DMSc (online) or when travel is involved. These cases are rare.

For undergraduate programs, the summer and winter sessions are not required terms. Summer terms are, however, required in the Physician Assistant and Occupational Therapy programs.

Number of Weeks Per Degree and by Semester

Degree Length	Fall	Spring	Summer	Winter
Associate of Arts; 2 years = 60 weeks	15	15	7 weeks optional	3 weeks optional
Bachelor of Arts/Bachelor of Science (Non-education majors); 4 years = 120 weeks	15	15	7 weeks optional	3 weeks optional
Bachelor of Arts/Bachelor of Science (Education majors); 4.5 years = 135 weeks	15	15	7 weeks optional	3 weeks optional
Bachelor of Science in Business Management + Master of Accountancy (3+2 program); 5 years = 150 weeks	15	15	7 weeks optional	3 weeks optional
Master of Accountancy; 2 years = 60 weeks	15	15	N/A	N/A
Master of Educational Leadership; 1 year accelerated = 43.5 weeks	20 ½	23	N/A	N/A
Master of Physician Assistant Studies; 2.16 years/26 months = 100 weeks, including 6- week introductory term	17	17	13 weeks required	N/A
Doctor of Occupational Therapy; 3 years = 117 weeks	15	16	8 weeks required	N/A
Doctor of Medical Science; 1 year = 48 weeks	12	12	12	12

Course Hours (Credit Hours)

In general, a course for one semester hour of credit meets for 60-minute period once a week for the semester. For each class session, the student is expected to spend at least two hours in preparation. In studio, laboratory,

or activity courses, at least two hours of attendance are required weekly for one semester hour of credit. In the case of seminars or independent study courses, less class attendance may be required and a proportionately larger amount of time spent in preparation.

Course Load

A normal load is considered to be 15 semester hours (minimum 12 hours to be considered full-time). Students in good academic standing may register for up to a total of 19 semester hours. For each semester hour over 19, a student is charged an overload fee. **Note:** A student must average 15 semester hours for eight semesters to complete the required minimum of 120 semester hours.

Registration

Students are expected to register on the days specified in the academic calendar. Registration is not complete until financial arrangements are made with Student Accounts. Students may add or remove courses from their schedules with no record on the transcript up until the last day to add or drop a course, as specified in the academic calendar. After the add/drop deadline, students may drop a course with a “W” on the transcript up until the last day to drop a course, as specified in the academic calendar.

Classification of Students

Students are classified at the beginning of each semester in each academic year according to the following definitions of class standing:

- Freshman – A student who has earned fewer than 27 semester hours.
- Sophomore – A student who has earned 27 to 59 semester hours.
- Junior – A student who has earned 60 to 89 semester hours.
- Senior – A student who has earned 90 or more semester hours.

Registration Status

- Regular: Admission requirements fulfilled and systematically pursuing a definite course of study toward a degree.
- Conditional: Must establish regular (non-probationary) standing by the end of the first semester in residence.
- Non-Degree Seeking: A student who is not a candidate for a degree at Rocky Mountain College.
- Auditor: A student who attends class regularly, but does not receive credit or grade. A regular student may audit a course without charge, providing his or her course load remains within the 12 to 19 credit range.

Academic Advisors

Academic advisors are assigned to students upon entrance to Rocky Mountain College. Students are encouraged to meet with their advisors frequently to review graduation requirements, plan class schedules, and discuss academic progress. Students may change academic advisors at any time by filing a request for change of academic advisor form, which is available in the Office of Student Records.

Levels of Courses

It is recommended that students take courses at the level of their class standing (freshman 100-level, sophomore 200-level, junior 300-level, senior 400-level) provided that specific prerequisites have been met. Taking a course two levels or more above the level of class standing is not permitted, except with the approval of the instructor. All courses are further classified as either lower-division, upper-division, or graduate-level. Lower-division courses are those numbered 100 to 299; upper-division courses are those numbered 300-499; and graduate-level courses are numbered 500-699. Third-year doctoral program courses are numbered 700-799.

Cancellation of Courses

The College reserves the right to cancel any course at any time.

Standard Courses

All standard course offerings are listed in this catalog. Courses cross-listed at a lower-division and upper-division level may be taken only once for credit unless otherwise noted.

The course schedule is available on CampusPortal, the RMC website, and in the Office of Student Records. While many courses are offered every year, or even every semester, others may only be offered every other year. In exceptional circumstances, a course may be offered at the discretion of the program, when enough students (typically at least five) need to take the course. Consult specific programmatic sections of the catalog for the schedules of class offerings. Students should plan their schedules carefully with their advisors to take required courses when they are offered. The course schedule is subject to change.

Online Courses

Regular courses may also be offered as online courses during any term. They are designated on the course schedule with the section listed as ONL.

Non-Standard Courses

Guidelines: Non-standard courses use the following workload standards for a credit: 45 semester hours of time for each semester hour, or completion of certain prescribed amounts of work or readings, determined at the beginning of the course.

The faculty member in charge is responsible for evaluating the student through oral or written tests, through the presentation of a paper or completed project, or by any other sound means of evaluation.

Special Topics 180, 280, 380, 480, 580, 680

Faculty members may arrange, with the approval of the curriculum committee and the academic vice president, to offer under a special topics number courses not regularly listed in the catalog.

Field Practicum 291, 391

All programs may offer a field practicum for 1 to 3 semester hours, with the possibility of being repeated up to a total of 12 semester hours. There must be a faculty evaluation of the student's performance, with a statement of the evaluation to be kept with the student's record. Practicum courses are graded on a pass/no pass basis.

Internship 450

An internship offers a learning experience in a workplace setting for juniors and seniors in any major. To be eligible for an internship, a student must have a cumulative GPA of at least 2.00 and major GPA of at least 2.25. For majors that require an internship, only the required credits can be completed for a letter grade; any additional credits must be completed on a pass/no pass basis. Some majors offer internship credits only on a pass/no pass basis. For majors that do not require an internship, only the first three credits may be completed for a letter grade; any others must be completed on a pass/no pass basis. Only 12 credits of internship can be counted toward the completion of a degree. Internships should be related to the student's major or minor area of study and are arranged among a faculty member, the student, and an employer with assistance from the career services office. A completed internship learning contract is required prior to the term for which the internship is being taken for credit begins. Contracts and more information about internship requirements are available from the career services office.

Independent Study

Independent Studies are defined as any class that replicates one that is offered in the regular course schedule, at any academic level, but taken outside the normal semester it is offered. In other words, the student would be independently studying the same content as her or she would during its regularly scheduled time. It is offered only by initiation of a faculty member, with the approval of the academic vice president. It should only be exercised in exceptional circumstances, especially if substituting another course is not a viable option. Substitutions should be approved on the programmatic level, not unilaterally by a single faculty member (except in programs that only have one faculty member).

Rules for Independent Studies:

- An application form is required and submitted to the Academic Vice President for Approval. A full explanation of why an Independent Study is necessary must be presented to the AVP as part of the application form. Approval should not be assumed.
- Applications for Independent Studies must be submitted to the Academic Vice President no later than one calendar week prior to the first day of class of the semester for which the request is being made.
- Students may take no more than two Independent Studies to count toward the minor, major, or toward the 120 credits required for graduation.
- Faculty may supervise no more than one Independent Study per semester, at any level.

Directed Reading 299, 499

Directed Readings are designed to allow students to engage in content areas that are not offered in the regular curriculum at Rocky Mountain College. They should only be conducted in exceptional circumstances, with students who are able to work autonomously, with a comparatively small amount of faculty supervision.

Directed Reading 299 is offered to freshmen or sophomores only by initiation of a faculty member, who will help the student devise and pursue an area of study, subject to the approval of the academic vice president.

Directed Reading 499 allows a student at the junior or senior level to devise and pursue an area of study outside the program's curriculum, agreed upon in consultation with a faculty member who will supervise the study, subject to approval of the academic vice president. In order to qualify for such study, a student must 1) major or minor in the program and 2) be a junior or senior or a graduate student.

Each Directed Reading can be from 1 to 3 semester hours.

Requirements for Directed Readings:

- An application form is required and submitted to the Academic Vice President for approval. Approval should not be assumed.
- Applications for Directed Readings must be submitted to the Academic Vice President no later than two calendar weeks from the beginning of general registration prior to the semester during which the Directed Reading will take place.
- Students could take no more than two Directed Readings to count toward the minor, major, or the 120 credits required for graduation.
- Faculty may supervise no more than one Directed Reading per semester, at any level.

Nontraditional Credit

Recognizing that valuable learning often takes place outside the classroom, the College offers the opportunity to obtain academic credit for nontraditional learning experiences. Students interested in obtaining nontraditional credit can contact the Director of Student Records. Nontraditional credits are not accepted in transfer from another institution and may apply to no more than 30 semester hours for a baccalaureate degree or 15 semester hours for an associate's degree.

Nontraditional credit is posted on the transcript after successful completion of one semester of full-time enrollment. Students may apply for nontraditional credit up to the end of their second term of attendance at Rocky Mountain College for work completed prior to enrolling at the College. Applications after the second term of attendance will not be accepted; nontraditional credit will not be granted for work done while enrolled at RMC.

Nontraditional credits granted are indicated on student transcripts with a grade of "P." There is a \$40 per credit transcribing fee. In all cases of nontraditional credit, it is the responsibility of the student to provide sufficient evidence to clearly show that he or she has earned the credit. For further information concerning the application process for nontraditional credit, including guidelines for the specific materials that need to be submitted for each type of nontraditional credit, and associated fees, contact the Office of Student Records. Details about the types of nontraditional credit that can be earned at Rocky Mountain College follow.

Challenge of a Course

Students may challenge courses not previously taken. It involves a process whereby faculty members can effectively evaluate the student's knowledge and skills in the content areas. Examples of methods faculty may use to evaluate a challenge includes exams, having the student write a paper or give a presentation, and/or having the student demonstrate skills in relevant activities. Approval of the faculty in the discipline and the academic vice president must be obtained, although neither is guaranteed. If the opportunity to challenge a course is granted and succeeds, written notification must be filed with the Office of Student Records.

CLEP and DANTES

Rocky Mountain College recognizes, for college credit, successful completion of one or more of the general examination or subject examinations of the College Level Examination Program (CLEP). Credit may also be earned through the Defense Activity for Traditional Educational Support (DANTES) program. Any CLEP or DANTES examinations for credit must be completed by the end of the second semester of enrollment at Rocky Mountain College. More information is available in the Office of Student Records.

Credit for Military Experience and Training (non-ROTC coursework)

Credit is evaluated based on the American Council on Education (ACE) recommendations for credit for military experience. Students should submit their information to ACE for evaluation. Once the ACE evaluation is returned, it should be brought to the Office of Student Records who will then evaluate the ACE recommendations and make determination about which credits will transfer to Rocky Mountain College and how those credits will count toward graduation requirements.

Advanced Placement Program (AP) Credit

In order for credit to be granted by Rocky Mountain College, the institution must have a copy of the student's score sheet sent directly from the College Board Advanced Placement Program. Use 4660 as the Rocky Mountain College code. Rocky Mountain College follows the American

Council on Education (ACE) guidelines for awarding AP credit (minimum exam score of 3), with the exception that a minimum score of 4 is required for the following: English Language and Composition, English Literature and Composition, and Computer Science. For information on how AP credit may apply toward core curriculum or program requirements, visit the College website or contact the Office of Student Records.

International Baccalaureate (IB) Program Credit

Rocky Mountain College recognizes the standards set by the International Baccalaureate Program for awarding college credit. Contact the Office of Student Records for more information on how IB credits transfer to RMC.

Credit for Prior Learning

This category of nontraditional credit is only appropriate under restricted and unusual circumstances; it applies to situations where students can document college-level learning in disciplines for which there is no corresponding courses to challenge at Rocky Mountain College or any appropriate external examination, such as CLEP or DANTES.

The Academic Standards Committee is responsible for making final decisions about the granting of credit for prior learning; those decisions are typically made after consultation with appropriate faculty from within the College when available, or from other colleges if necessary. To earn academic credit, students are required to provide sufficient evidence to demonstrate that their learning outside of the classroom is equivalent to the content of an academic course. Evidence is presented in the form of a portfolio and typically includes performance tests, essay examinations, and samples of student work. Interviews with faculty or outside experts may also be appropriate. There is a fee of \$200 for the development and evaluation of the portfolio.

Substitutions of Program Requirements

In exceptional circumstances, specific program requirements may be substituted. If the requested substitution pertains to requirements of a student's major or minor area of study, an exception to the stated requirements may be granted at the discretion of the faculty in the relevant discipline, subject to the approval of the academic vice president. Substitutions related to core curriculum requirements are, like other exceptions to stated academic policy beyond those already noted, the purview of the Academic Standards Committee (see "Academic Standards Committee and Student Appeals").

A substitution may be granted, for example, if a student unexpectedly does not have the opportunity to meet a program requirement because of an unavoidable conflict or because of a course cancellation. When substitutions are approved, the student must still meet the minimum credit requirement for the major or minor – the student may need to take additional elective courses in the discipline. Substitutions are not appropriate in cases in which a student believes he or she has already learned the material necessary for the requirement. In such cases, the student should challenge the course (see "Challenge of a Course").

International Learning Experiences: Study Abroad

The Office of International Programs helps students choose an international experience that best enhances their educational and career goals. Students may choose from semester or year-long programs, short-term faculty-led programs, and courses in which students study on campus for the majority of the semester and travel abroad to culminate the experience. The Office of International Programs also assists students to find internships, work, or volunteer opportunities abroad.

Rocky Mountain College has agreements with schools in Sweden, Finland, Japan, Northern Ireland, the U.K., and Jordan to study a variety of subjects, including language and culture. RMC also works closely with

the International Student Exchange Program (ISEP) and their sites worldwide. RMC students taking courses abroad for college credit work with the Office of International Programs, the Office of Student Records/Registrar, and faculty advisors in their program of study to pre-approve the transferability of credits taken abroad. With good planning, an international experience will not delay graduation.

Students interested in an international learning experience should contact the Office of International Programs, Morledge-Kimball Hall 007, 406-657.1107, or email international@rocky.edu.

Academic Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act affords students certain rights within respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health

staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school in performing a task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Rocky Mountain College asks that each student fill out a FERPA form indicating a waiver of his or her right so that staff and faculty can speak to parents or other individuals that the student identifies on the form. A student also has the right to indicate that he or she does not waive these FERPA rights and thus does not give permission for staff and faculty to share academic information. FERPA waiver forms are available in the Office of Student Records.

Attendance

Students are expected to be in class regularly and promptly. They are responsible for all assignments, including, but not limited to, written papers, quizzes, class tests, midterm tests, and/or final examinations, even when ill or representing Rocky Mountain College officially in extracurricular activities, such as sporting events.

The academic vice president may, by written notice, place students on an "excused absence only" basis in some or all classes. If, after this notice is given, students are absent from class without adequate reason, the academic vice president may disenroll the student from a course or courses. In the event students are disenrolled under the terms of this paragraph, a grade of "F" will be recorded in each course from which the student was removed. Excused absence-only status is originated by the faculty or Student Alert Committee, in consultation with affected faculty, through a written warning issued to the student and copies to the academic vice president.

Examinations

Final examinations are given at the close of each semester. No change in the stated schedule may be made except by the academic vice president. Faculty members must report the final grade for each student missing a final examination as "F" unless the academic vice president has excused the absence.

Requesting a Change in the Final Examination Schedule

Students may request exceptions to the published final exam schedule in cases where adherence to the published schedule would cause undue academic hardship. Requests for exceptions are initiated by students via FlowForms. Changes will be granted upon the approval of the course instructor and the academic vice president. Since the final examination schedule is published well in advance, exceptions relating to personal/travel reasons will not be granted.

Addition of a Course or Change of Section

Necessary registration changes, such as a change in a course or section, may be made during the add/drop period at the beginning of the fall or spring semester (see academic calendar for the last day to add a course). Students may not earn credit in any course for which they have failed to register.

Withdrawal from a Course

A student may withdraw from (drop) a course with a grade of “W” up to and including the last day to drop a class as published in the academic calendar. An exception to this date occurs for classes that only meet for part of the semester. For these classes, the student may withdraw from the course with a grade of “W” up to and including the day of the 50 percent point in the course. After that day, a student who withdraws from a course shall receive a grade of “F” in that course (students who officially withdraw from the College are not subject to this regulation). Withdrawal from a course is not official unless the proper completed form has been received by the Office of Student Records by the deadline specified in the academic calendar. Failure to withdraw in the official manner will result in a grade of “F.”

Withdrawal from the College

Students who elect to withdraw from all of their classes after the term has started are required to complete the process of an official academic withdrawal from Rocky Mountain College. This process must be completed after the student has validated and up to the last day of scheduled classes. The academic withdrawal form can be found on the Office of Student Records website at: rocky.edu/academics/office-registrar/forms-policies-services.

All undergraduate students are allowed one opportunity during their enrollment at Rocky Mountain College to withdraw from all classes with “W” grades after the established deadline for an official academic withdrawal but up to the last day of scheduled classes. Any student who withdraws in such a manner will be placed on academic probation the returning semester (fall/spring) and must comply with all necessary requirements.

Undergraduate students contemplating withdrawing from the College must meet with the executive vice president/dean of student life or the director of the LEAP (Leadership, Engagement, and Achievement) program to discuss the academic and financial implications associated with withdrawing from the College. Failure to withdraw officially, as outlined above, will result in a grade of “F” for each course.

Graduate students contemplating withdrawing from the College must meet with the director of the relevant graduate program to complete the official academic withdrawal procedure. All final grades received prior to the withdraw date will be marked as earned on the transcript; all other grades will be marked with a “W” grade. The official withdrawal date will be the date the student submits the academic withdrawal form to the executive vice president, director of LEAP, or graduate program director. A later date may be used if the College obtains evidence that the student who is withdrawing has attended any academically related activity such as a lecture, lab, exam, or tutorial after the withdrawal form has been submitted.

If a student leaves without official notification, the College will attempt to determine a last day of attendance. If a last day of attendance cannot be identified and the College can verify the student attended at least one class during the semester, the halfway point of the semester will be used as the withdrawal date. Rocky Mountain College does not have a leave of absence policy.

Grades

Grade Points and Grade Point Average

In order to determine students’ scholastic averages, grade points are awarded for each hour of credit as follows: “A” – 4 points; “B” – 3 points; “C” – 2 points; “D” – 1 point; “F” – 0 points. Grades of “I,” “W,” and “NP” are not used in calculation of the grade point average (GPA) and are considered credits attempted, but not earned. “P” grades are not used in calculation of the GPA but are included in the number of total credits earned. A plus (+) or minus (-) does not change the value of the grade for the calculation of the GPA.

GPA is understood to mean cumulative GPA unless indicated for one semester. Grade point average for all uses in the College shall be based on all courses accepted at Rocky Mountain College.

Repeated Courses

When a student repeats a course, the most recent grade will count toward GPA calculation. The previous grade will remain on the transcript, but will not be calculated in the GPA. Additionally, unless the catalog indicates that a course may be repeated for credit, repeated credits are counted as credit hours attempted, but not completed, and are removed from the total credits earned.

Course Grades

Grades in courses are recorded as follows: “A” – outstanding; “B” – above average; “C” – average; “D” – below average; “F” – unsatisfactory; “P” – pass; “NP” – no pass; “I” – incomplete; “X” – no grade received from the instructor; and “W” – withdrawn. All grades except “I” and “X” become a matter of permanent record.

The “I” grade is given only under unusual circumstances and with the instructor’s consent. Also, the student must have completed a minimum of 50% of the coursework and be passing on the work completed. The instructor must file a completed Request for Incomplete Grade form in the Office of Student Records before the assignment of a grade as “I.” An “I” must be made up within one year. After one year, it will be permanently recorded as an “F.”

Grades not received from faculty by 10 days after the grade due date will be recorded as “F.” Grades submitted to the Office of Student Records are final and may not be changed except upon request of the instructor. No grade change can be made more than one year after the end of the semester in which the course was taken unless an instance of academic dishonesty has been substantiated.

If a student believes that their grade is incorrect, the student should first discuss the matter with the instructor. The student has the right to appeal their case to the Academic Standards Committee in care of the registrar if talking to the faculty member does not resolve the issue.

*Grade changes made after the due date of each semester final grades will have no effect on a student’s satisfactory academic progress.

Pass/No Pass Grading Option

All courses will be graded on the regular basis (“A,” “B,” “C,” “D,” “F”), unless noted. In exceptional circumstances, faculty may request to change the grading standard of a specific course. Requests must be submitted prior to the start of the term in which the course is to be taught. The Academic Vice President must approve any exceptions. A grade of pass/no pass is not used in computing GPA.

Report of Grades

Mid-semester grade reports are progress reports and thus provide students with excellent opportunities to consult with instructors and advisors about problems they may be having. Mid-semester grade reports are available

through CampusPortal after midterm break. These grades are not recorded on transcripts. Only final grades are recorded on transcripts in the Office of Student Records. Final grades are available on CampusPortal approximately one week after the end of the term. See the academic calendar for grade due dates.

Dean’s List

Student’s who carry a full load (12 or more semester hours) of work completed with grade points and who earn a GPA of 3.60 or higher for the semester are placed on the Dean’s List. Those with a GPA of 4.00 for the semester are recognized with high honors.

Graduation with Honors

Honors at graduation are designated for associate of arts, bachelor of arts, and bachelor of science degrees as follows: summa cum laude, GPA 3.80 or above; magna cum laude, GPA 3.60-3.79; cum laude, GPA 3.40-3.59. An honors designation is not calculated for those earning a master’s degree.

The GPA for graduation with honors is computed on the basis of all courses attempted, both at Rocky Mountain College and any accepted transfer work. The GPA for all work taken at Rocky Mountain College must be above the level for the honor awarded.

Honors listed in the graduation program are calculated through the December prior to graduation ceremonies. Honors at the point of graduation will be noted on both the diploma and on the student’s transcript.

Application for Graduation

All students intending to graduate (including both December and May graduates) must file an application for graduation by April 1 of the previous academic year. There is a \$100 graduation application fee. Applications received after April 1 will incur an additional late fee of \$25.

In order to participate in commencement ceremonies, students must:

1. File a graduation application by the above deadline;
2. Have all coursework scheduled for completion by the end of the last term of enrollment;
 - a. Students applying for spring graduation may complete a maximum of six credits in the summer session;
 - b. For Aeronautical Science majors, required flight labs may not be part of the six credits;
 - c. Education majors who will student teach in the fall should contact the Office of Student Records to determine when they may participate in commencement ceremonies;
3. Have received written approval from the Office of Student Records that their application and subsequent coursework schedule has been approved;
4. Have their student accounts in good standing by April 1.

Commencement ceremonies for the academic year are held at the end of the spring semester.

Transcripts

Official transcripts must be ordered online through National Student Clearinghouse. Transcripts are \$9 plus processing fees any applicable special delivery surcharges. (See “Tuition and Fees” section for a breakdown of fees.) Transcripts will not be issued for students who are not in good standing with the College. More information can be found at: www.rocky.edu/transcripts.

Diplomas

Official diplomas are awarded upon completion of all degree requirements at Rocky Mountain College. Individuals who wish to order replacement copies of previously awarded diplomas may do so by submitting a written, signed request to the Office of Student Records. A replacement fee of \$35 per diploma is required along with the request. Replacement diplomas reflect the original date on which the degree is awarded, but include signatures of current officers of the College.

Academic Standards and Appeals

Academic Standards Committee and Student Appeals

The Academic Standards Committee has original jurisdiction for students to be granted exceptions to academic policies of the College. Student requests for exemptions to academic policies may include requirements for graduation, the add/drop policy, and other academic policies not included elsewhere in the catalog (including, but not limited to, “Substitutions of Program Requirements,” “Individualized Programs of Study,” “Academic Standing,” and “Academic Integrity”). However, such requests should only be made under extraordinary circumstances where the student has incurred or will incur a substantial hardship without an exception. Grades may be appealed to the Academic Standards committee only in cases of inaccurate grade reporting. Only the student may submit a request for an exception; one may not be submitted on his or her behalf, from inside or outside the college.

Requests for exceptions must be submitted in writing (a .pdf attached to an email is acceptable) to the Registrar and must be accompanied by a letter of support from the student’s advisor or an appropriate faculty member. Students should ensure that their requests reference specific policies to which they are seeking exceptions and articulate specific desired results.

Decisions of the Academic Standards Committee may be appealed to the Academic Vice President, who has terminal jurisdiction over exception requests. The sole role of the Academic Vice President is to determine if all relevant policies have been followed, not to address the merit of the appeal or to hear the appeal again. Any appeal must be submitted, in writing (a .pdf attached to an email is acceptable), within 10 days of receipt of the Academic Standards Committee’s decision. The Academic Vice President will render a decision within 10 days of receipt of the appeal.

Satisfactory Academic Progress

Academic Standing: Probation and Suspension

Students at Rocky Mountain College are expected to make progress toward attaining their degree.

The criteria for good academic standing are as follows:

If:	Then:	Applies to:
Term GPA 0.00	Academic suspension for the following term (S)	All students
Term GPA < 2.00 or cumulative GPA < 2.00	Academic probation for next term (P)	All students
Currently on probationary term: Cumulative GPA <2.00	Continued Academic Probation (P)	Students with fewer than four completed academic terms
Currently on probationary term:	Academic Suspension for the following term (S)	Students with four or more

Cumulative GPA < 2.00		completed academic terms
Three consecutive terms with term GPA < 2.00 and cumulative GPA > 2.00	Academic suspension for the following term (S)	Transfer students
Readmitted by appeal, following pending suspension	Academic probation for the following term (P)	All students
Upon second suspension or pending suspension status	Dismissal (D)	All students

Note: For purposes of probation and suspension, summer sessions do not constitute “terms.”

A student may appeal an academic suspension by indicating in writing the reasons why he or she did not make satisfactory academic progress, submitting a letter of support from a faculty member or academic advisor and submitting a plan for improvement. The appeal must be made by the deadline provided in the notification or suspension and directed to the Office of Student Records. The Office of Student Records will forward appeals to the Academic Standards Committee for review. If the appeal is granted, the student’s standing will become probationary.

Students on probation must adhere to guidelines, including enrolling for no more than 13 credits, meeting weekly with their academic advisor, and seeking assistance from other resources.

Suspended students may be readmitted after one semester’s absence. Readmission requires submission of an application for readmission to the Office of Student Records and consideration by the Vice President for Enrollment Services. If readmission is approved, the probationary status shall be continued until good academic standing is restored. If a student is suspended a second time, the student is dismissed with no further opportunity to enroll at Rocky Mountain College.

Students may lose eligibility for financial aid while on probation or suspension. Check with the Office of Financial Assistance/Financial Aid for more information. Probation, suspension, and dismissal are permanently recorded on the student’s transcript.

Academic Integrity

Every faculty member and student belongs to a community of learners where academic integrity is a fundamental commitment. This statement broadly describes principles of student academic conduct supported by all academic programs. It is the responsibility of every member of the academic community to be familiar with these policies.

Basic Standards of Academic Integrity

A student’s registration at Rocky Mountain College requires adherence to the College’s standards of academic integrity. These standards cannot be listed exhaustively; however, the following examples represent some types of behavior that violate the basic standards of academic integrity and that are, therefore, unacceptable:

1. Cheating: Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting work under one’s own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. Plagiarism: Submitting material that in part of whole is not entirely one’s own work without attributing those same portions to their correct source; not properly attributing words or ideas to a source even if not quoting directly; quoting from another author’s writing without citing that author’s work, including material taken from the Internet, books, and/or papers; citing, with quotation marks, portions of another author’s work, but using more of that work without proper attribution; taking a paper, in whole or part, from a site on the Internet or a “library” of already-written papers; copying work from another student.
3. Fabrication: Falsifying or inventing any information, data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which that data was gathered or collected.
4. Obtaining an unfair advantage: (a) Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student’s academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students.
5. Aiding and abetting academic misconduct: (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations listed above; or (b) providing false information in connection with any inquiry regarding academic integrity.
6. Falsification of records and official documents: Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, graduation application, ID card, or any other official College document.
7. Unauthorized access to computerized academic or administrative records or systems: Viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems or information.

Faculty and Administrative Responsibilities

In order to implement these principles of academic integrity, it is necessary for the administration and faculty to take certain steps that will discourage academic misconduct and protect academic integrity:

1. Rocky Mountain College will regularly communicate to the College community its academic standards and expectations through its publications. Further, the College will encourage and promote open dialogue and discussion about issues affecting academic integrity.
2. Instructors should inform students of the academic requirements of each course. Such information may include (a)

notice of the scope of permitted collaboration; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

3. Instructors should also include language in their syllabus regarding the Academic Integrity Policy and how they, in that particular course, will address proven instances of academic misconduct (e.g., failing the student for the assignment, failing the student for the course, issuing a warning, etc.).

Academic Misconduct Reporting Process

1. All instances of academic misconduct will be reported to the registrar and the Academic Vice President. Faculty members must complete the Academic Misconduct FlowForm, including evidential documentation.
2. The registrar will notify the student that allegations of academic misconduct have been lodged, with specific reference to the faculty member, course, and assignment. This will occur no later than three school days after the allegations have been forwarded to the registrar. The count will commence on the school day after the registrar is in receipt of said allegations.
3. The student will be provided with an opportunity to appeal the allegations.

Student Appeal Process

1. The student shall be given the right to appeal any charge by a faculty member, although the student may choose not to appeal academic misconduct allegations.
2. If the student chooses to appeal, he or she shall be provided with the documentation of misconduct provided to the registrar.
3. The student has five class days from the day he or she receives documentation of misconduct to prepare his or her appeal. The count will commence on the school day after the student is in receipt of said documentation.
4. The student will submit his or her appeal, in writing to the registrar, who will forward it to the members of the Academic Standards Committee.
5. The Academic Standards Committee will render a decision within five school days of receipt of the appeal, to commence the day after receipt of the appeal documentation. The Academic Standards Committee will be the final arbiter as to whether or not academic dishonesty has occurred.
6. The Academic Standards Committee will notify the student, the registrar, and the Academic Vice President, in a formal letter (which may be submitted electronically) of their findings. These findings will be included in the student's file in the Office of Student Records.

Sanctions

All proven cases of academic misconduct will be penalized as appropriate under the circumstances. Individual faculty members may take the following actions:

1. Issue a private reprimand;

2. Issue a formal letter of reprimand, which will be filed with the Office of Student Records for inclusion in the student's file;
3. Reduce the student's grade for the specific assignment in which academic dishonesty was proven;
4. Fail him or her in the course. If this sanction is exercised, the student may not return to attend regular class sessions without the instructor's permission;
5. Execute any appropriate combination of 1-4 above.

All proven incidents of academic misconduct will be further reviewed by the Academic Vice President, who will confer with the Provost. The Provost, in consultation with the Academic Vice President, may take the following actions;

1. Define a period of probation, with or without the attachment of conditions;
2. Withdraw College scholarship funding;
3. Define a period of suspension, with or without the attachment of conditions;
4. Expel the student from the College;
5. Revoke an awarded degree;
6. Act on any appropriate combination of 1-5 above.

Student Records

Anthony Piltz, Provost and Registrar

Austin Mapston, Vice President for Enrollment Services

Erica Johnson, Director of Student Records

Shannon Ryan, Assistant Director of Student Records

Marlene Arney, Administrative Assistant to the Director of Records

Official academic records of students are kept and maintained by the Office of Student Records pursuant to Department of Education guidelines. Information maintained includes, but is not limited to: personal information supplied by the student; educational records, including records from previously attended institutions, and other educational records pertaining to academic progress and degree completion.

Other items such as copies of notification provided to a student regarding academic and/or social disciplinary action are maintained as part of the student's official academic record.

Students have the right to request access to their files. However, the College reserves the right to delay access to a student's personal file for a period of up to 45 days in accordance with the provisions of the Buckley/Pell Amendment. Transcripts of records will be sent only upon the receipt of an individual student's written request except where grades determine eligibility for scholarships.

Final grades will be available approximately one week after the end of each term.

Student Email Policy

An RMC-assigned email account shall be the College's official means of communication with all students. The official email account will be provided in the rocky.edu domain. Students can expect to receive official information regarding deadlines, policy/procedures changes, changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, as well as other useful information from college offices. Students are responsible for all information sent to them via the RMC-assigned email account.

Forwarding Email

The College is not responsible for the handling of RMC email by outside vendors or unofficial servers. If a student chooses to forward his or her

RMC email account, he or she is responsible for all information, including attachments, sent to any other email account. Having email lost because of forwarding does not absolve the student from the responsibilities associated with communication sent to his or her official email address.

Baccalaureate Degree Programs

Students may earn a bachelor's degree in the following programs. Some programs may have various majors or major concentrations; see the department description in the Academic Programs portion of the catalog for details.

Bachelor of Arts

Art
Communication Studies
Education
English
Environmental Studies
History
Individualized Program of Study
Music
Philosophy and Religious Studies
Theatre Arts

Bachelor of Science

Aviation
Biology
Business Administration
Chemistry
Computer Science (not accepting new students)
Education
Environmental Science
Equestrian Studies
Geography
Geology
Health and Human Performance
Individualized Program of Study
Mathematics
Political Science
Psychology
Sociology

Minors

Minors are offered in all of the major programs listed above. In addition, minors are also offered in the following;

Economics
Education: Reading
Organizational Leadership
Physics
Pre-Law
Writing

Individualized Program of Study (IPS)

An individualized program of study allows students to design a program that is not regularly offered by Rocky Mountain College. A student determines, with the help of faculty advisors, a program of study tailored to meet individual needs and interests. An IPS can be developed for either a major or a minor. All other graduation requirements must be completed, including all core curriculum requirements. No more than 6 credit hours transferred in from another institution may count toward an IPS.

An IPS must be a pre-planned program of study; therefore, IPS proposals should be submitted to the Curriculum Committee by the end of the sophomore year. Proposals offered after the sophomore year required approval of submission to the committee by the academic vice president.

IPS proposals are reviewed by the Curriculum Committee for approval. Application portfolios should include the educational rationale behind the program, along with a list of all courses to be applied toward the program. The application should also include requirements of similar programs from at least two other accredited institutions. All IPS majors and minors

must meet the minimum criteria listed in the requirements for a baccalaureate degree. Proposals are evaluated on the basis of whether or not an IPS provides a coherent program of study, whether the proposed program is similar in breadth and depth to programs at other institutions, whether such a program can better meet the needs of the student, and whether or not the student can offer evidence of the ability to plan and carry out such an individualized program. To be eligible for consideration, the student must be available for regular on-campus contact with the major advisor.

Contact the Office of Student Records for further guidance on the preparation of an IPS proposal.

Teaching Licensure

For information about licensure, see "Education" in the "Academic Programs" section of the catalog.

Undergraduate Degree Requirements

Associate of Arts Degree Requirements

A minimum of 60 semester hours is required, of which at least the last 30 be taken at Rocky Mountain College; the core curriculum requirements must be met. A candidate must have a cumulative GPA of 2.00 ("C") for all courses applying to the degree.

Baccalaureate Degree Requirements

A minimum of 120 semester hours is required. No more than 64 semester hours (96 quarter hours) are acceptable in transfer from a two-year college (see core curriculum section for additional transfer credit information). Unless being counted toward a major, a maximum of eight credits in applied music, eight credits in ensemble, eight credits in theatre production, or eight credits in physical activity courses (only two courses in the same physical activity) may be counted toward graduation. Unless being counted toward the major, no more than a total of 12 of these activity credits can count toward the total credit requirement.

The degree requirements listed below must be met:

- A candidate must have a cumulative GPA of at least 2.00 for all courses applying to the degree and a cumulative GPA of at least 2.00 in all courses taken at RMC (3.00 for education majors).
- Students must complete the core curriculum requirements.
- Students must complete a major with a GPA of at least 2.25 (3.00 for education majors) for all courses taken in the major – not just those in a required minimum. The specific requirements for a particular major are listed in the catalog under the relevant program. The student must complete at least three courses in his/her major field at RMC.
- Thirty-nine semester hours must be earned in upper-division courses, including at least 12 in the major field. If a minor is chosen, it must include a minimum of six upper-division semester hours; some minors require additional upper-division hours.

A candidate for a baccalaureate degree must complete a minimum of 30 semester hours at Rocky Mountain College, including at least 20 upper-division semester hours (toward the required 30 semester hours of upper-division credits). Twenty-four of the last 30 semester hours required for graduation must be earned in residence. This requirement may be waived in exceptional cases upon the approval of the academic vice president. For additional nontraditional and transfer credit policy information, see "Nontraditional Credit" in the "Academic Information" section of the catalog and "Transfer Credits for Core Curriculum Requirements" in the "Core Curriculum" section of the catalog.

Second Major/Minor in Similar Program

Students may elect to double major in differing programs/concentrations or minor within the same program as the major. Students must have a difference of 15 credits between the majors/minor, and all 15 credits must be attributed to one major. Double majors are allowed in different degrees (e.g., BA and BS); however, a student will receive only one degree unless the requirements for a second bachelor's degree are met (see "Second Bachelor's Degree"). Students choosing to double major and/or minor in the same program should exercise caution when selecting programs/concentrations and closely monitor program and elective requirements to meet this standard.

Second Bachelor's Degree

A student may earn a second bachelor's degree at Rocky Mountain College by taking a minimum of 150 credits (of which at least 48 must be upper-division) and by completing all requirements for declared majors. Students may also transfer to Rocky Mountain College to attain a second degree. These students must meet all degree requirements outline for transfer students to Rocky Mountain College. Students wanting to obtain a second degree must submit a graduation application to the Office of Student Records.

Graduate Degree Programs

Rocky Mountain College offers master's degrees in the following programs:

- Master of Accountancy (M.Acc.)
- Master of Educational Leadership (M.Ed.)
- Master of Physician Assistant Studies (MPAS)

A doctoral degree is offered in the following programs:

- Doctor of Medical Science (DMSc)
- Doctor of Occupational Therapy (OTD)

Graduate Degree Requirements

Master of Accountancy Degree Requirements

The accountancy program at Rocky Mountain College is designed to prepare students for careers in public, government, not-for-profit, or industrial accounting. The program is designed to allow students to build on skills and knowledge developed through undergraduate coursework to become skilled, entry-level professional accountants upon graduation. The curriculum is based on the American Institute of Certified Public Accountants (AICPA) core competencies and prepares students to sit for the certified public accountant exam. In its entirety, the program is comprised of both undergraduate and graduate study, which leads, ultimately, to the Master of Accountancy degree.

Students who begin the accountancy program as undergraduates will graduate, upon completion of all requirements, with both a Bachelor of Science in Business Management and a Master of Accountancy. The entire curriculum consists of 150 semester hours for both the bachelor's and master's degree.

Students who enter the accountancy program as baccalaureate degree holders from an institution other than Rocky Mountain College must meet only the Master of Accountancy requirements and will graduate only with the Master of Accountancy degree. These students should consult with their academic advisor to ensure that, in total, their academic preparation makes them eligible for the CPA exam. Depending upon the student's academic background, additional courses may be necessary to become eligible for the CPA exam.

Students must complete all courses in the program with a GPA of at least 3.00.

Master of Educational Leadership Degree Requirements

The educational leadership program is designed to prepare educational leaders for a career as a principal or superintendent. This cohort-based program begins in the early fall and complete in late spring over a course of 11 months. The program follows the state and national standards for educational leadership and is rooted in Effective School Research. Blending theory and practice through coursework and an intensive internship, candidates will be prepared to be instructional leaders at the K-12 level. The program is 34 credits in length depending on previous coursework. This program has a minimal residency requirement.

Master of Physician Assistant Studies Degree Requirements

A minimum of 63 sequential semester hours in the didactic phase followed by 42 semester hours in the clinical instruction phase, is required. Students must satisfactorily complete all courses in the professional program with a GPA of at least 3.00

Doctor of Medical Sciences Degree Requirements

Students will complete four 12-week terms consisting of 9 credits per term. Students must satisfactorily complete all courses in the 12-month program.

Students who graduated from the DMSc program will be able to:

- Demonstrate the importance of evidence-based medicine in clinical practice;
- Contribute to the body of medical literature;
- Recognize and describe aspects of quality in patient care;
- Employ techniques and protocols that lead to safe patient care;
- Promote patient safety;
- Communicate effectively in clinical and other medical settings;
- Acknowledge the importance of ethical behavior in medical settings;
- Describe key differences between rural and urban medical practice;
- Identify and manage legal, regulatory, economic, and organizational factors that affect medical practice.

Doctor of Occupational Therapy

Applicants must complete all the requirements for a bachelor's degree prior to matriculation into the program. The total length of the program is 112 semester hours over 3 years (nine semesters). The curriculum includes two 12-week fieldwork experiences and one 14-week doctoral experience.

Students must meet the following requirements to graduate with a professional degree from the RMC OTD program:

- Successfully complete all academic requirements and be in good standing with the College.
- To the extent that such information is brought to the attention of the College, exhibit the requisite professionalism, character, and professional promise in judgment.
- Demonstrate competency of technical standards.

The final responsibility for the completion of graduation requirements is the student's and accordingly, each student should become familiar not only with the curriculum, but also with the academic regulations of the College. Each student must, in succession, successfully complete one semester before moving onto the next. Exceptions will be granted for

extenuating circumstances (i.e., the coronavirus/COVID-19 pandemic, etc.).

Additional Information

All students, including graduate students, must file an application for graduation with the Office of Student Records by the deadline specified in order to receive a degree from Rocky Mountain College.

Visit the College website at rocky.edu/academics/academic-programs for more information about RMC graduate programs.