



Montana State University - Northern 2016-2017

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STUDENT ACTIVITIES

CLUBS AND ORGANIZATIONS

The following clubs and organizations are registered with the student government and are authorized to use the school name and facilities and can request money during the annual budgeting process. New clubs are always welcome. Please contact Student Senate for more information at 265-3561.

- **BACCHUS Club:** BACCHUS Network is a collegiate peer education initiative that supports the achievement of students' academic and personal success by building skills in student leaders to address campus health and safety issues.
- **Business Professionals of America (BPA) Club:** Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. The mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
- **Chi Alpha Club:** A non-denominational Christian club. The focus of the group is on Christian fellowship and the Christian viewpoint in topics of interest.
- **Civil Engineering Technology Club:**
- **Health Promotion Club (HPC):** For students primarily involved with Health Promotions degree and those who are interested in health issues and rehabilitation.
- **International Friends of MSU-Northern:** has the purpose to promote intercultural communication and understanding among people from all the cultures and ethnicities with a mission to promote cultural, artistic and social activities that foster cross-cultural connections.
- **Level I Nursing Club:** Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- **Level II Nursing Club:** Organizes and oversees nursing club activities and events. Also offers nursing students an opportunity to gather and exchange ideas.
- **MSU-Northern Collegiate Stockgrowers Club:** Designed to develop college students into tomorrow's leaders, Collegiate Stockgrowers serves as an avenue for college students with an interest in agriculture to express their concerns in an effort to assist in the development of MSGA policy. Students have the opportunity to learn more about the legislative process and to have a voice in their industry. With programs that directly affect the ranching community of the next generation and significant networking opportunities, Collegiate Stockgrowers provides the chance for tomorrow's leaders to be involved today.
- **MSU-Northern Rodeo:** For anyone interested in organizing and working a rodeo and participating in activities to support the club and the team.
- **MSU-Northern Student Education Association (MSU-Northern SEA):** Informs Education students regarding department matters and provides personal and professional growth to its members.
- **Northern Diesel Racing (NDR):** Northern's diesel students have set a goal to build a super-fast truck powered by 100% bio-diesel in order to set a record for the quickest bio-diesel truck in the world.
- **Post-secondary Ag Students Club (PAS):** Designed primarily for students interested in an agriculture related field of study (Ag Technology, Mechanics, Ag Business, etc.)
- **Residence Hall Association (RHA):** Is an organization made up of students who live on campus. Meetings are held weekly to discuss and vote on issues which affect the quality of life for students residing in residence halls. Anyone is welcome to attend the meeting.
- **SkillsUSA Club:** Develops leadership abilities through participation in educational, vocational, civic, recreational, and social activities.

- **Special Olympics College:** The purpose of this organization is to create a partnership to improve the lives of Special Olympics athletes by creating an awareness on campus and volunteering to host events or fundraisers.
- **Student Family Association (SFA):** An organization made up of families and individuals that live in the Student Family Housing units on campus. The goal of the association is to provide the best possible living arrangements for those students living on campus.
- **Sweetgrass Society Club:** Assists Native American students in their adjustment to college life, promotes better scholarship through group encouragement and supervision, and encourages other students to attend college.
- **The Shake it Till You Make It Dance Club:** By joining this club, created by MSU-Northern students, you will learn a variety of dance moves that include jitterbug, 2-step, swing, ballroom, line dance, etc.

All of these clubs and organization can be contacted by leaving messages in the Student Senate offices in the Student Union Building or by contacting the Senate Vice President at 265-3561 for more information.

INTERCOLLEGIATE ATHLETICS

Phone: 265-3761

Location: Northern Gym

The athletic policy is formulated to be consistent with the broad educational objectives of the institution. The basic aims of the intercollegiate athletic program at this institution are as follows:

1. To provide a well-rounded schedule of intercollegiate athletic competition in sports designed to encourage participation by the student body, which compliments and is consistent with the educational goals of the institution.
2. To encourage physical fitness and the development of physical skills and emotional control; to foster good sportsmanship, school spirit, and loyalty; and to present opportunities to participate at a high level of competition.
3. To provide an opportunity for the student body to view and enjoy exciting intercollegiate athletic competition.

In the conduct of intercollegiate athletics, the University adheres to the athletic policies of the Commission on Colleges and Universities of the Northwest Association of Colleges and Secondary Schools, the National Association of Intercollegiate Athletics (NAIA), and the Frontier Conference. Northern's varsity sports program consists of men's and women's basketball, women's volleyball, men's wrestling, men's and women's rodeo, men's and women's golf, men's and women's cross country, and men's football.

INTRAMURALS AND RECREATION

Phone: 265-3732

Location: Student Union Building

MSU-Northern Intramurals & Outdoor Recreation coordinates stimulating programs on and off-campus and provides social, educational and recreational activities for students. Composed of four distinct components, IOR presents many events during the week, on evenings and weekends.

- Use of recreational facilities and admission to all regular athletic contests (non-post season) are FREE to full-time Northern students with current student ID's.
- All Intramural & Recreation activities must adhere to campus policies especially 1003.1 Alcoholic Beverages and 1003.2 Drug-Free Workplace.

Intramural Sports: Sports activities are offered each year. Intramurals are structured, competitive, officiated events. Activities vary each year (basketball, softball, football, volleyball, etc.), and are offered in men, women and/or co-ed divisions of play.

Outdoor Recreation: MSU-N has a Folf Course and students may check out folf discs and score sheets at the Student Union Information Desk. There is also the newly renovated Tennis Court on campus and students may also check out tennis rackets & tennis balls or pickle ball rackets and whiffle balls at the Student Union Information Desk. Outdoor Activity equipment is available for rent by contacting 265-3732. i.e., mountain bikes, canoes, paddles, lifejackets and camping equipment. These items are available to check out to MSU-N students with a current student ID, from 8 a.m.-5 p.m., Monday through Friday.

Open Recreation: The gymnasium complex has time available for jogging, aerobics, weight lifting, and open play on the basketball courts during scheduled hours. Check with the Athletic Office for times and availability. The Student Union offers a Fitness Center with aerobic and weightlifting equipment. You may check out exercise DVD's (P90X/Insanity) to be used in the Center through the SUB Information Desk.

Special Interests: Sports clubs provide individuals with specific interests and skills an avenue for increased participation with other individuals of similar interest, i.e., student wellness, intramural and outdoor recreation, climbing club, bicycle club, rodeo club.

RADIO STATION – KNMC

Phone: 265-3709

Location: Student Union Building

The radio station is located on the main floor of the Student Union Building. KNMC is Montana State University-Northern's noncommercial radio station, broadcasting 380 watts at 90.1 FM in Havre, Montana.

Our mission is to provide a college radio station to students and community members that enhances campus activity awareness, information, and music with the hope of generating interest and open active discussion and participation in local, national, and global events. KNMC is a cooperative enterprise. That means we depend on many volunteers to keep the station running. Students and Community Members alike can be a part of the radio station. Contact the radio station management to get involved today!

STUDENT SENATE (ASMSU-N)

Phone: 265-3561

Location: Student Union Building

The ASMSU-N Student Senate is the governing body of the Associated Students of Montana State University-Northern (also referred to as ASMSU-N). All full-time students of MSU-Northern are granted active membership and all part-time students are granted associate membership. The Student Senate consists of three Executive Officers, five Senators-at-Large, two Freshman Senators, one Recreation Council Coordinator, one Program Council Coordinator, and one Sustainability Council Coordinator. The primary activities of the Student Senate include allocation of Student Activity Fees and representation of MSU-Northern students to the campus administration, the Montana Associated Students (MAS), and the Board of Regents. The Student Senate meets weekly in the Student Union Building (SUB). Senate meetings are open and everyone is welcome to attend. The Student Senate offices are located in the SUB adjacent to Student Health. A variety of students' rights are listed in the ASMSU-N Constitution and Bylaws, which can be requested at any time by stopping in at the Senate Offices. The Student Senate encourages anyone with questions or concerns about student government or the MSU-Northern campus to drop by any time.

ASMSU-N COUNCILS

PROGRAM COUNCIL

Phone: 265-3561 (SUB)

Program Council is one of the primary organizations responsible for coordinating student-sponsored programs on campus. As the entertainment programmer for the Student Senate, Program Council provides activities, which fall into three categories: social, cultural, and educational. Program Council sponsors many events including bingo, karaoke, talent shows, Homecoming Week, concerts, dances, and variety show such as hypnotists or comedians. Events are presented weekly throughout the semester. Program Council activities are open to everyone. If you have questions, comments, or suggestions, please contact the Program Council Advisor at 265-3732.

RECREATION COUNCIL

Phone: 265-3732 - (SUB)

Recreation Council is the primary organization responsible for coordinating recreational activities. The Rec. Council offers a variety of activities from recreational sports to various tournaments to competitive races to educational workshops. Recreation Council sponsors numerous events throughout the semester. Its activities are open to everyone. Any questions, comments, or suggestions, should be directed to the Rec. Council office located in the Student Union Building Room 203 or phone 265-3732.

INTER ORGANIZATIONAL COUNCIL

Phone: 265-3561 (SUB)

The Inter-organizational Council (IOC) is the communication network for the ASMSU-N Councils, Student Senate, and campus clubs and organizations. IOC registers all clubs and organizations with the Student Senate and the Business Office. IOC encourages all clubs and organizations to provide campus-wide activities and events. IOC provides campus activities such as the MSU–Northern Involvement Fair and Campus Improvement Day. IOC promotes the creation of new clubs and is chaired by the ASMSU-N Student Senate Vice President. Questions, comments, or suggestions, should be directed to the Vice President. IOC meetings are held weekly in the Student Union Building.

ACADEMIC INFORMATION

ACADEMIC ADVISING

Phone: 265-3760

Location: Cowan Hall 213 E

Montana State University-Northern is committed to the fundamental principle that the University exists to serve the students. All efforts of the University are aimed toward enabling students to realize their full potential in whatever field of endeavor they attempt. Students may select or change their major or minor program at any time. Please contact your academic college or the Advising Center to change your major.

New students at Montana State University-Northern will work with the Student Success Advisor during their first semester at MSU-Northern. The Advisor will help students select appropriate classes and complete the registration process during that first semester.

After their first semester of attendance at MSU-Northern, students who have declared a major will be assigned to a faculty in the student's major program area. The faculty advisor will explain University academic requirements and assist individuals in selecting courses that will help fulfill the steps necessary to satisfy graduation requirements. Students with questions about their majors are encouraged to contact their faculty advisor. A faculty signature or advisor PIN is also necessary before students can register for classes each semester.

Students that remain undecided in their choice of degree program and students who are in the Pre-Nursing program will continue to receive advising from the Student Success Advisor. In addition to assisting students in course selection, the Advisor will guide undecided students in choosing a program of study.

REGISTRAR'S OFFICE

Phone: 265-3703

Location: Cowan Hall 224

The handbook and the catalog serve as guides for students and advisors in planning academic programs and degrees offered at the University. Students are responsible for knowledge of and compliance with procedures and standards, but should seek guidance from their advisors or the Registrar when questions arise.

ADMISSION TO CLASSES

In order to be enrolled in a class, the student must register for the class by means of the procedures set out for registration. The student's name must appear on the official class roster. Students who fail to register for classes prior to the deadline for doing so will not receive credit for the classes, even if they attend the classes and meet course requirements.

ADVANCED PLACEMENT PROGRAM POLICY

Applicants for Advanced Placement credit should ask the College Entrance Examination Board to submit official examination scores to the Registrar's Office. Credit will be granted for scores of 3, 4, or 5. This credit will be awarded to degree students for corresponding courses at the University. Grades will not be awarded. A notation of the award will be placed on the student's transcript.

AUDITOR

An auditor is a student who wishes to enroll in a course but does not wish to pursue the course for credit. Auditors will not be required to take examinations or meet course requirements. Audited courses are noted on the transcript as such. Enrollment as an auditor requires permission of the instructor after students pursuing course credit have had an opportunity to enroll. Auditors pay the same fees as credit students. Auditors may not change to credit enrollment after the last day to add classes.

CANCELLATION FOR FAILURE TO COMPLETE REGISTRATION (NON-PAYMENT)

A number of students who pre-register for classes do not return for the following term as anticipated. In order to establish orderly administration of the financial affairs of the University and to open the positions of these non-returning students in classes for which they pre-registered, a deadline for making fee arrangements is set for each term and announced by the Business Office. Registrants who do not complete fee arrangements prior to the deadline are unregistered, and their positions in classes are made available to other students. Students whose registrations are canceled but who wish to attend the University for the canceled term must repeat the registration process. In addition, a late registration fee may be charged to offset the additional administrative expense of late registration.

CHALLENGE BY EXAMINATION

Montana State University-Northern seeks to serve students who have achieved academic competency through nontraditional forms of study or work experience. The University awards credit based on Advanced Placement (AP) examinations, College Level Examination Program (CLEP) tests, DANTES transcripts, military training, Trade Competency Examinations, and other faculty approved competency measures. The Registrar maintains a list of courses and the procedures a student must follow in order to be awarded credit.

CHANGES IN REGISTRATION

See "Dropping and Adding Classes" later in this section.

CHANGE OF GRADE

Grades submitted to the Registrar's Office by faculty members are final and may not be changed except in the case of clerical error, upon successful appeal, or if they were fraudulently obtained. Students who believe an error in grading has occurred should first consult with the instructor. Final grade changes may not be used to extend the time for completion of a course, to allow a student to submit late work, or to retake examinations after the term is completed. A grade change is not meant to substitute for an "Incomplete" when an Incomplete cannot be justified. Grade changes made under this policy must be submitted to the Registrar by faculty by means of forms and procedures available in the Registrar's Office. The College Dean must approve these forms.

CLASS ATTENDANCE

Each student is responsible for attending all classes regularly. Individual professors establish attendance policies for their courses. While a professor may not withdraw a student from a course, excessive absences may result in a grade of "F."

CLASSIFICATION OF STUDENTS

Students are classified as follows:

By year in school:

- **Freshman:** 0-29 semester credits earned. May not enroll in an upper division course without the permission of the instructor.
- **Sophomore:** 30-59 semester credits earned.
- **Junior:** 60-89 semester credits earned.
- **Senior:** 90 semester credits and above.
- **Post-Graduate:** Baccalaureate students earning additional hours of undergraduate or graduate credit, but not following a master's degree program.
- **Graduate:** Baccalaureate students enrolled in a master's degree program.

By credits:

UNDERGRADUATE STUDENTS

- **Full-Time:** Enrolled for 12 or more semester credits.
- **Half-Time:** Enrolled for six or more semester credits, but fewer than 12.
- **Part-Time:** Enrolled for fewer than six semester credits.

GRADUATE

- **Full-Time:** Enrolled for 9 or more semester credits.
- **Half-Time:** Enrolled for more than 5 semester credits, but fewer than 9
- **Part-Time:** Enrolled for fewer than 5 semester credits.

STUDENT STATUS

Degree-Seeking: A student who plans to pursue a degree at MSU-Northern.

Non-Degree-Seeking: A student who does not plan to pursue a degree at MSU-Northern.

Adult Special: A student, 21 years of age or over, who is not a high school graduate, has not received their GED, and is not a transfer student, but wants to pursue a degree at MSU-N.

Continuing: A student who completed the last regular semester at Montana State University -Northern. The spring or summer term is considered the last regular semester for students returning for fall semester.

Former: A student who has previously attended Montana State University-Northern but did not complete the last regular semester and who has not enrolled at another institution of higher learning since last attending the University. Former students must file an application for readmission.

Transfer: Any student who was last registered for 12 or more credits at another institution of higher learning.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

See CLEP on page 21 of this Datebook\Handbook.

CONTINUING EDUCATION COURSES

Continuing education courses may be offered for credit. However, no more than 30 such credits may be applied toward a Bachelor's degree. At the graduate level, no more than 12 credits may be applied toward a Master's degree.

COOPERATIVE EDUCATION

Cooperative Education is a program that allows students to earn academic credit and gain on-the-job experience in positions related to their field of study. Most disciplines include cooperative education courses, numbered 298 or 498. Cooperative Education is initiated with learning objectives defined through an agreement between the student, faculty, Cooperative Education Coordinator and the work supervisor. To be eligible for Cooperative Education, students must have completed one semester at the University and maintain a cumulative 2.00 grade point average. Students pursuing an associate degree may apply a total of 12 credits of Cooperative Education toward their degree requirements with the exception of Engineering Technology programs. Students pursuing a bachelor's degree may apply a total of 18 credits of Cooperative Education toward their degree requirements with the exception of Engineering Technology programs. These courses are taken Pass/Fail only. For additional information regarding Coop Education, please contact the Career Center at (406) 265-4198 or stop by Cowan Hall 213A

COURSE NUMBERING SYSTEM

001-099 Credit earned cannot be used toward completion of degree requirements and are not computed in credits earned or grade point average. These credits may be considered for financial aid and certification purposes.

100-299 Lower division courses

300-499 Upper division courses

500-599 Graduate division courses only

1390 Undergraduate level Continuing Education Courses

1590 Graduate level Continuing Education Courses

COURSE REPETITION

Students repeating a course will forfeit the original grade and will receive the new grade.

CREDIT LOAD

Students must complete 15 - 16 credits each semester in order to complete a two-year or four-year degree within the minimum time. The following table explains the rules governing maximum credit loads:

-- If a student's cumulative grade take the following have approval to point average is:	-- then he/she may semester take the following semester credits without approval:	-- then he/she must have approval to carry the following semester credits:
3.00 and above	1-22	more than 22
2.50-2.99	1-20	more than 20
2.00-2.49	1-18	more than 18

First-time University students may not take more than 18 credits during their first semester.

Transfer students: In determining the maximum credit load that a transfer student can carry during his or her first semester at Montana State University-Northern, the University will use the cumulative grade point average earned by that student before he or she came to Northern. Once a student has earned credits at Northern, his or her Northern grade point average will be used to determine credit load.

The rules for credit load are different during summer semester, and students should consult the summer semester bulletin for an explanation.

CREDIT NOT PERTAINING TO A TRADITIONAL TERM

The posting of credit earned outside of a traditional academic calendar term to Montana State University -Northern transcripts will be governed by the following rule: The credit will be posted to the Northern term during which the official transcript or report of the credit is received. If the official transcript or report is received when no Northern term is in progress, the credit will be posted to the Northern term following the receipt of the official transcript or report. In order to be considered an “official” transcript or report of credit, it must:

1. Be an original document produced by the issuing agency or institution. It must contain sufficient information to be identified as such. Telephone reports are not acceptable. Faxes are not acceptable. Documents transmitted by other electronic means, such as electronic mail, are not currently acceptable.
2. Be received directly from the issuing agency or institution without passing through the hands of the student. The transcript can pass through the hands of an official agent of the institution, however, such as a Dean or the administrative support personnel of an academic college.

DEPARTMENTAL DISTINCTION

Students maintaining a 3.50 GPA and selected by the appropriate faculty may be eligible to graduate with departmental distinction. This distinction will be noted on the commencement program.

DISTANCE/EXTENDED LEARNING

Students who are not able to attend classes on the Montana State University-Northern campus may still take courses leading to a degree by utilizing Northern’s distance learning options. Regional centers in Great Falls and Lewistown provide alternative sites for students to attend classes, receive administrative and advising assistance, enroll in classes, and register for financial aid. For more information about distance learning options please call (406) 265-3730.

DOUBLE MAJOR

A student may earn a second major and have it noted on his or her transcript by completing all course work for the second major. Students whose second majors fall within another degree type must follow procedures for a second undergraduate degree. Students should consult the policy on second under-graduate degrees to make sure they understand and satisfy the requirements of that policy if it applies to their additional program of study. Students who are applying for graduation with two majors will not be required to complete additional requirements for a minor required by either program.

DROPPING AND ADDING CLASSES

Since Montana State University-Northern delivers coursework in a variety of formats, methods, and time frames, the drop and add deadlines for students are determined by the percentage of instructional time that has passed in each course. The specific deadlines are set out below:

1. Students may add classes if less than 10 percent of the instructional time has passed in the course.
2. Students may drop classes, and eliminate all notice of those classes from their transcript if less than 20% of the instructional time for the class has elapsed.
3. Students may drop classes and receive a “W” on their transcript, if less than 60% but more than 20% of the instructional time has passed.
4. Students may not withdraw from classes if 60% or more of the instructional time for the involved class or classes has passed. The Registrar will determine and publish the drop and add deadlines for each class, using these percentages. Students may add or drop a class until the close of business on that day of the deadline.

FINAL EXAMINATION WEEK POLICY

The last week of each regular semester will be set aside for final examinations. The Registrar will publish an examination schedule every semester. The final examination week is the only time when final exams may be given for full semester classes. The University expects every class to meet at its scheduled time for final exams. There will be no scheduled extra-curricular activities or meetings during finals week. Each scheduled exam period will be two hours.

If students are scheduled for more than two (2) final examinations on the same day, they may ask for an adjustment. They should contact the instructors in their classes, and try to arrange alternative test times during the final exam week. If those negotiations are unsuccessful, students should ask their College Dean to mediate the conflict.

FRESH START POLICY

Montana State University-Northern students may eliminate part of their previous coursework at the institution under this “fresh start” option. The policy is subject to several restrictions, and may not be available to all students. Under the policy, students may erase a maximum of two consecutive semesters or three consecutive quarters of previous Montana State University-Northern coursework. The coursework will remain on the student’s academic record, but the credits and the grades will not be carried forward into the student’s cumulative GPA. Once a student has elected to exercise the Fresh Start policy, the effects of the policy may not be rescinded.

Students must meet the following conditions to apply for the fresh start option:

1. They must be undergraduates;
2. They may only exercise the fresh start option once at Montana State University-Northern;
3. They must not have been enrolled at MSU-Northern for at least one calendar year;
4. They must apply for the fresh start option during the first year of their return to MSU-Northern.

GRADES

The quality of a student’s work in each course is represented by a letter grade. Minus and plus grades are used in computing scholastic averages, each letter grade is assigned a specific number of grade points for each credit.

Evaluation of Work

Grades	For Each Credit	Grade Points
A.....	Excellent	4
A-.....	3.7
B+.....	3.3
B.....	Above Average	3
B-.....	2.7
C+.....	2.3
C.....	Average	2
C-.....	1.7
D+.....	1.3
D.....	Below Average	1
D-.....	Passing7
F.....	Failure	0
P.....	Pass	0
I.....	Incomplete.....	0
Audit.....	Audit.....	0
W.....	Withdrawal.....	0
X.....	Continuation.....	0
NR.....	Not Reported by Instructor.....	0
PF.....	Failure Due to Academic Dishonesty.....	0
IP.....	In Progress	0
NP.....	Not Passing.....	0

EXPLANATION OF GRADES AND NOTATIONS

P - Indicates that the student registered for the course on a “Pass-Fail” basis and passed the course. The pass grade is not computed in the grade point average; however, failures are computed in the grade point average like any other F.

I - Indicates that the work of the course is more than three-fourths complete, not finished, but may be completed. An incomplete is given only to a student who has a proper excuse for not having completed all the requirements of a course. The faculty member and student must arrange to complete the work prior to the ending of the following term. Arrangements must be completed in the next resident semester, or the “I” is changed to an “F.” If the student is not in residence, two semesters are given to complete the work, or the incomplete becomes an “F.” The final grade for the course will replace the notation of “I” in the semester in which the course was originally registered, and the credit for the course will be counted in that semester. The final grade will affect the grade point average of that semester, just as if the work had originally been completed in that semester.

Audit - Indicates that the student registered as an auditor for the course. No credit is given.

W - Indicates that the student withdrew from the course or University after 20% of the course had been completed but before 60% of the class time was completed.

X - Indicates that the final grade for the course will be assigned when the sequence is completed and may extend beyond one semester. Only graduate students receive this notation.

IP - Indicates that the student’s work is still in progress.

NP - Indicates that the student was not passing MATH 095 at the time the grades were turned in.

NR - Indicates that the instructor did not report the grade. This is a temporary notation and a grade report will be issued as soon as possible.

PF - Indicates that the student failed due to Academic Dishonesty.

GRADE REPORTS

Following each semester students and their advisors may see a report of the students’ grades by logging onto MyInfo. Students performing unsatisfactory work during the semester may also be notified. Grade point average (GPA) is computed by dividing the cumulative number of grade points by the total number of GPA hours attempted.

GRADUATION ACADEMIC LATIN HONORS

Graduation academic Latin honors levels are based on all higher education work completed at the time the program was printed. This does not include work completed at the end of the Spring Semester of commencement. If work completed after the commencement program was printed changed any honors levels, every effort will be made to provide the proper cords, and the new honors levels will be stated on the student’s transcript.

Latin Honors: Minimum GPA

Cum Laude.....3.50

Magna Cum Laude3.75

Summa Cum Laude4.00

Honored graduates wear honors cords. Cord colors are as follows: Cum Laude- Maroon, Magna Cum Laude- Silver, and Summa Cum Laude- Gold.

INCOMPLETES

An incomplete grade must be completed in the next enrolled semester, or the “I” is changed to an “F” If the student is not enrolled, two semesters are given to complete the work, or the incomplete becomes an “F”

INDEPENDENT STUDY

Independent study courses are offered at the discretion of individual faculty members and their Dean. Students who wish to enroll in independent study courses must first discuss the requested coursework with the instructor, and then obtain the approval of the instructor's dean and the Provost.

Such approval is based on a preliminary plan of the intended nature, duration, and scope of the project. The work may be a regular catalog course or a course designed to meet the special needs of an individual student. Independent study courses will be numbered 299, 399, 499, or 599 and will not appear on the regular schedule of classes. Students may not add independent study courses after the deadline for adding full-semester classes. No more than 9 independent study credits may be applied toward a Bachelor's degree and no more than 6 independent study credits may be applied toward an Associate or Associate of Applied Science degree. Independent study forms are available in the Registrar's Office.

MAJOR, MINOR OR ADVISOR CHANGES

Degree-seeking students may change their academic majors and minors by following procedures available from the Registrar's Office.

Non-degree-seeking students may apply for degree-seeking status at the Office of Admissions.

Degree-seeking students who have not selected majors are advised by the Advising Center. Those who have selected a major are assigned faculty advisors by the academic College which administers their chosen major and may request a change of advisor from the Dean of that academic College. Non-degree-seeking students are not assigned faculty advisors, but may seek assistance from the Advising Center.

PASS-FAIL GRADES

Students may take classes on a pass-fail basis. When considering that option, students should keep the following limitations in mind, however:

1. Courses that satisfy the requirements of a major, a minor, an area of concentration, or the professional education core cannot be taken on a pass-fail basis. Graduate courses cannot be taken on a pass-fail basis.
2. Students can only use eighteen (18) semester credits of pass-fail work in a bachelor's degree program; they can only use nine (9) semester credits of pass-fail work in an associate or associate of applied science degree program.
3. The two previous restrictions do not apply to specific coursework that is only offered on a pass-fail basis. That coursework would include cooperative education classes, student teaching, Advanced Placement, CLEP and challenge exams and trade competency tests.
4. Some academic colleges have their own rules governing the use of pass-fail credits, and students should consult their faculty advisors for those limitations.
5. Students may change from a grade to pass or pass to a grade prior to the close of the "add" period for the class by means of forms and procedures available from the Registrar's Office. Once pass-fail has been elected, the election cannot be reversed.

Faculty members are not notified when courses are taken on a pass-fail basis. Letter grades turned in by the instructor are converted to Pass or Fail when the grades are recorded on the student's permanent record. A passing grade is defined as a "D-" or better. A failing grade is an "F."

Pass grades are not counted in the grade point average but the credit may meet graduation requirements subject to the limitations set out above. Grades of "F" are counted in the grade point average.

The University cautions students that some graduate and professional schools and some employers do not recognize non-traditional grades (i.e., those other than A, B, C, D, F) and students who use the pass/fail option may be at a disadvantage in such situations.

PETITIONS

Exceptions and deviations from normal academic policy may be requested through petition forms and procedures available from the Registrar's Office. Petitions and requested waivers are reviewed in a timely manner and students are notified of their approval or disapproval.

PRIOR LEARNING ASSESSMENT (PLA)

Prior Learning Assessment is designed to provide opportunities to earn university credit for what has been learned through life and work experiences. Students who wish to pursue this means earning credit that will register for CAEL 100 and complete portfolios demonstrating how their competencies contribute toward degree requirements. Contact the Registrar for further details concerning PLA.

PRIVACY RIGHTS

In accordance with the Family Educational Rights and Privacy Act of 1974, the Registrar informs students that the University may disclose information from the education record of a student who is or has been in attendance at Montana State University-Northern. The following information is considered by the University to be public in nature:

1. Name
2. Address
3. Telephone number
4. Year in school
5. Major
6. Scholarships awarded
7. Degrees conferred
8. Honors granted
9. Dates of attendance

Currently enrolled students have the right to refuse to permit the University to disclose the above information by submitting a "Privacy Rights" form. This form is the means by which the student notifies the Registrar of his/her intentions concerning the above information. The student is herewith notified that:

1. If the student signs the request to have the Registrar keep the above information private, the University will not even acknowledge the fact of the student's enrollment to third parties, except in cases otherwise provided for, such as written requests for transcripts.
2. Emergency messages will not be taken for or relayed to the student.
3. The student's name will not appear on any lists released to third parties, including honor rolls and graduation.
4. This is an "all or nothing" policy. The student may not select certain information or certain circumstances for non-disclosure.
5. Non-disclosure requests may be reversed by submission of notification to the Registrar's Office.

REGISTRATION RESTRICTIONS

A student classified as a freshman may not enroll in an upper division course without the permission of the instructor.

SCHOLASTIC HONOR ROLL

In recognition of scholastic achievement, the University publishes at the conclusion of each semester an honor roll of undergraduate students who have earned a minimum grade point average of 3.25 in twelve or more credits of work graded on the regular grade scale. Students with a grade of Incomplete or "F" are not included on the honor roll listing.

SCHOLASTIC PROBATION/SUSPENSION REVIEW

Students whose semester and/or cumulative grade point average falls below 2.00 will be placed on academic suspension or probation according to the following guidelines. Suspended students may appeal for readmission prior to their elapsed suspension period by means of forms and procedures available from the Registrar's Office.

1. **Scholastic Warning:** Applies only to first-time freshmen or new students who have earned less than twelve credits from a regionally accredited post-secondary institution. Such students are placed on scholastic warning at the end of their first semester of enrollment if they earn less than a 2.00 cumulative grade point average. A student may be on academic warning a maximum of one semester. Probation or suspension status applies to all subsequent enrollments in which the cumulative grade-point average remains below a 2.00.
2. **Scholastic Probation:** Students (other than those described in situation 1 above) are placed on probation at the end of a semester of enrollment when their cumulative grade point average falls below a 2.00. Transfer students (admitted under special conditions) who have earned 12 or more semester credits and whose transcript(s) indicates less than a 2.00 cumulative grade point average are admitted on scholastic probation.
3. **Continued Scholastic Probation:** Students may continue to enroll while on probation provided they earn at least a 2.00 semester grade point average, even though their cumulative grade point average remains below a 2.00.
5. **Removal of Scholastic Probation:** Such academic standing is removed when the cumulative grade point average is raised to a 2.00 or higher.
6. **Scholastic Suspension:** Students currently enrolled on scholastic probation or continued on scholastic probation are suspended when both the semester and cumulative grade point average are below 2.00. The first suspension from Montana State University-Northern will be for one semester. The second suspension will be for one calendar year. Students suspended for a third time, or those seeking early re-admission from a first or second suspension, must appeal by petition to the Admissions and Standards Committee. A student re-admitted after a period of suspension will be placed on scholastic probation. Suspended students may attend classes until their appeal is decided.

SPECIAL TOPICS

Experimental courses and courses for special topics may be offered from time to time. Such courses are numbered 290, 390, 490, and 590 and will not be offered more than twice, excluding summer sessions or continuing education offerings, which may be offered more often.

SUBSTITUTIONS

Course substitutions are exceptions and deviations from normal academic policy and may be requested on forms available from the Registrar's Office. A substitution requires the approval of the student's faculty advisor, the academic College Dean of the student's major, and the Dean of the academic College that offers the course.

TRANSCRIPT OF ACADEMIC RECORD

A transcript is the complete academic record of a student's work and status. The official transcript bears the signature of the Registrar and the seal of Montana State University-Northern. Other copies are unofficial. The University retains a permanent transcript. Official transcripts are issued only upon the written request of the student. Transcripts will not be released until all University admissions or financial obligations have been met.

The education records, as defined by federal right-to-privacy laws, of deceased persons in the custody of Montana State University-Northern will be released only to individuals who document themselves as personal representatives of the deceased's estate or remaining next-of-kin. The death of the alumnus must also be documented.

TRANSFER OF CREDITS

Transfer students should read these policies carefully, so they are comfortable with the process of transcript evaluation and understand its steps.

- a. The Registrar's Office will begin the evaluation of transfer credits when the transfer student has been admitted to the University as a degree-seeking student.
- b. Transfer students must submit official transcripts from every post-secondary school they have attended before they may be admitted.

Acceptability of Credits

- 1) The University accepts all college and/or university level courses from institutions accredited by regional association of schools and colleges. This does not include remedial or developmental courses.
- 2) If an institution was not accredited at the time the transfer student enrolled there, but accreditation has subsequently been granted by a regional association, the student may petition to have the credits accepted.
- 3) If the institution was a candidate for accreditation at the time the transfer student took classes, credit will be granted after successful completion of 20 semester credits at Northern.
- 4) Credit will be granted for college-level continuing education, correspondence and extension courses successfully completed at regionally accredited institutions.
- 5) International coursework must be evaluated by a professional foreign transcript-evaluating agent, designated by the Registrar, or by other means approved by university policy.
- 6) Credit may be granted for military service and for completed military service schools based on the recommendations of "A Guide to the Evaluation of Educational Experiences in the Armed Forces." See the Registrar for details.
- 7) Credit may be granted for education received from non-collegiate institutions on the basis of recommendations published by the American Council on Education.

The Registrar determines the acceptability of coursework from other post-secondary institutions, using these rules. The Registrar also determines the acceptability of transfer credit to meet general education requirements. Faculty in the respective majors and minors determine whether transfer credit will meet specific program-area degree requirements.

Evaluation of Degree Requirements

- a. The Registrar determines the acceptability of transfer credits toward general education requirements at the University. Academic Colleges may also be consulted.
- b. The academic College that awards the student's degree will determine applicability of transfer courses to specific program-area degree requirements.
- c. Secondary education majors may work with two different academic Colleges. The Department of Education will determine how transfer credits fit into the education core. The major and minor academic Colleges will determine how transfer credits fit into major or minor curricula.
- d. Articulation agreements may have been negotiated between Northern and the transfer student's institution. Those agreements will determine the use of credits in a student's degree program.
- e. Transfer students are encouraged to assist academic College faculty in evaluating previous coursework. Catalog descriptions, course syllabi and classroom work can all be used to document the content and rigor of transfer credits.

Transfer Grades

Transfer credit will be given for courses in which satisfactory grades were received. A satisfactory grade for transfer purposes is defined as A, B, C, P or S.

Transfer Grade-point

- a. The transfer grade point average will be used to determine eligibility for acceptance at Montana State University-Northern. Coursework from all higher education institutions will be used to calculate that grade point average.
- b. Transfer grade point averages will not be computed for students whose 1st term of attendance at Northern is Fall 1989 or after. Student course work completed at Great Falls College MSU will be treated as resident course work and included in grade point average.
- c. University honors may be based on the combined grade point average for all higher education work completed.

WAIVERS

Course waivers are exceptions and deviations from normal academic policy and may be requested on forms available from the Registrar's Office. A waiver requires the approval of the student's advisor, the academic Director of the student's major. A waiver does not constitute a reduction of required credits. Students who receive a waiver for a course do not receive the credit hours for that course.

WITHDRAWALS FROM THE UNIVERSITY

Students may withdraw from the University by completing the procedures and forms available in the Registrar's Office. Course grades will be determined as set out in the Drop and Add Policy.

STUDENT SERVICES

ADVISING

Phone: 265-3760

Location: Cowan Hall 213

Advising is an important part of every student's life at college. Our goals in the Advising Office are to assist students with their initial registration and guide undecided students through the process of selecting a degree program that fits their goals and skill set.

All freshman and transfer students must meet with an advisor in the Advising Center before registering for classes. During this meeting, the advisor will review general education and major program requirements, provide students with registration worksheets and guide them through registering for their first semester courses.

Transfer students previous coursework will be officially evaluated by the Registrar's Office. However, to assist in advising transfer students into courses, students must provide unofficial copies of transcripts of all previous college level work.

Students without SAT or ACT scores are required to take math and writing placement tests to determine the proper math and English courses a student should take.

After the initial visit to the Advising Center, students with a declared major will begin working with a faculty member from the area of the declared major. Undecided students will continue working with the Student Success Advisor in the Advising Center who will guide them in their process of choosing a major.

BOOKSTORE

Phone: 406-265-3728

Fax: 406-265-3555

Location: Student Union Building

Hours: Monday-Friday, 8:00 A.M. TO 4:30 P.M.

Webpage: bookstore.msun.edu

VISA, DISCOVER, AND MASTERCARD ARE ACCEPTED

The MSU-N Bookstore welcomes the opportunity to serve students and the community. The Bookstore is the students' source for textbooks, select software, and general supplies such as items required for drafting, electronics, nursing, and the arts and sciences. The Bookstore also offers a wide variety of Licensed MSU-N merchandise.

Additional offerings include fax services, gift cards, and graduation attire.

Book Buy Back is held the Monday through Friday of Finals week from 9:00 a.m. to 1:00 p.m.

BUSINESS SERVICES

Phone: 265-3733

Location: Cowan Hall 207

Webpage: <http://www.msun.edu/busserv>

Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Cashier Hours: Monday – Friday 9am-1pm, 2pm-4pm, Monday through Friday.

A secure After Hours Depository is provided in the hallway outside the main Business office entrance.

Montana State University-Northern Business Services strives to partner with Academics and Administration to enable MSU-Northern to achieve the goals specified in its mission statement. Business Services is accountable for overseeing all financial activity of the University. We will strive to provide the highest quality of service to students, the University community, prospective students and vendors.

CONFIRM ATTENDANCE

All students must confirm attendance each semester. This step can be done on-line if you are paying in full or if you have a credit balance using your MyInfo account. If you have a balance owing or will be utilizing the Installment Payment Plan, please print, fill out, & remit the Student Insurance & Tuition Payment Form (located on the MSU-N Business Services webpage).

PAYMENT OPTIONS

Payment In Full

Northern uses paperless billing so you will NOT receive a bill in the mail. This means that you are responsible for checking your school assigned e-mail account for date-sensitive e-mails regarding tuition and fee and/or room and board payment deadlines.

We accept payment using: Cash, Check, Money Order, VISA or Master Card, or on-line using MyInfo.

Installment Plans

Those unable to pay the amount in full may complete the Student Insurance & Tuition Payment Form. The Business Office must receive a minimum of 25% down AND a signed form within 7 days, in order to avoid late fees and possible course cancellation. The form is available on our website, and also includes the Student Health Insurance waiver. Any account assigned to the Installment Plan will adhere to the following agreement:

I request that MSU-Northern allow me to defer a portion of my tuition/fees and student account charges. I understand that, in doing so, I am entering into an educational loan with MSU-N that is non-dischargeable under Section 523(a)(8) of the U.S. Bankruptcy Code. I agree to all the terms and conditions of this contract. Use of this installment plan will signify my consent to and acceptance of these terms and conditions and also authorize MSU-N to use my social security number for internal and external credit reporting and collection purposes for all charges incurred against my account for the duration of my enrollment at MSU-Northern. If this account is referred to a collection agency, I will be responsible for the reimbursement of the fees of any collection agency, which may be based on a percentage of the debt, and all costs and expenses, including reasonable attorneys' fees that the University should incur in such collection efforts. I authorize the school, the department, and their respective agents and contractors to contact me regarding my loan, student account or any balance owed to MSU-Northern including repayment of my loan and student account, at the current or any future number either provided or acquired for my cellular phone or other wireless devices using an automated telephone dialing equipment or artificial or prerecorded voice or text messages. I understand that any funds that become available, including but not limited to: payroll checks, Financial Aid, and book buy-back refunds, will first be applied to my account balance regardless of the due date. I agree that a service charge of \$30 will be applied to all installment contracts each semester, and that every late payment may be assessed a \$15 late charge. Other penalties for non-payment include denial of registration and transcripts, denial of future installment contracts, referral to a collection agency, attachment of state and federal income tax refunds, and reporting to a credit bureau. In the event that I withdraw or leave school for any reason, refunds will be applied to the outstanding balance, and any remaining balance remains due and payable.

MSU-Northern reserves the right to decline any installment loan application.

Third Party Billing

Students whose charges are being paid by an outside agency must still confirm attendance each semester. Third party contracts will not be applied to your account until you have completed this step.

Making a Payment using Financial Aid

If Financial Aid exceeds charges, resulting in a credit balance, students may confirm attendance online.

Refund Checks

If the dollar amount of Anticipated Credits (Financial Aid) exceeds charges, refund checks will be mailed out 14 instructional days after classes begin, and weekly thereafter. The checks will be mailed to the current mailing address in our system. You may check or update your address on the web at the following address: <https://atlas.montana.edu:9002>

Alternatively, you may elect to receive your refund direct deposit. To enroll or update direct deposit, login to MyInfo & select Electronic Billing & Payment.

Please note:

* If you have direct deposit through MSU-Northern payroll or Accounts Payable, you will still need to enroll in direct deposit for student refunds.

* If you have *not* confirmed your attendance or if you are *not* enrolled at the credit level that you indicated on your Financial Aid application, your refund check may be delayed.

Insurance

The Board of Regents requires students carrying six or more credits to have health insurance coverage.

If you already have health insurance, you may waive this charge by filling out the Student Insurance & Tuition Payment Form or on-line as part of the registration process.

Reserved Parking

Parking permits are not required, but you may purchase a reserved parking space. These spaces are available on a limited basis. Check with Business Services for details on reserved parking. Remember not to park in red or yellow zones, or in the handicapped spaces (unless you have a handicap permit).

Past Due Accounts

All past due accounts will receive due diligence. In-house Payment Agreement Plans are available. Please see our Accounts Receivable Policy 810.1, for the detailed process.

FERPA

MSU-Northern Business Services complies with FERPA regulations & cannot disclose financial information to anyone except the account holder, unless there is a signed FERPA Authorization to Release Financial Information Form on file. You may obtain a copy of this form in our office or online at: <http://www.msun.edu/finaid/docs/FERPARelease12-13.pdf>

CAREER CENTER

Phone: 265-4198

Website: www.msun.edu/career

Location: Cowan Hall 213

Staff: Mary Heller (Director) and Jennifer Henderson (Employment Services Coordinator)

The goal of the Career Center is to provide a comprehensive network of employment services for students, graduates, alumni and employers.

Students who take advantage of the Career Center's resources have a competitive advantage in achieving their career goals. We encourage you to take advantage of these services on a regular basis. Services for students include:

CareerExpress:

CareerExpress is Northern's on-line career management resource. Employers post jobs and application requirements into this system. Students view and apply for the variety of listed positions and sign up for on-campus interviews online. Students and alumni must have a CareerExpress profile with a perfected resume before they can sign up for an on-campus interview with any employer who visits campus. Once a profile is entered into the system, students and alumni can interact with the system 24 hours a day, 7 days a week! This service is free of charge for all Northern student and Alumni.

Appointments:

Career Center staff will help individuals explore career opportunities to make informed employment and education choice. We have an open-door policy, unless students need specific help with resumes or interviews. Some of the services we offer are: resume and cover letter writing, mock interviews and general work force preparation.

Cooperative Education & Internships:

Cooperative Education and Internships enhance academic course work by providing a realistic look at a chosen field and adding relevancy to classroom studies. Outcomes include professional skills development, maturity and increased motivation. A successful co-op experience also greatly increases employment opportunities upon graduation.

Career Search Information:

Our professional staff is here to assist you in your job search and provide tips based upon experience and current trends. For hands-on assistance with cover letters or resumes, students and alumni are asked to first call us for an appointment. Bring an electronic copy of a rough draft of the cover letter and/or resume to the appointment, or email it beforehand so we can help with the editing process more affectively.

On-Campus Recruiting

On-campus recruiting coordinates great opportunities between students seeking internships, soon-to-be graduates seeking career positions, and employers looking to fill their hiring needs. An average of 30 employers visits MSU-Northern each year to search for students to fulfill their employment requirements. The businesses typically hold a general information session for all students as well as schedule individual interviews for both internship and full-time employment opportunities. The Career Center also hosts two Career Fairs every year in which employers come to campus to recruit students and alumni. The Fall Career Fair is typically held in October while the Spring Career Fair is typically held in February. Many employers stay on campus to interview for their available positions after the Fairs. CareerExpress, Northern's online employment site, allows students to sign up for interviews online 24 hours a day, 7 days a week.

Student Employment

Many MSU-Northern students work part-time while attending college. On campus employment opportunities are available for those receiving Work Study Awards. On-campus and off-campus employment opportunities are available for all students. Job listings can be found on CareerExpress or by visiting the Career Center office.

CLEP

Phone: 265-4133

Location: Vande Bogart Library

The College-Level Examination Program (CLEP) is a national credit by examination program. This program provides students with the opportunity to demonstrate college-level achievement by taking an exam. Each institution determines which CLEP test and passing score it will accept for a specific course. All CLEP testing at MSU-Northern is online and costs a total of \$90.00. Each exam is approximately 90 minutes long, and except for English Composition with Essay, is made up primarily of multiple-choice questions; however, some exams do have fill-ins. Credit earned through CLEP is assigned a grade of "Pass" and does not affect the grade point average. All CLEP credits awarded appear on the transcript and may apply towards graduation. CLEP credits may not be used for financial aid purposes.

For a complete list of exams that have equivalent courses at Northern (and the required passing score) or to schedule an exam please contact the Learning Success Center.

DINING SERVICES

Phone: Food Service Office: 265-3796

Location: Student Union Building

Hours: **The Food Court is open Monday through Friday from 7:00 a.m. - 7:00 p.m. and on Saturday and Sunday from 10:00 a.m. - 5:00 p.m.**

The SUB Food Court is the only eating facility on campus with service available to all students, faculty, staff and guests. The Food Court opens at 7:00 a.m. for breakfast and continues serving students throughout lunch and dinner. With a variety of selections including burgers, Mexican dishes, salad bar, cereal bar, dessert bar and beverage bar there are choices sure to please you.

Meal Plans

Meal plans are included as a part of all on residence hall housing contracts and are also available to students who do not reside on campus. Cash is accepted in the dining room. Proper clothing is necessary. NO Shirts, No Shoes, NO Pants, No Service. We do have the right to refuse service to anyone.

DISABILITY SERVICES

Phone: 265-4133

Location: Library 203A

All students attending Montana State University – Northern are entitled to equal access to academic programs and services. By federal law, students with documented disabilities are entitled to reasonable accommodations in order to fully participate in the student experience. Students with disabilities are encouraged to advocate for themselves to the extent possible, and Disability Services provides support and assistance in determining what accommodations are best suited to each individual. To be eligible for these special services students with disabilities must provide the required documentation.

FINANCIAL AID

Phone: 265-3787

Location: Cowan Hall 213

The MSU-Northern Financial Aid Office administers federal, state, and institutional aid programs designed to help eligible students pay for their educational expenses. Amounts of funding vary and depend upon the student's demonstrated and verified financial need as well as the amount of funds available.

Students who apply for financial aid are considered for all aid programs for which they are eligible. Assistance is offered in the form of the following:

- Grants, scholarships, waivers - do not have to be paid back
- Long-term loans - must be repaid after the student leaves school
- Employment opportunities - programs where students work on or off campus and earn money to help pay school expenses

Both undergraduate and graduate students must apply for financial aid on the FAFSA (Free Application for Federal Student Aid) application. The FAFSA can be completed online at: <http://www.fafsa.ed.gov>.

In order to receive financial aid the student must:

- Have financial need, except for some loan programs
- Have a high school diploma or GED
- Be a citizen or permanent resident of the United States
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate
- Not be in default on a student loan or owe a Title IV refund or repayment
- Have a valid Social Security Number
- Make satisfactory academic progress
- Register with the Selective Service, if required
- Priority consideration is given to students who apply before the University financial aid priority filing date of April 15, 2015 (i.e., April 15, 2015 for the academic year beginning August 2015)

Cost of Education: Your total budget, called the “estimated cost of education,” is the sum of average tuition and fees, books and supplies, and standardized living expenses for the student only. Expenses of your family members cannot be included in your budget, except for dependent care expenses.

Financial aid eligibility is determined by subtracting the expected family contribution and other educational resources and scholarships from the cost of attendance.

Estimated Cost of Education will vary from year to year and the most current info is available on the web.

Tuition and Fees: Average charges for basic instructional costs and mandatory fees. Actual fees paid may vary based on the number of credits carried each semester.

Room and Board: An average amount for housing and food charges for students living on or off campus.

Books and Supplies: A standard allowance for required books and supplies.

Transportation & Personal Expenses: A modest allowance for non-local transportation, (such as a trip from campus to home), entertainment, medical, laundry, toiletries, clothing, etc.

If attendance is less than or greater than nine months, or if enrollment is less than 12 credit hours per semester, budget components will be prorated accordingly. Please remember, financial aid often cannot meet all of your costs while attending MSU-Northern, so it is very important for you to manage your financial resources wisely.

OTHER FINANCIAL RESOURCES: This component represents other known and expected financial resources you will have available to assist you with your educational costs, such as scholarships, Veterans Education Benefits, etc.

HOW AID IS AWARDED

Your award package is based on a combination of funds available and your eligibility. Your award package may not include funds from all aid programs. Some funds carry restrictions, and some are limited as to what amounts can be awarded. Financial aid packages are based on the level of eligibility from highest to lowest and files are worked generally in the order received by the Financial Aid office.

The Federal Pell Grant is the first program awarded, if you are eligible. The next programs awarded are grants (federal, state, institutional) and scholarships. Some awards stipulate further restrictions such as residency. MSU-Northern funds are limited and awarded until funds are committed. Work-study funds are awarded after grants. Stafford loans are awarded after Perkins Loans have been awarded. PLUS Loans are the last category of aid to be awarded. PLUS (Parent) loans are awarded only when requested by the student or parent after the student applicant receives his/her award letter.

YOUR AWARD PACKAGE

Your financial aid award package is designed to meet as much of your financial eligibility as possible. All awards are contingent on the following:

1. Availability of funds from federal, state, and institutional sources.
2. Accuracy of information provided on your application by you and/or your parents or spouse.
3. Adjustments to your award when our office receives information that affects your eligibility. Any aid you receive, in addition to that listed on your award offer, which exceeds your unmet eligibility will result in an adjustment in your award(s) from MSU-Northern.
4. Satisfactory academic progress toward your degree.
5. Compliance with our requests to send additional documentation to support your application.
6. Eligibility to receive funds. I.e., you are a U.S. citizen or eligible non-citizen, you have signed all required documentation, and you are enrolled in a degree-seeking program of study for the appropriate number of credit hours based on your funding status.

ACCEPTING OR DECLINING YOUR AWARD

Unless otherwise indicated, the awards listed on your Financial Aid Award Letter represent an offer based on your anticipated enrollment funding level. You must accept or decline each part of your aid package. It is important that you make your decision, sign the award offer, and submit/return the document by the deadline date. If you want to accept a lesser amount than the amount awarded, indicate the amount you wish to request. This is very important, particularly on the loan amounts. Think about the amount and type of loan being accepted. If you have more than one type of loan, you will likely be required to repay those loans simultaneously. Do not borrow more than you absolutely need.

If you have unique circumstances which may affect your costs of attending MSU-Northern, please contact the Financial Aid Office. We may be able to reevaluate your eligibility based on special conditions.

First time students may indicate your acceptance or rejection of the aid offered by returning one copy of your Financial Aid Award Letter to:

Montana State University-Northern
Financial Aid Office
P.O. Box 7751
Havre, MT 59501

Continuing students will accept, reject, or adjust their awards via Banner web site at:

- 1) www.msun.edu
- 2) Click on “MSUN Quick Links” scroll bar
- 3) Select “Banner Web- MyInfo”
- 4) Log into a secure area
- 5) Select “Financial Information”
- 6) Select “My Award Information”

Students have a choice at accepting all awards, or they can adjust and reject awards.

FINANCIAL AID PROGRAMS:

Federal Financial Aid is aimed at covering school expenses such as tuition and fees, room and board, books and supplies and transportation. This aid can also help you pay for a computer and dependent child-care expenses. There are three categories of federal student aid: grants, work-study, and loans, the following headings outline examples of these federal aid programs:

FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant for the 2016-2017 year is scheduled to be \$5,775. You can receive one Pell Grant in an award year. How much you receive will depend on your cost of attendance, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. Pell Grant funds will be credited to your student account in the registration process in the Business Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, with priority being given to students who receive Federal Pell Grants. A FSEOG does not have to be paid back. FSEOG funds will be credited to your expenses in the registration process in the Business Office.

STUDENT EMPLOYMENT & WORK-STUDY

The Career Center located in Cowan Hall assists students attending MSU-Northern to locate employment. Both work-study and other part-time employment are listed with the Career Center. On and off campus employment opportunity assistance is available. Referral systems are in place for you to choose jobs that interest you and assistance is available to help with interviews.

You must receive work-study as part of your financial aid package in order to apply for a work-study job. It is not necessary that you accept work-study if you are successful in finding other part-time employment. If you accept work-study aid, please contact the Career Center for job fair, hiring policies and other information you may need to secure employment. If you did not receive a work-study award as part of your financial aid package, you may have your name added to the work-study waiting list. If work-study funds become available, students on the waiting list will be considered for an award based on their eligibility. Being placed on the list in no way assures that you will receive a work-study award. For additional information regarding Student Employment and Work-Study, please contact the Career Center at (406) 265-4198 or stop by Cowan Hall 213A.

FEDERAL PERKINS LOANS

A Perkins loan is a low interest (5%) loan for students with exceptional need. This program is for both graduate and undergraduate students and offers many principal forgiveness opportunities. There are no origination or other loan fees assessed. The grace period before repayment begins is 9 months. Principal and interest payments begin at that time, and you have 10 years in which to repay the loan. If you accept this loan, a promissory note and other loan documents will need to be completed before the loan can be disbursed. These funds will then be credited to your student account.

FEDERAL DIRECT LOANS

Federal Direct Loans (Stafford Loans) are either subsidized or un-subsidized. The interest rate is variable but will not exceed 8.25%. You will also pay up to 2% in fees, which are deducted from each disbursement.

Subsidized and Un-subsidized interest rates vary from year to year.

Repayment begins after you graduate, leave school, or drop below half-time enrollment. You have six months before payments begin. This is called a "grace period". Contact your lender for more information about repayment options. Stafford Loans will be credited to your expenses in the Business Office.

FEDERAL DIRECT PLUS LOANS (PARENT LOAN)

Federal PLUS Loans enable parents with good credit histories to borrow to pay the education expenses of their children. To be eligible, the child must be a dependent undergraduate student enrolled at least half time. The yearly borrowing limit on the PLUS loan is equal to your cost of education minus any other financial aid you receive.

The interest rate is variable. The interest is charged on the loan from the date that the first disbursement is made until the loan is paid in full. Contact the Financial Aid Office for information on how to process this type of loan.

SCHOLARSHIPS

Financial Aid Office award scholarships. Committees make selections and application information is available at each office starting at the end of November each year.

Scholarships are awarded generally in the spring of each year for disbursement in the following year. These awards are made on the basis of academic achievement, financial need, or a combination of the two. Many scholarships have additional requirements as well. Institutional scholarships are provided to the institution by donors who specify the award criteria. The selection process is managed by committee and awards are disbursed through the Financial Aid Office.

Private scholarships are directly controlled by the donor, not the institution; the application process, selection criteria, and recipients are determined by the donor. The donor notifies you of the award, but usually sends the funds to the school for distribution.

TUITION WAIVERS

Tuition Waivers are State Institutional based aid awarded to eligible students. Tuition waivers do not require repayment, and they waive tuition. Tuition waiver applications are due in the Financial Aid Office by the third week of each term.

Honorably Discharged Veteran Tuition Waiver

Tuition is waived for honorably discharged persons who served with the US Armed Forces in any of its wars and are currently residents of the State of Montana according to the Board of Regents Policy. This waiver is NOT available to those veterans currently receiving Montgomery GI Bill benefits. Contact the Financial Aid Office for more information.

American Indian Tuition Waivers

Eligible students must be a Montana Resident, at least 1/4 Native American blood or, are enrolled members of a state recognized or federally recognized Indian tribe which is located within the boundaries of the State of Montana and demonstrate financial need based on completion of the federal Free Application for Federal Student Aid (FAFSA). Contact the Financial Aid Office for more information.

Montana Senior Citizen's Waiver

Montana Board of Regents Policy grants tuition waivers for Senior Citizens providing they are a resident of Montana and are at least 65 years young. Contact the Financial Aid Office for more information.

Montana High School Honor Scholarships

Board of Regents Policy grants graduating seniors of fully accredited Montana high schools one or more waivers each year. These are awarded by the high schools, issued by the Montana University System, and can be used at any of the six units of the Montana University System. This renewable waiver waives tuition only.

HOW SCHOLARSHIPS ARE PAID

Most scholarships are credited to your expenses each semester. Some may be sent directly to you, but this is the exception. Normally, the institution must confirm that you have enrolled before payment will be made. If your scholarship arrives after you have paid your bill for the semester, funds will be mailed to you. Generally, scholarships of more than \$500 are divided equally between fall and spring semesters. Scholarships totaling less than \$500 will be disbursed in full and applied to your current enrollment semester. If your scholarship is not available at the time of payment deadlines, you must make other arrangements to pay your bill to avoid cancellation of classes or late charges.

DISBURSEMENT OF FUNDS

Provided you meet all qualifications to receive financial aid funds, any scholarship, grant, or loan awarded to you will be automatically credited to your expenses (tuition, fees, room and board if you live on campus) and any other charges assessed by the institution. You may decline this automatic crediting of your charges by writing to the Financial Aid Office at any time prior to payment being made to you for the applicable term.

If financial aid credited to your expenses exceeds allowable charges due for the term, a check will be prepared for the difference and will be mailed upon completion of processing. The check will usually be available approximately 14 days after the first day of classes of each term.

Check your fee statement carefully. Some types of financial aid appear on your fee bill as credits and others (such as work-study) are paid at other intervals. Compare your receipts, which show your aid against your award letter to reconcile funds awarded to you. NOTE: If for any reason you register for classes late or enroll for insufficient credits, your aid will be delayed and possibly adjusted. Loan funds will not be credited to your charges until all required documents have been processed.

Other aid, such as BIA grants and some scholarships arrive in the form of checks. These funds will be made available after processing is completed in the Financial Aid Office and distributed by the Business Office. Please remember, fees and other charges must be paid when due or a late fee may be applied and/or your registration may be canceled. If a check does not arrive in time for you to pay your fees and other charges, you are responsible for payment of your bill on the due date. If you have specific questions regarding charges, distribution of change checks, or release processes, please contact the Business Office at 265-3733.

SHORT-TERM LOANS

This is a loan which will permit a student, who may be experiencing temporary difficulties, to borrow small sums of money for a short period of time. No collateral is required for a short-term loan although the student must identify a reliable source of repayment and have a satisfactory repayment record with respect to any previous loan(s) received. There is a processing fee of \$25 that is charged to the student's account for each short term loan. Because funds are limited, these loans are reserved for unusual circumstances and emergencies.

The institution reserves the right to reject or decline any application, and to determine the amount and date of repayment for any loan approved. Applications and other information regarding the short-term loan may be obtained from the Financial Aid Office. Allow a minimum of (3) three working days to process a short-term loan application, which may be submitted at any time during the semester.

YOUR RIGHTS AND RESPONSIBILITIES

- You have the right to privacy. All records and data submitted with your application for financial aid are treated as confidential information.
- You have the right to a complete explanation of the award process. If you do not understand your financial aid award, or feel your application has not been evaluated fairly, please contact the Financial Aid Office.
- You have the right to be notified of cancellation or withdrawal of aid and to be informed of why this action is being taken.
- You have the right to appeal. You may request a review of any decision concerning your financial aid eligibility. Please contact the Financial Aid Office and make an appointment. If necessary you may be directed to submit a written appeal and supporting documentation.
- You have the responsibility to report funds or benefits from any source (such as outside scholarships) that you receive or are promised (before and after you are awarded financial aid).
- The Financial Aid Office is required BY LAW to make adjustments to prevent or correct over awards. We take this responsibility seriously. You will save yourself frustration, inconvenience, and possible financial penalty by reporting any changes in your financial status promptly.
- You have the responsibility to report any change in your student status immediately. If you move, change your name, drop credits, withdraw from school, or do anything else that may affect your financial situation, please report that information to the Financial Aid Office and your student loan lender/service.
- You have the responsibility to keep copies of all correspondence regarding your financial aid, whether it is from the Financial Aid Office, governmental agencies, or outside lenders.
- You have the responsibility to use financial aid funds for educationally related expenses only such as tuition and fees, books, supplies, and reasonable living costs.
- You have the responsibility to repay loans on time. Acceptance of any loan carries the serious obligation to repay. Failure to meet this obligation affects the availability of loans to future students. Before you accept any loans for financing your education, you should carefully consider the total amount and repayment requirements for which you will be responsible when you terminate your educational objectives.
- You have the responsibility to understand how the Financial Aid Office determines if you are making satisfactory academic progress and what happens if you do not maintain satisfactory progress.

HOW TO AVOID PROBLEMS

Come to the institution with some money of your own. Even if your aid is prepared on time, funds may not be available until classes begin and processing is complete. You will need money for housing, books, and other immediate expenses. If you are able to save money during the summer before school starts, these savings will be useful in meeting your beginning-of-the-semester expenses and protecting you from hardships if your aid is delayed.

Register for the appropriate number of credits. You must register for the appropriate number of credits, which correspond to the funding level indicated on your Financial Aid Award letter.

Be sure to complete a loan counseling session and sign a master promissory note if you are a first-time borrower of Direct Loans at MSU-Northern. This may be completed online at <http://studentloans.gov> and “sign in”. Your funds will be delayed until you complete this requirement.

Pay your own fees and other charges by the due date if your aid is late. Fees are due at the beginning of each semester. If not paid when due, you are subject to a late fee and/or cancellation of registration. Please contact the Business Office to make payment arrangements. The Financial Aid Office may be able to offer you assistance depending on the nature of the processing problem but cannot prevent cancellation for non-payment of fees. If you anticipate problems, see either the Financial Aid Office or the Business Office for assistance.

If you are not sure how dropping or adding classes will affect your aid status, do not drop any of your classes or withdraw from MSU-Northern without checking first with the Financial Aid Office. If you drop below the required minimum credit load or fail to complete the appropriate number of credits, your aid may be canceled and repayment of the aid may be required.

Please notify the Financial Aid Office of any changes in either your permanent or school address.

DROPPING OR ADDING CREDITS

When an award letter is prepared for you, the Financial Aid Office has reviewed what you reported on the FAFSA (application) and the Student Data Form and funded you at the level you indicated. At the time of disbursement, your credit load and Satisfactory Progress status is reviewed. Coordination with the Registrar’s Office, Business Office and Financial Aid Office will dictate whether or not aid can be released or needs to be adjusted. Not all award amounts are affected by changes in enrollment. If your award is affected, you will be notified.

Disbursement of your aid is based upon the number of credits for which you are enrolled at the time your aid is disbursed. Your award letter will indicate this information. If you add credits after your financial aid has been disbursed, you may be entitled to additional funds. You should check with the Financial Aid Office for a review of your funding level.

If you drop credits after all your financial aid funds have been disbursed, including a retroactive drop of credits, you may have received funds that you were not entitled to receive. You will receive a bill for any overpayments that may occur.

SATISFACTORY PROGRESS REQUIREMENTS

To remain eligible for financial aid at MSU-Northern, you must make satisfactory academic progress toward your degree objective. Satisfactory Progress is a condition for continued eligibility and is measured by the following factors:

1. Students who receive financial aid assistance must complete the appropriate number of credit hours based on their aid funding level (credits funded). Failure to do so will result in one of two financial aid statuses, WARNING or TERMINATION. See the “Satisfactory Academic Progress” policy online.
2. A student’s eligibility is terminated at the point when maximum time frame parameters have been met. Generally, limitations are: 98 semester credits for an Associate degree, 186 semester credits for a Bachelor’s degree, or 45 semester credits for an undecided degree seeking student. Graduate student eligibility expires at 68 semester credits. Transfer credit will affect these time frames.
3. Students must meet a Grade Point Average (GPA) and a percentage of credits attempted (usually 67%) requirement to continue their eligibility. Minimum GPA is 2.00 for undergraduates and 3.00 for graduates. Satisfactory completion means a student has received a minimum grade of ‘D’ or ‘P’ (pass). Grades other than A, B, C, D, or Pass do not meet satisfactory academic progress requirements.

4. Students whose status is “Termination” will not be considered for aid while in the “Termination” status. A student’s file will be reviewed and an award letter produced when a student is re-instated.
5. This policy is applicable to all students receiving institutionally administered aid. Any federal, state, and institutional aid (including scholarships, fee waivers, work-study and loans) are included in this policy. MSU-N Staff waivers are the only exception. The eligibility of students may be reviewed at any time during the semester.
6. Students declared ineligible for financial aid under this policy will have the opportunity to appeal. The appeal procedure must be initiated by the student by completing an appeal form and returning the form with appropriate documentation to the Financial Aid Office (Cowan Hall, Room 213).

A copy of the “Satisfactory Progress” policy is posted at our web site. You are responsible for knowing and understanding this policy thoroughly. The information in this policy provides more detailed instructions on how the institution monitors progress and on how to exercise the appeal process.

WITHDRAWING FROM MSU-NORTHERN

If you stop attending classes, you should officially withdraw to prevent assignment of grades of “F”. If you don’t withdraw, your status will be “TERMINATION”, and you will not be eligible for aid until you reinstate your eligibility. In order to reinstate your eligibility, you must re-enroll and earn a GPA of 2.00 with no funding assistance from any funding source included in this policy. You must complete 67% of any credits attempted during your reinstatement period with a minimum GPA of 2.00 in order to regain eligibility. For more information on withdrawal procedures, contact the Registrar’s Office or Student Services, both located in Cowan Hall.

If you withdraw from all courses either officially or unofficially, a withdrawal calculation will be performed by the Business Office to determine whether you received funding for which you were not eligible. A copy of this refund/return of Title IV funds is available in the Business Office located in Cowan Hall.

If you received funds for which you were not eligible, you will receive a bill from the institution for repayment of those funds. If you are eligible for a refund of your registration or housing fees from MSU-Northern,

Federal regulations require that the refund first be applied to any student loan disbursed to you during the current loan period and then to repay any other financial aid for which you were billed. Any remaining amount will be refunded to you. If you have any student loans, your lender will be notified of your enrollment status change and you may enter a “grace period” or repayment status. In keeping with the terms of your loans, you are required to inform your lenders of changes in your enrollment status.

If you plan to return to MSU-Northern and apply for assistance, please refer to the Satisfactory Progress policy to determine your eligibility status for future applications for aid.

SPECIAL CIRCUMSTANCES

If you or your parent(s) have had a substantial change in family income or assets due to unemployment, disaster, disability, divorce, or the loss of other compensation or benefits since applying for financial aid, you and/or your parent(s) may be eligible for special consideration. In addition, if you have non-discretionary expenses, which may affect your ability to meet educational expenses, you may ask for reconsideration to increase your eligibility. As in any special consideration, all requests must follow the “Appeals” process outlined in the Satisfactory Progress policy. All requests must be documented and reasons for the exception must be provided.

If you or your parent(s) have special circumstances, please contact the Financial Aid Office for assistance with the “Appeal” process.

REPORTING CHANGES IN CIRCUMSTANCES

If your residency or student classification status changes, your aid eligibility may be affected. If you receive any new or additional aid from any source, your eligibility may be affected. Report these changes in writing to the Financial Aid Office as soon as you know of them. If these changes do not appear on your Award Letter, it is your responsibility to report them when you sign and return the office copy of the Award Letter.

The office will follow up on changes made and, if necessary, recalculate your eligibility. If you are no longer eligible for any part of the aid you have been offered, the Office will work with you to resolve the over award. If, however, it is necessary that you repay a portion of your financial aid, you must repay it before you are eligible to receive further aid.

VERIFICATION OF INFORMATION

Some applicants are selected at the federal level for verification of information contained on their application (FAFSA). This means that the Financial Aid Office needs additional information from you in order to determine your eligibility. You will be asked to retrieve income tax from the IRS. Failure to provide this requested documentation would stop further processing.

ADDITIONAL INFORMATION

Our goal is to provide information for you the student, to enable you to meet your educational objectives and long term goals.

We have a qualified staff of professionals to further assist you with questions beyond what is provided in this guide. If you have questions, please call us at 406-265-3787 or come in to the office located at Cowan Hall, room 213 in Havre. Office hours are 8:00 a.m. to 5:00 p.m. weekdays. Although personnel usually are available on a walk-in basis, appointments are recommended.

Policies and procedures governing financial aid programs are subject to change at any time without prior notice or publication due to changes of policy by federal and state governments. MSU-Northern is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, sexual orientation or preference, marital status, age, physical or mental disability, creed or political belief, religion, or veteran status.

MSU-NORTHERN ID CARDS

Phone: 265-3561

Location: Student Union Building

Hours: 8:00am – 5:00pm Monday – Friday

All students are required to have an MSU-Northern ID. New Students will have ID pictures taken after students have registered for classes. ID cards are made at the Student Union Building Information desk. Faculty and staff are also encouraged to have a University ID card.

The University ID card is the property of Montana State University-Northern. The ID card is non-transferable and must be used under the provisions prescribed by MSU-Northern. The MSU-Northern ID is used in the following locations on the MSU-Northern campus: Vande Bogart Library, to access gym and athletic facilities and for entrance to certain student functions. Residence Hall students use their ID in the Food Court to access their meal plan. Students are also required to show University identification when requested by University officials.

Each new student, faculty or staff member will receive their first MSU-Northern official ID card at no cost. If damaged, lost or stolen a replacement fee of \$10.00 will be assessed for a new ID. Specialty ID cards, i.e. nursing badges will cost \$10.00 per card. The student will need make payment before the card can be issued.

LEARNING SUCCESS CENTER

Phone: 265-4133

Location: Vande Bogart Library

If you want to do better in your classes come to the Learning Success Center. Our mission is to encourage/ strengthen student learning by supporting classroom instruction. We provide:

- Access to computers and online programs
- Peer tutoring face to face or online
- Office hours for faculty
- Placement testing
- Coaching in study skills

If what you need is not listed let us know and we will make every effort to help you. You can find us in the top floor of the library.

LIBRARY-VANDE BOGART LIBRARY

Phone: 265-3706

Hours: Operating hours are on the Library's website.

The Vande Bogart Library is centrally located on campus. This two-level structure houses a 91,500 volume book collection; a 1,042,821-volume microform collection, 25,000 online and printed journal titles, and 100,000 ebooks. Other collections include the depository of selected U.S. Government and Montana State documents, maps, audio-visual materials, historical photographic archives, and the MSU-Northern archives. The Vande Bogart Library is a member of the MSU/OMNI Consortium, giving students online access to holdings of ten additional academic libraries within Montana. The library is also a member of OCLC, a bibliographic utility that connects it to thousands of libraries worldwide.

Some special features of the library include a teaching computer lab, online indexes and databases (that are searchable on and off-campus), an inexpensive coin-operated photocopier, microform reader-printer, and a video viewing room. Students are provided with an excellent study environment that consists of several computer labs, study rooms (one of which is equipped with a large screen monitor and computer), tables for group study, and private study carrels. Wi-Fi is available on both floors of the Library. Reference, Interlibrary Loan, and Library Instruction services are available for on- and off-campus students, faculty and staff. For additional information, check out the Library's web site. A link to the Library may be found on the campus web site (www.msun.edu).

MSU (Northern, Bozeman, Billings, and Great Falls) faculty, students and staff may check out Library material upon presentation of a valid MSU identification card. Students from other Montana colleges and universities may also check out books.

The library is open to the public. Children must be accompanied by an adult. Student/faculty spouses and other non-university affiliated residents of the state of Montana may apply for a courtesy borrower's card.

The Library is the home of the MSU-Northern Coffee Cart. The Coffee Cart is located on the main floor of the Library. Here you can start your morning out with a coffee, latte, chai tea, Italian soda, juice or bottled water. You may also purchase food items such as bagels, pop tarts, cookies, trail mix and crackers.

The Library is also home to the Louis and Antoinette Hagener Museum of the Northern Montana Plains Indian, and the Learning Success Center which offers tutoring, testing and disabilities services.

LITTLE RIVER INSTITUTE

Phone: 265-3713

Location: Student Union Building 308

Through a grant award by the U.S. Department of Education's Native American Serving Non-Tribal Institutions (NASNTI) program, the Little River Institute was created with an objective to provide culturally responsive tutoring and mentoring services. The Little River Institute is staffed by a program director, three full-time pathfinders (tutors/mentors) in the areas of math, science and writing as well as student peer tutor/mentors. Students are welcome in the Little River Institute at any time for tutoring, assistance with non-academic needs both on and off campus in a casual environment that reflects the values of regional American Indian tribes. In addition, computers are available for student use as well as printing, scanning, and copying services, a microwave and a fresh pot of coffee.

MSU-Northern students are encouraged to visit the Little River Institute early each semester to establish a relationship with program staff who will tailor their support to meet each individual students' needs. The overarching goal of the Little River Institute is to provide a framework for student success at MSU-Northern.

MEDIA REPROGRAPHICS

Phone: 265-3702

Email: printing@msun.edu

Location: Cowan Hall 117

The Media Reprographics Center is available to students. Stop in the center to discuss your projects. In addition to regular copies, they can make colored copies. Copies are offered in regular size, legal, and 11 x 17. Vinyl signs are also available. Finishing work includes punching and binding. Laminating, paper folding, and large format printing are offered as well. Turnaround time is quick and determined by a first come first serve basis. Please allow for a 48 hour turnaround time for large projects. Payment is made to the Cashier in the Business Office

Purchase copy cards (All Card, not the ID card)

There are two options: (1) Cashier in the Business Office will sell you a copy card and can add credit to your existing copy card. (2) Library has a machine that will sell you a copy card and add credit to your existing copy card.

Copy machines that take copy cards

The machines that will accept your card are located in the Library, Cowan Hall (next to Business Office), Gym, and Brockmann Center.

Copy machines that will take cash

The copy machine in the library will accept coins as well as your copy card.

MONTANA RELAY SERVICES

Phone: 800-253-4091

Montana Relay Service is a communications service that links deaf, hard of hearing, speech impaired and hearing impaired people via the telephone. To use this service, dial the number shown below. Give the agent the number you would like to call, and he or she will stay on-line to relay the information. You can talk directly with the person you are calling, via the relay person. All calls and information are confidential. This 24 hour relay service is provided at no cost to callers. Long distance calls will be billed accordingly.

DIVERSITY AWARENESS AND MULTICULTURAL PROGRAMS

Phone: 265-3589

Location: Cowan Hall, Room 308

MSU-Northern is committed to education in a culturally sensitive and gender fair environment. Personal support for students entering MSU-Northern may include assistance transitioning from tribal colleges to obtain campus and community services. This office provides access to educational programs for underrepresented minorities as well as workshops regarding issues of multiculturalism and campus and community events, which promote appreciation of cultural diversity. Support obtain scholarships, tutoring, counseling, and personal assistance when equity is threatened.

NORTHPOINT CARD REWARDS PROGRAM

Phone: 265-3732

Location: Student Union Building

NorthPoint is a program developed to connect MSU-Northern students to extracurricular events and activities. We want all students to feel engaged while attending MSUN, and what better way to become accustomed to your new home than by earning points for fantastic prizes just by getting involved with all MSUN has to offer?

All MSU-Northern students start earning NorthPoints at the beginning of each semester. As you progress through college we encourage you to participate in school activities and continue developing on-campus relationships that will last a lifetime.

All you need to do is:

- Attend a school-related activity, bring your North Card to any of our NorthPoint events that will be posted at the beginning of each semester, or
- Create your own program-work out in the SUB Fitness Center or hang out in the Rec Center and shoot pool or bowl and sign in and you will automatically be given points or,
- Your campus organization can partner with us to become a NorthPoint event. Just fill out an event submission form at least two weeks prior to the event. (forms can be found at www.msun.edu/stuaffairs/stuactivities/index.htm)

At the end of each semester we will host the NorthPoint Auction, a silent and live auction where you can spend your NorthPoint's on cool prizes.

RESIDENCE LIFE

Phone: 265-3651

Location: Housing Office, SUB 203

The Regents of the Montana University System have established housing regulations for all units of the system. The basic objective of on-campus housing is to provide students with a living and learning environment that is conducive to academic success and personal growth. In particular, on-campus living provides students with a strong sense of community spirit, a feeling of support among friends, convenient access to classes and meals, and an opportunity to be fully involved in Northern's activities and organizations.

Each resident is expected to consider how his or her behavior affects other residents in the Residence Halls or Student Family Housing apartments. Our Residence Life program personnel consider each resident an adult, capable of making mature, adult decisions. Rules and procedures governing campus life reflect this policy. Part of being a college student is being responsible for your actions and the actions of your guests. When residents and/or their guests demonstrate a lack of care or concern for the rights of others, or maintaining the care and condition of the facilities, the University, through the conduct process, takes intervening action. Being a responsible member of the MSU-Northern residential community means being accountable for all you do individually as well as taking responsibility for your guest's behavior.

Northern's Residence Life program facilities includes Residence Halls for single students (MacKenzie and Morgan) and an apartment complex shared by married student, single parent families as well as undergraduate and graduate students that meet the criteria based on availability and circumstances. MacKenzie Hall is equipped to house up to 193 students. Morgan Hall can accommodate up to 175 residents. There are 45 apartments in Student Family Housing.

We have Resident Directors and Resident Assistants that provide services for our on-campus housing residents. They are responsible for the implementation and enforcement of Residence Life policies, as well as the care and protection of residential facilities. Our staff is trained as campus resource people and provides assistance and personal help to individual students. Cooperation between each resident and the Residence Life staff is essential to establishing a pleasant and productive communal atmosphere. We urge all residents who desire help or information to utilize these resources. Should behavioral or conduct problems occur, the University may exercise a range of options from a warning to removing a student from campus housing. Removal from housing is used as an option of last resort when it has been determined that the student has made no effort to comply with policies and procedures or when the student is engaged in behavior that is dangerous or disruptive to the comfort or education of other residents. Guests or residents may be asked to leave and not return based on their behavior and actions while in on-campus housing and/or if they may pose a threat to our residential communities.

ON CAMPUS RESIDENCY REQUIREMENT

Students who have fewer than 30 total credit hours are required to live in the residence halls. The Resident Hall Contract is for the entire academic year. All requests for exemption must be made to the Housing Office. These requests must be in writing and must accompany an on-campus housing exemption form. This form can be obtained from the Housing Office.

You are automatically exempt if you qualify as one of these:

1. Married student
2. Single parent
3. Student registered for six or fewer credit hours
4. Student who resides with their parents
5. Student over 21 years of age
6. Student residing with a member of their immediate family (parents, siblings)

Supporting documentation must accompany the form for the following:

1. Students who have a particular hardship including a physical or mental condition which would preclude the possibility of living in a residence hall.
2. Students who have other extenuating circumstances that compel an exception.

Exemptions must meet the approval of the Dean of Students. Once a student checks-in and obtains a room key, they will need to Petition for Residence Hall Contract Release.

STUDENT FAMILY HOUSING

Our Student Family Housing apartments accommodate the needs of married students, single-parent families as well as undergraduate and graduate students that meet the criteria based on availability and circumstances who are attending Montana State University-Northern. These include one and two bedroom units. All water, heat and utilities are provided by MSU-Northern. Tenants are responsible for having their cable TV, internet, and telephone installed. All apartments are unfurnished. Tenants must provide their own furniture, curtains and rugs. A \$100 damage deposit with an application is required to be considered for an apartment. The first month's rent and a security deposit equal to one month's rent are required of all new tenants before moving in.

Laundry areas for Student Family Housing are available to tenants and adequate parking is readily accessible outside of the units, with a limited number of outlets for plugging in cars. No pets or firearms are allowed in the apartments, but guns can be stored in the Family Housing gun cabinets. Tenants are expected to follow all MSU-Northern guidelines for residence living. A Resident Director lives in Student Family Housing and is responsible for checking tenants in and out of their apartments. The Manager also works closely with the Student Family Association (SFA) in programming events for the families and strengthening community ties among them. Such activities as Barbecues, Halloween Parties, and Sledding have been planned by the SFA. Cost, convenience and camaraderie usually attract a number of people to live on campus. Because of the high demand for these apartments, eligible students are requested to apply early and may be put on a waiting list until space becomes available.

RESIDENCE HALLS

The Residence Halls are equipped with study rooms, TV lounges, recreation areas and laundry rooms. Mail is delivered daily, Monday through Friday, except holidays in the Student Union Building. The residence halls are also equipped with cable TV hook up, Internet connections and wifi in all rooms.

RAs are available on each floor to help students with any needs they may have. RAs are required to provide numerous social activities and educational opportunities for their residents, as well as numerous hall-wide events and functions throughout the course of the year.

Participating in Residence Hall Association is an ideal way for residents to become a part of the decision-making process in the Residence Halls. With student cooperation, and the team effort of the residents and staff, Residence Hall living can be an exciting, rewarding experience.

A \$75.00 security/damage deposit with an application is required to be considered for a Residence Hall room. All students living in the Residence Hall are required to maintain this \$75.00 deposit in the Business Office. The cost of any damage to the room occupied by a student will be deducted from the deposit. The cost of any damage inflicted by students in the general living areas of the University Residence Halls, such as lounges, halls, lavatories, laundry rooms, etc., for which a given individual cannot be held responsible, will be charged against all occupants of the Residence Hall on a percentage basis, and the charge will be deducted from the deposit of each occupant.

Residents can only occupy the room that was assigned to them.

REFUNDS

The \$75.00 security/damage deposit will be refunded to non-enrolling students upon written request if written cancellation of the room request is received as follows:

FALL SEMESTER

- 1) 100% if the student notifies the Dean of Students in writing by July 15.
- 2) 50% if the student notifies the Dean of Students in writing by August 15.
- 3) NO refund will be paid for notices received after August 15.

SPRING SEMESTER

- 1) 100% if the student notifies the Dean of Students in writing by January 2.
- 2) NO refund will be paid for notices received after the semester starts.

The above refund schedule is applicable to all who have: 1) decided not to enroll in school at MSU Northern, 2) Petitioned for Residence Hall Contract Release and approved 3) students who withdraw from MSU Northern anytime during the semester may receive a prorated refunded depending on the date they withdraw and officially move out To receive a refund as outlined above, all room cancellations must be made in writing to the Dean of Students.

The \$75.00 security/damage deposit, less any damage deductions, will be refunded to a former resident student upon receipt of written request within two months after the student has left the university.

MEAL PLAN

All on-campus residents who reside in the Residence Halls are required to purchase a University Food Service meal plan. Please see the Dining Services section for more information.

ROOM AND BOARD REFUNDS

Refunds are NOT made for meals not eaten. Refunds on room and board fees will not be made after the third week. Students who are removed from the Residence Halls for disciplinary reasons will not receive a room and board refund.

HOUSEKEEPING AND MAINTENANCE

Residents are responsible for the general condition of their rooms/apartments at all times; for the proper use of all furnishings; for reasonable cleanliness and upkeep; and for charges for damages to the room furnishings, windows, and doors. Desks, closet doors, dressers, etc. are not to be removed and used for any other purpose. Residents are also held collectively responsible for damages in common areas of the building, hallways, and lounges.

1. Under no circumstances is University furniture to be removed from student rooms, apartments or public areas.
2. Roller blades, skateboards, etc. are not to be worn inside the residence halls or any other building on campus.
3. Bicycles are NOT to be ridden inside the residence halls. Bicycles are not to be left in common areas (hallways, stairwells, laundry rooms, lounges, etc.)
4. Motorcycles are not to be brought into the residence halls for any reason and must be parked in a parking space at all times.

PERSONAL PROPERTY

Although MSU–Northern will use all reasonable and available preventive measures to protect personal property, the University is in no way liable for any theft or damage to personal property. Personal belongings are normally covered under family homeowner’s insurance. Students are encouraged to use such a policy or purchase rental insurance.

QUIET HOURS

MSU–Northern is committed to providing an atmosphere conducive to academic success. Noise of any kind is the most common obstacle to providing this environment. Therefore, students must comply with each other’s requests for quiet whenever their behavior or the behavior of their guests is such that it creates a disturbance. Students must realize that they are obligated to extend this courtesy whenever requested to do so.

Courtesy Hours

Courtesy hours are always in effect, meaning that noise must always be kept at a reasonable level. During courtesy hours, residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents’ and staff requests for quiet. Residents are encouraged to communicate with other residents if and as they are disturbed by noise or other activity. If this isn’t effective, please contact your RA.

Quiet Hours

Quiet hours are from 10:00 p.m. to 8:00 a.m., Sunday to Friday and midnight to 10:00 a.m. Friday and Saturday. It is important that everyone observe these hours. During this period, all activities that might be disturbing to others must be suspended. Quiet hours also include the areas outside the Residence Halls and Family Housing buildings. The following guidelines need to be followed:

1. Radio and stereo volume should be low enough that it cannot be heard outside the room. Use headphones if necessary.
2. Musical instruments are to be played in the Hall common areas or in areas of Pershing Hall.
3. Large group gatherings should be held in one of the lounges to prevent unwanted noise from loud conversations.
4. Activities such as football, wrestling, basketball, skateboarding, broom hockey, water fights, Frisbee, etc. are NOT permitted in the residence halls. Games and other activities conducted in residence hall public areas present real potential for accidents, damage, and disruption. Physical activities like those listed above should be held outside, in such places as the SUB lawn or the East Hall lawn.
5. The rights of a roommate or floor resident to study and sleep have priority over the visitation privilege. All residents are expected to be reasonably quiet at all hours in the Residence Halls.

Finals Week Hours

Due to the increased student need for an environment conducive to study, quiet hours will be in effect 24-hours a day beginning on the Saturday directly proceeding finals week. Students should maintain an extraordinary level of quiet at all times during this time period and plan on taking any 'loud activities' out of the residence halls.

GUEST POLICIES

Guest must abide to all state, local and University policies. Residents are responsible for their guest and their behavior. Residence Life seeks to provide students who live in on-campus housing with a safe, pleasant and comfortable environment where they are free to exercise personal judgment with regard to their intellectual and social development. Equally, we require that students respect others' rights to sleep, study, and be comfortable in their living space. While the residents of each room determine the hours and terms upon which they will entertain and receive guests, Residence Life requires that all residents assigned to the living unit agree on these terms.

Overnight guests may not stay for a period longer than three consecutive days without specific permission from the Dean of Students or their designee and a **maximum of 10 nights (total – not per guest)** for the semester, with approval from their roommate. Residence Life reserves the right to restrict students' guest privileges at its discretion should individual issues emerge. University housing reserves the right to request overnight guests to be registered with the Residence Life Office.

Residents are responsible for both their non-MSU-Northern guests and their commuter guests regardless of the amount of time the guest is visiting. This means that the resident must inform their guest of all Residence Life and University policies and if the guest does not abide by them the resident may be held responsible for the guest's actions. **The guest may not be left unaccompanied; the host must be present at all times.** In addition if a guest violates policy they may be banned from campus housing and/or MSU-Northern. Commuters found in violation/present during university policies being broken will be referred to the Dean of Students.

KEY POLICY

Upon checking into one of the Residence Halls, a student will indicate that he/she has received keys from the Residence Hall staff by signing a check-in form. When a student terminates residence, either at the end of a term or by withdrawing from the University during a term, the keys will be replaced or returned during check-out. If keys have been lost or stolen, the Business Office will charge accordingly. If a key is lost, it should be reported immediately to the Residence Hall staff. There is a fee of \$200.00 per replacement key to be paid which will be charged to the student account. It is unlawful to duplicate University keys. When an unauthorized person is allowed to use a University key, sanctions as determined by Dean of Students may be imposed.

For your personal safety and the safety of your property, you should lock your door whenever you are sleeping or leave your room, even for just a short time.

DAMAGE POLICY

Upon check-in, students' rooms or apartments will be inventoried and the condition of the room(s) noted. Upon checkout, damage from abusive or negligent use will be charged to the student, as will the cost of any missing furnishings. If a student is leaving housing, damage charges will be deducted from their deposit. If the charges exceed the deposit, their student account will be assessed the difference. If a student will be a resident the following year, their student account will automatically be assessed for the charges as the deposit must remain in full until at student elects to leave on-campus housing.

RESIDENCE HALL CHECK-OUT AND WITHDRAWAL

Students who move out of the Residence Hall or leave school are required to meet with the Dean of Students or their designee to receive a contract release. From there, the student must check-out properly with an RA by signing a check out sheet, returning all keys signed out to the student and filling out a 'change of address' form. Failure to check out will result in a \$50 administrative fee, as well as possible custodial and maintenance charges based on the condition of the room. No resident withdrawing from the University will receive a room/board damage deposit refund until the check-out procedure from the Halls has been completed. The damage deposit will be refunded minus any check-out charges and/or other bills owed to the University.

At the end of each semester all residents are required to check out of their room with an RA. Failure to do this will result in a \$50 administrative fee. The residents are obligated to leave their room clean and the furnishings intact. If the student is not returning for the spring semester, all personal belongings must be removed from the Residence Halls by the closing date of that semester. Failure to do this will result in a daily storage fee, as well as custodial and maintenance fees as necessary.

INSPECTION OF STUDENT HOUSING

The University reserves the right to make routine facility inspections of Residence Hall rooms or apartments. Students will be given written notice, and may be present at the time of inspection. Along with the facility checks at least once each semester, there are other instances when University staff members may enter your room. The University is committed to respecting your right to privacy; however, there are times when it is necessary to enter your room to perform maintenance, to regulate suspected violations of university policy, or when a suspected emergency exists. Otherwise, your room will only be entered in accordance with state law, which includes written notice in all cases that are not deemed emergencies. Each Resident will be asked to review and sign a 'Room Entry Notice' upon checking into their room.

EMERGENCY ACTIONS

When it is judged that a student's continual presence on campus is a danger to him or her, to the welfare of the campus, or to other students, the Chancellor, or his designee may temporarily suspend a student pending disposition of the complaint. If a student is temporarily suspended they are to vacate the residence immediately.

ELECTRICAL APPLIANCES

The following appliances may be used in student rooms: coffee makers, popcorn poppers, electric blankets, clocks, stereos, TV sets, hair dryers, electric shavers, hot pots, microwaves, and small refrigerators. Because of fire hazard, the following items may NOT be used: candles, hot plates, waffle irons, space heaters, or any cooking utensils with exposed heating elements.

FIRE SAFETY

University personnel will conduct fire drills on a scheduled basis each year. Members of the campus community and guests are required to cooperate and participate fully in such drills. Fire-fighting equipment must be present and operational at all times in University buildings. Individuals are subject to fines, suspension, expulsion, and/or civil prosecution for tampering with fire-fighting equipment or fire alarms. If the person responsible for tampering with the equipment is not identified, a fine may be imposed to the entire floor or building community.

GAMBLING

In accordance with state law, no form of gambling is permitted in the residence halls or on the MSU-N campus. Only those public places which hold gambling licenses are permitted to allow such activity. MSU-Northern and its campus do not fall within this category.

PETS

Pets are not permitted in University buildings, unless approved through the service/companion animal process. Students are not permitted to bring visiting pets into any on-campus facility. Pets will be removed at the owner's expense, and individuals are subject to being fined.

SOLICITATION

Door to door solicitation or any other forms of solicitation in the Residence Halls or the Student Family Housing complex is strictly prohibited.

COMMERCIAL USE

Residents may not operate, advertise or promote a private business from the premises. Commercial use of any part of the dwelling, facilities or grounds, and commercial solicitation and promotion in the Residence Halls or is Student Family Housing is forbidden.

TOBACCO USE

The use of tobacco by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by MSU-Northern as governed by Campus Policy 1001.1. The full policy can be found on the website

INCENSE/CANDLES

Candles and incense not only create invasive odors, but present a fire hazard as well. Therefore the use of incense and candles on campus is prohibited.

DECORATIONS

When decorating your room, use your creativity but please use the bulletin boards, which have been provided. Use only masking tape or poster putty on the walls, as duct and packaging tape will rip the finish off. All other adhesives, inclusive of nails, will damage the walls. Christmas decorations must be fireproof, and spray snow is not to be used anywhere in the Residence Halls. Residue left from carpet tape or any other adhesive will be charged against your damage deposit. Posters of an offensive nature cannot be placed in public view, i.e. windows, outside doors, etc. Window decorations (posters, lights, etc.) that advertise alcoholic beverages are prohibited. Decorations hanging from the ceiling are not permissible.

DRUGS

The Montana State University - Northern Residence Life Department strives to maintain an environment within the residence halls that is drug free. We make aggressive efforts to identify and report drug use and sale to law enforcement. Any suspected drug activity is forwarded to the Dean of Students who determines whether the information is specific and/or significant enough in nature to Havre Police or the Drug Task Force.

Manufacturing, possessing, selling, transmitting, using, or being party to any activity involving an illegal drug, controlled substance, or drug paraphernalia is a violation of University policy as well as a violation of the law. Neither residents, nor their guests, are permitted to possess paraphernalia such as bongs, pipes, rolling papers, etc.

Smoking marijuana in the residence halls, including within the privacy of one's room, will result in disciplinary action for those involved. The odor of marijuana is sufficient evidence to take administrative action within the residence halls.

The University is not immune to state and federal laws. The use of controlled drugs not prescribed by a physician is prohibited in the residence halls, and will result in the individual(s) involved being referred to civil authorities for appropriate action. Students are also subject to MSU-N disciplinary action for any violations of the drug policy as stated above. The University will take whatever action necessary, regardless of civil action pending.

TERMINATION OF OCCUPANCY

Montana State University–Northern reserves the right to terminate Residence Hall or apartment occupancy without refund, at any time, when a student is suspended, expelled, or evicted.

USE OF SAGE, SWEETGRASS, AND CEDAR IN MSU-NORTHERN RESIDENCE HALLS

The religious use of sage, Sweetgrass, cedar, and other herbs, in accordance with their well-established manner of use within Native American ceremonial traditions, for the purposes of purification and prayer will be permitted in MSU-Northern Residence Halls. Those using these traditional herbs shall abide by University Housing regulations concerning safety.

Users of these herbs will be assigned to rooms and worked with under the guidelines of Residence Hall smoking policies. The use of sage, Sweetgrass, and religious herbs shall be used in a safe, careful and consistent manner.

Below is the official policy of MSU-Northern Residence Halls concerning the use of sage, Sweetgrass and other religious herbs. This policy recognizes and respects the rights of students to use these sacred plants, but also recognizes and respects the rights of other students to smoke-free air. The MSU-Northern Residence Hall House Council, responding to requests from the MSU-Northern American Indian community, approved the above policy during spring semester of 1997.

A student wishing to use sage, Sweetgrass, and other herbs for religious purposes in the MSU-Northern Residence Halls should therefore register as a user on the MSU-Northern resident information sheet. These policies also apply to the Student Family Housing Apartments.

HISTORY, TRADITION, AND CONTEXT

Within every Native American tribal culture, there are ancient and profound traditions concerning the use of plants for a variety of medicinal and spiritual purposes. It is estimated that about 200 of the listings of efficacious medicines in our modern pharmacology's derive from Native American medicinal uses of plants. The plant that we all refer to today as tobacco was domesticated by Indians in Eastern United States long before the Europeans arrived, and was considered a sacred plant in many traditions, to be used primarily in ceremonial contexts. Sweetgrass, sage and other herbs are also sacred plants within many Native American traditions, and are widely used in purification and prayer. For each of the above plants, there are well-established patterns of use within both specific tribal and general intertribal ceremonial traditions. Out of respect for Native American cultures, traditions, and spirituality, MSU-Northern Housing policies do allow the religious use of Sweetgrass, sage, and other religious herbs in accordance with their manner of use within Native American ceremonial traditions for the purpose of purification and prayer.

SAFETY

Students wishing to use such herbs are allowed to do so, in a safe, careful and consistent manner. The use of open flames in MSU-Northern Residence Halls is strictly prohibited, but this does not preclude use of these plants, which are normally lit and allowed to smolder. This should be carefully done in a sufficiently large, non-flammable container, exercising caution and good sense. Generally the same sort of fire and safety precautions which thoughtful cigarette smokers routinely practice should be exercised when using Sweetgrass, sage or traditional herbs, so that no one is endangered by fire or excessive smoke.

SPECIFIC MANNER OF USE

1. SAGE

There are at least three common varieties of sage native to Montana and the surrounding regions. Native American botanical classifications of these types differ considerably from the "official" or "scientific" classifications, but sage in general is easily recognized by its light gray-green color and its distinctive odor. Perhaps the most commonly seen type is the small single stalk sage, which grows in a wide variety of habitats throughout this region. Generally, sage prefers fairly dry growing conditions. For purposes of purification (smudging) and prayer, the leaves and small stems of the sage are lit and allowed to smolder. The smoke is then allowed to circulate around the person who is using it. Inhalation of the smoke is not necessary. The smoke is somewhat pungent, and has a distinctive odor not unlike the taste of sage used as a spice in cooking. (For example, the dressing prepared with Thanksgiving turkeys is often flavored with sage). Of the three plants, sage has the sharpest or most acrid odor when burned. As one becomes accustomed to the odor, it is not unpleasant, and after having repeatedly smelled it in ceremonial use, a person begins to associate it with prayer and sacred events.

2. SWEETGRASS

Sweetgrass is a particular distinctive type of long grass with a sweet odor. It is commonly used in the form of a braided “rope” of the long stems of this particular grass. Sometimes strips of colored cloth are tied to this braid to represent the four directions. This braid is lit and allowed to smolder in much the same manner as sage and cedar, except that a person tends to keep holding the Sweetgrass rope, waving it gently to keep it smoldering. When one stops waving it tends to go out. The odor of the smoke impresses most people as being pleasant, and many describe it as a very beautiful smell. When country fields or roadside ditches are burned in the spring, the smoke will sometimes contain the pleasant smell of Sweetgrass mixed with the stronger odor of other types of grasses and shrubs burning. A braided rope of Sweetgrass should be used carefully, so that no smoldering pieces can fall on to flammable surfaces. If the smoldering rope of Sweetgrass is waved at all, or if it is moved around the room, a non-flammable container should be used under it just in case smoldering pieces should fall from the rope.

3. CEDAR

The plant that is referred to in Native American circles by the English word “cedar” or “flat cedar” grows naturally in some parts of this general region, and types of it are commonly used for landscaping purposes. Sometimes Christmas wreaths are woven from the green boughs. Again, the Native American botanical classifications differ from the “official” or “scientific” classifications in use today, which may also refer to these plants as types of Juniper or *Arbovitae*. As the term “flat cedar” implies, the preferred variety has flat shaped needles. It is the green needles, which are lit and allowed to smolder. The resulting smoke is quite pleasant to most people, and might remind one of the smells of a campfire on a clear cool summer night. It is worth noting that the pleasant-smelling wood of the larger varieties of cedar trees is also universally acknowledged to repel many insects, hence, the practice of lining top-quality clothes closets with cedar to protect one’s clothes from moths. Native Americans use cedar to purify themselves. Like sage and Sweetgrass, cedar is lit and allowed to smolder. This should be carefully done in a non-flammable container. As with sage and Sweetgrass, inhalation of the smoke is not necessary, but the smoke may be fanned towards oneself to aid in purification.

RESPECT FOR THE RIGHTS OF OTHERS

The basic rights of all Americans to religious freedom is strongly protected by the U.S. Constitution, and Native Americans rights to practice their specific religions have been even further and more explicitly protected by the 1978 Native American Religious Freedom Act. There is simply no longer any question about Native American rights to practice their traditional religions. There continues to be, of course, a need to be aware of areas where different people’s rights come into competition and conflict. In some cases, competing rights need to be balanced out, a process best accomplished in an atmosphere of mutual respect for both sets of rights involved. Native American traditions have always taught a strong respect for the rights of other people, and this general principle can and should guide the use of sage, Sweetgrass and other herbs as well. Those who want to use the smoke of these herbs have a right to do so, and all concerned should respect that right. But others in the housing unit also have a right to not be endangered by the actions of anyone. Thus, the preceding safety rules are essential. In recent years, the right of non-smokers to a basically smoke-free environment has also been recognized, making it necessary for those smudging to do so in certain areas, so the rights of others will not be infringed upon. Actually, clean air problems should be less of a problem with the smoke of these plants than with tobacco, since the traditional uses of sage and Sweetgrass and other religious herbs are quite periodic and occasional, rather than constant or continuous as contemporary tobacco use tends to be. Also, it should be noted that the smoke from these herbs is not as harmful as tobacco products. Native Americans tend to pray and smudge with sage, Sweetgrass and other herbs in the morning. Next, some Native Americans will pray and smudge when a loved one is sick or in need of prayer. Native Americans will often smudge when they first move into a residential unit or a residence hall room, so they can purify their new surroundings. Pipe-carriers or bundle holders have a special obligation to pray and smudge when asked to do so by people. It is considered rude and disrespectful to turn down a prayer request. Native Americans will often smudge with sage, Sweetgrass and other herbs at the beginning of religious ceremonies and special events. In any case, potential problems can be limited or completely avoided if a sincere attitude of mutual respect for the rights of others is maintained.

RECOGNITION OF THE SACRED ASPECT

Those who use sage, Sweetgrass, and other herbs within the Native American ceremonial traditions carry the responsibility for maintaining the sacred ways of their people. This is a responsibility, which is seldom taken lightly by those practicing these traditions, which recognize and respect the sacredness involved. However, this same sacredness has often been taken lightly by those outside of the Native American spiritual traditions. Native Americans have historically had a very difficult time getting true recognition and respect for their sacred ways as being equal to those of other religions and spiritual traditions. More hidden, but perhaps just as insidious, is the fact that real understanding, acknowledgement and respect for Native American ways is still far from universal in mainstream American society. Here at MSU-Northern, the institution has taken a stand that these traditions are eminently worthy of respect, and are in need of encouragement and protection. It is hoped all MSU-Northern students will recognize and respect the sacred ways of others in the same manner they wish their own belief systems, whatever they may be, to be recognized and respected. Sage, Sweetgrass, and other herbs, when used in a sacred manner, are considered sacred within Native American spiritual traditions. It is hoped that this will be appreciated by all concerned, so that as these matters are discussed, they receive the same respect that is normally allotted to elements of Christian ceremonies and services, or to Buddhist, Moslem, Hindu, or other international ceremonies and services.

RESOLUTION OF POSSIBLE CONFLICTS

While one would not anticipate much conflict concerning the spiritual and religious practices of students, it is possible that some problems concerning sage, Sweetgrass and cedar smoke might arise, in the same manner that problems concerning tobacco smoke have arisen in the past. If conflicts do arise, they can be channeled through the Residence Hall representatives and staff, much like any other conflict in the MSU-Northern

Residence Halls. If the conflicts involve specific Native American spiritual practices, they will be referred to a special advisory committee which will consist of a faculty member who is knowledgeable in Native American practices, the Dean of Students, Director of Diversity Awareness and Multicultural Programs, a Native American elder or a spiritual leader, the president of the Sweetgrass Society, and the president of the Residence Hall Association or a member of Student Senate if RHA is not active. Hopefully these people will continue to assist cross-cultural communication and education in this and in similar matters, as the need arises. Further information and/or referrals can be obtained by consulting the following:

1. MSU-Northern, Dean of Students

Address: P.O. Box 7751, Havre, MT 59501 Phone: (406) 265-3561

2. MSU-Northern, Director of Diversity Awareness and Multicultural Programs

Address: P.O. Box 7751, Havre, MT 59501 Phone: (406) 265-3589

3. MSU-Northern, Sweetgrass Society

Address: P.O. Box 7751, Havre, MT 59501

4. 1978 Native American Religious Freedom Act

A special thanks goes to the University of North Dakota, whose policy was adapted to fit the needs of Montana State University - Northern.

STUDENT ELECTRONIC COMMUNICATIONS

Phone: 265-3765

Location: Cowan Hall, Room 117B

Each student is assigned a student e-mail account upon registration to MSU-Northern. This e-mail account is the primary way the University will communicate with students. Faculty, Student Government and Administration will use these electronic communication channels.

A student wishing to use another e-mail service (i.e. Yahoo, Hot Mail, etc.) may forward their campus e-mail to that service at his or her own risk. The University will not be responsible for the handling of e-mail by outside vendors. The student is not absolved from the responsibilities associated with communication sent to his or her official e-mail address in the event there is a problem with redirecting the e-mail.

Students are expected to check their official e-mail address messages on a frequent and consistent basis in that some communications may be time-critical.

In the event that a student's network privileges have been suspended alternative communication methods will be arranged.

STUDENT HEALTH CENTER

Phone: 265-3599

Location: Student Union Building

Hours: 9 a.m. to 3 p.m., Monday through Thursday Fall and Spring Semesters

The Student Health Center is staffed by a part-time nurse/director and has an advisory board composed of community health professionals as well as faculty, staff and student representatives. Services are geared to help students assess their own level of wellness and to learn how to maintain or improve that level. A physician assistant is employed through the Northern Montana Medical Group and is on campus three hours per week. Most services are free to students taking seven or more credits.

Non-student spouses or dependents can also use the service for a fee payable at the Business Office.

Examples of services offered are: health assessment by registered nurse; physical exams by physician assistant; health information and counseling regarding risk assessment and risk reduction; anonymous AIDS testing and counseling; pregnancy testing and referral for counseling and physician care; wart removal; immunizations; basic screening tests including blood pressure, blood sugar, hematocrit, blood chemistry, urine screening, breast exams, pap smears, and tuberculin skin testing; pamphlets to assist in class assignments and referrals to other campuses; and community services.

STUDENT SUPPORT SERVICES

(U.S. Department of Education Federally Funded TRIO Program)

Phone: 265-3783

Location: Cowan Hall, Room 211

Student Support Services, a federally funded grant TRIO Program (Department of Education), offers a host of personalized services. This federally funded support program is intended for students who meet one of the following criteria: first-generation college student, low income, and/or disabled. The services provided include individual and group tutoring in the SSS Tutoring/Computer Lab, personal and career counseling, study skills information and consultation and social/cultural events. The services mentioned are free to qualified students.

The grant provides funding to serve 240 students attending Montana State University-Northern each year. We encourage you to come into Cowan Hall Room 211 to apply for the Student Support Services program.

STUDENT UNION BUILDING

Phone: 265-3561

The Student Union Building is the hub of campus activity and provides many services to the students, faculty, staff and community. The building is home to the Information Desk, Bookstore, Food Service, Housing Office, Art Gallery, Student Government, Student Activities, Pin-N-Cue recreation area and meeting rooms. Student ID's can be picked up at the information desk. Currently the Student Union's hours are 8:00 a.m. to 9:00 p.m. Monday through Friday and 10 a.m.-5 p.m. Saturday and Sunday. Summer hours are 8:00 a.m. to 5:00 p.m.

Pin-N-Cue Recreation Area

The Pin-N-Cue is located downstairs in the Student Union Building. There are four (4) bowling alleys, four (4) pool tables, a ping-pong table, a foosball table, air hockey table, a dartboard and a 60" television for your viewing pleasure. The SUB Use Fee allows all students to use the facility free of charge. For a small fee, reservations can be made for private parties. Open 8:00 a.m.-9:00 p.m. Monday through Friday and 10:00 a.m.-5:00 p.m. Saturday and Sunday.

Student Union Fitness Center

The Fitness center is located downstairs in the Student Union Building. The exercise equipment available, are ellipticals, treadmills, recumbent bikes, a multi-purpose gym, weight benches and weights from 3# to 60#. Additional exercise equipment are resistance bands, yoga mats, jump ropes, a punching bag, stability balls, aerobic steppers, weighted aerobic bars, kettle bells, and a flat-screen television with cable & DVD input. The Information Desk in the lobby of the SUB has exercise videos (P90X, Insanity, yoga, Pilate, fitness videos, etc.) available to check out free of charge. The Fitness Center hours of operation are Monday-Friday from 7:00 a.m.-9:00 p.m. and Saturday-Sunday from 10a.m. – 5 p.m. The Student Activity Fee allows all students to use the facility free of charge.

VETERANS SERVICES

Phone: 265-3581

Location: Cowan Hall 213-Veteran Certifying Official
Hagener Science Center - Veteran Success Center

The Veteran Certifying Official is available to assist Veterans, Active-Duty, Reserve, or National Guard personnel, and their dependents with procedures on enrolling at Montana State University–Northern and applying for educational benefits under Chapters 30, 31, 33, 35, 1606, 1607, and the Yellow Ribbon program. The Certifying Official will act as an intermediary between Veterans and the Veterans Administration to assist with educational benefits. Current information on benefits can be found at www.gibill.va.gov.

Benefit Services

All Veterans and eligible persons receiving educational benefits under federal guidelines are required by law to report promptly to the Coordinator of Veterans Affairs any changes that may affect the amount of money being received. These include dropping courses, withdrawing from school, not attending classes, changes in marital status, and added dependents.

To be considered as full time, undergraduate students must carry 12 credits or the equivalent and graduate students must carry 9 graduate credits or the equivalent during Fall and Spring Semesters. The criteria for Summer Semester differ and Veterans should contact the Coordinator of Veterans Affairs.

The Veterans Administration expects Veterans to maintain Satisfactory Academic Progress, regularly attend classes, and pursue a final objective. The Coordinator of Veterans Affairs may notify the Veterans Administration if the Veteran does not comply.

UNIVERSITY POLICIES

The University Policies, the MSU-Northern Conduct Code and Grievance Procedures are reviewed on a regular basis. As changes occur in the organizational, operational, educational, and legal environments, policies and procedures will be revised. For the most current version of these policies please check the website.

ACADEMIC MISCONDUCT

(Campus Policy 601.2)

Contact: College Deans 265-3751 or 265-3736; Provost 265-3726

The faculty, administration and students of Montana State University-Northern believe that academic honesty and integrity are fundamental to the mission of higher education. The University has a responsibility to promote academic honesty and integrity and to assure the highest ethical and professional standards and behavior in the classroom. Accordingly, the University has developed procedures that address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.

Academic misconduct includes cheating; plagiarism; forgery; falsification; facilitation or aiding academic dishonesty; multiple submissions; theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors; or otherwise attempting to obtain grades or credit through fraudulent means.

A description of some forms of academic dishonesty and some examples are provided to help students understand their responsibilities for academic honesty.

Cheating: Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices such as calculators, during a quiz or test, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; copying reports, laboratory work or computer programs or files from other students.

Plagiarism: Presenting the work of another as one's own without proper acknowledgment. Examples of plagiarism include, submitting as one's own work from the work of another student, a ghost writer or a commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

Falsification: The invention or unauthorized alteration of any information or citation in an academic exercise. Examples of falsification include inventing or counterfeiting data or research procedures to give the appearance of results being achieved from procedures that were not undertaken; the false citing of a source of information; altering the record of, or reporting false information about, practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; altering a returned examination paper and seeking a better grade.

Facilitating Academic Dishonesty: Giving assistance or attempting to assist another in the commitment of academic misconduct.

Multiple Submissions: Submitting the same paper or oral report for credit in two courses without the instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.

Tampering: Interfering with, altering or attempting to alter university records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written document to change or affect the grade recorded for a student; forging the signature of a university official on a drop/add sheet or other official university record; erasing records or information of a student; unauthorized access to a university record by computer; unauthorized entry into an office or file; obtaining information from the University without proper authorization.

Other Academic Misconduct: Other examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration is not authorized or will not be reported; taking an examination or test for another student or signing a false name on an academic exercise.

SANCTIONS

The following sanctions may be imposed for academic misconduct:

1. Academic Sanctions:

- a) Oral reprimand
- b) Written reprimand.
- c) An assignment to repeat the work or an alternate assignment.
- d) A lower or failing grade on the particular assignment or test.
- e) A lower or failing grade in the course.
- f) Grade of "PF" which is recorded on the student's transcript with the notation "failure due to academic dishonesty."
- g) Removal of the student from the course.

Procedures:

If an instructor has reason to believe that a student has engaged in academic misconduct, the following procedures apply:

- 1) **Informal meeting:** The instructor should personally and privately advise the student there is reason to believe that the student has committed an act that constitutes academic misconduct. The student should be allowed a reasonable opportunity to respond or explain. If, after the hearing the student's response (if any is provided), the instructor continues to believe the student engaged in academic misconduct, he or she will inform the student of his or her determination and of any intended sanctions. An instructor is limited to imposing sanctions within the scope of academic activity. Those sanctions are set out in section IV (A) above. The instructor will prepare the Academic Misconduct Notification form and submit a copy to the student, the appropriate dean and the Vice Chancellor for Finance and Administration/Student Affairs.
- 2) **Appeal Rights:** If the student disagrees with the sanction(s) imposed by the instructor, he/she has the right to appeal that decision to the chair/dean. The chair/dean shall review the instructor's decision, gather relevant evidence, interview the student and instructor, interview other appropriate parties, and make a decision. The chair/dean shall have 10 working days to make a decision on the appeal. The chair/dean's decision may be appealed, by either the student or the instructor, to the Admissions and Standards Committee. That Committee's decision shall be the final decision of the University. If a dean is the instructor who has reason to believe that a student has engaged in academic misconduct, another chair/dean of Montana State University-Northern will complete the appeal procedures described in this subsection. That chair/dean will be selected by a process of elimination, the student having the first veto and the instructor having the second veto. The Provost will oversee the selection process.
- 3) **The "PF" grade:** The "PF" symbol may be removed and permanently replaced with a grade of "F". A student may initiate such a change by filing a petition with the Admissions and Standards Committee. The petition should only be approved in exceptional circumstances. Such a petition may not be granted if the student has been found responsible for any other disciplinary offense. If granted, all other student records pertaining to academic dishonesty will be voided in accordance with these procedures. No student with the "PF" grade on the transcript will be permitted to represent the University in any extra-curricular activity or run for or hold office in any recognized student organization.

2. Disciplinary Sanctions:

- a) Removal of the student from a major, program or college.
 - b) Withdrawal of a degree or academic credit previously bestowed.
 - c) Any sanction that may be imposed for violation of the Student Conduct Code, including disciplinary probation, suspension or expulsion from the University.
- 1) **Referral by the Instructor:** In addition to the imposition of the academic sanctions, an instructor or chair/dean may request, in writing, that the Vice Chancellor for Finance and Administration/Student Affairs file a charge against the student for violation of the Student Conduct Code, Policy 601.3. If the student is found in violation of the Student Conduct Code, only the sanctions in section IV (B) above may be imposed, in addition to the academic sanctions.
 - 2) **Recurrence of Academic Misconduct:** A student who has been sanctioned by instructors more than once at Montana State University-Northern will be charged with a violation of the Student Conduct Code and subject to additional disciplinary sanctions.

STUDENT GRADE APPEAL PROCESS

(Campus Policy 602.1)

Contact: ASN President, 265-3714; Academic Advisor

I. Policy:

Students who disagree with the assignment of a grade by an instructor may file a grievance under these procedures.

II. Grade Decision Reviewed:

These procedures are available only to review allegedly unfair grade decisions and not mere differences of opinion regarding the professional judgment of the instructor in evaluating a student's work or making a grade decision. The grade decision will be considered unfair if the decision is made:

- a) On some basis other than performance in the course and/or compliance with course assignments and requirements;
- b) By more exacting or demanding standards than were applied to other students in the same course section;
- c) By a substantial departure from the instructor's standards as articulated in the course syllabus, catalog descriptions and/or other written materials.

III. STUDENT GRADE GRIEVANCES

Procedures: A student who wishes to grieve a grade decision must proceed as follows:

1. **Informal Meeting.** The student should attempt to resolve the matter directly with the instructor through a personal conference as soon as possible after the grade decision is known.
2. **Dean Review**
 - a) If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal grievance. The grievance must be presented in writing to the instructor's dean within 15 working days of the alleged grading incident. If the grievance is based on the final grade in a course, the grievance must be presented in writing to the dean no later than the 15th day of University instruction in the following academic term. The student must describe the grievance, the date(s) of occurrence, why the student believes the decision was unfair, the student's attempts to resolve the grievance informally and the precise relevant documents. The student may attach copies of any relevant documents. For purposes of this section, fall semester, spring semester and summer session shall each constitute an academic term.
 - b) The student shall send a copy of the grievance to the instructor. The instructor shall have ten (10) working days to respond after receipt of the grievance. If the instructor does not respond within that time frame, the dean will consider the grievance with the material formally submitted by the student.
 - c) The dean will receive and review all evidence, interview persons relevant to the grievance and the evidence submitted in support of the appeal, if possible, and render a written decision with recommendations as to the resolution within ten (10) working days of receipt of the instructor's response. A copy of the dean's decision will be given to the instructor and the student. If the grievance is not concluded with in this time frame, the student may carry it forward to the Provost for resolution.
 - d) If the Dean is the instructor who made the grade decision that is subject of the grievance, another Dean at Montana State University-Northern shall complete the first formal step of the grievance, as described in section III.2., subsections a), b) and c) of this policy. That Dean will be selected by a process of elimination, the student having the first veto and the instructor having the second veto. The Provost will oversee the selection process.

3. **Provost's Review.** The student or the instructor may appeal the dean's decision. Such appeal will be filed in writing and submitted to the Provost within five (5) working days of receipt of the dean's decision, with copies to the instructor, the student and the dean. The written appeal shall deal only with the part or parts of the dean's decision that the appellant disputes. New evidence, information or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original grievance. The Provost may interview the student, the instructor, the dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Provost will submit a written decision to the student, the instructor and the dean within ten (10) working days of receipt of the appeal. The decision of the Provost is the final decision of the University.
4. **Time Extensions.** The parties at each step of the process may agree to extend the time lines established in this policy. Such extensions should be in writing, and signed by the appropriate parties.
5. **Grade Changes.** Grade grievances can occur in two ways, and the grading process shall be governed by the following procedures:
 - a) If the grievance is the result of an instructor's decision during the semester, the student will be assigned a grade of "NR" if the grievance has not been decided by the time final grades are awarded in the course. The final grade will be awarded, once the grade grievance is completed, based on the decision of that grievance.
 - b) If the grievance is based on the final grade awarded in a course, the grade will be changed only if the decision of the grievance requires a change.

STUDENT EMPLOYMENT

(Campus Policy 604)

Policy

This policy affects any student who has completed registration at Montana State University Northern for the current semester and is enrolled for at least 6 credits.

Departments must complete a campus job announcement for all positions and turn them into the Career Center. The announcement will include: job title, approximate hours of work required each week, the wage and immediate supervisor's name. Forms are available through the Career Center.

The supervisor must interview and hire the student as well as handle disciplinary actions.

The supervisor must return the "Student Employment Certification" or "College Work-Study Certification" card the student must return all necessary paperwork to the Career Center before payroll can be set up. New hires and/or wage rate changes will not be processed if they are not received by the Career Center at least seven days prior to the end of the payroll month.

Student workload limitations: The student may not work more than 20 hours per week (except cooperative education and stipend positions) during Fall and Spring Semester when classes, in which he/she is enrolled, are in session. If a scheduled vacation period falls within his/her period of eligibility, and is one week or longer in duration a student may work up to 40 hours per week. Because of the limited number of jobs available and the increasing number of qualified student employee applicants, it is strongly recommended that no student be employed in more than one position. If for some reason a student is employed in two jobs, her/his total work time may not exceed 20 hours per week.

During Summer Semester, a student may work up to 40 hours per week, but if they are not enrolled for at least 6 credits, they will be classified as a temporary employee until they change their credit load the following semester.

Wage rates. All wage rates must be consistent and comply with the guidelines and policies in place. If an error is made concerning student hourly wages, and does not comply with these guidelines, the student will be given a six month grace period during which time they will receive the original salary. After six months, the student's hourly wage will be amended to meet the guidelines.

If the supervisor wishes to increase a student's wage rate, a Student Employee Wage Rate Request must be received and approved by the Career Center.

Student employees are covered under Worker's Compensation but are not eligible for benefits such as vacation pay, sick leave pay, employer health insurance, retirement contributions, or unemployment compensation.

Requests for payroll time sheets must be submitted to the Career Center seven days prior to the end of the payroll period by the employing department. Time sheets are sent directly to departments by the Career Center. Record total hours worked during the month to the nearest 1/4 hour. The completed time sheet must be signed by the supervisor and the Department Chair/Director. Authorized time sheets should be delivered directly to the Payroll Office by the second day following the end of the payroll period.

All student payroll checks will be available to the student at the Business Office on MSU-Northern's established payday.

An evaluation of the student's work experience may be required at the end of the employment period. Evaluation forms are available from the Career Center.

Hiring non-students in a student position. In the event an office cannot be staffed with students the following procedure must be followed:

The position must be advertised for ten days with the Career Center to ensure access to the position for Montana State University-Northern students.

If no students are available or if schedules are not compatible, an office may hire a non-student, but they must be over the age of 16. However, the position will remain classified as a student position. Paperwork for non-students is handled by the Payroll Office.

The individual hired may remain in the position until the beginning of the next semester. At that time the position must be reopened for ten days. If Montana State University-Northern students apply, they will be given priority in hiring decisions.

For summer employment, non-students may not be hired prior to the last day of Spring Semester.

AIDS

(Campus Policy 1003.3)

Montana State University-Northern will refer to the guidelines set forth in the American College Health Association Special Report, AIDS on the University Campus (1989), (as updated from time to time) for guidance in resolving issues relating to the AIDS issue on campus. It will also incorporate standards set by the 1991 Montana AIDS Prevention Act. The reports are available from the Library, Chancellor's office, Student Affairs office, Student Health and Wellness Center, and the Physical Plant office.

Specifically, as recommended in that report, the University will take the following actions:

The Student Health Service Director, under the recommendations of the Student Health Advisory Board will collect and disseminate relevant AIDS information to the campus community.

The Student Health Service will offer anonymous AIDS Counseling and Testing in accordance with Montana Statute 50-16 Part 10, Aids Prevention Act.

Also, as recommended by the American College Health Association, the University shall not:

1. Engage in mandatory testing of employees or students
2. Dismiss employees based on the fact that they have AIDS or the AIDS virus
3. Exclude from enrollment or deny financial aid to students based on the fact that they have AIDS or the AIDS virus
4. Disclose the identity of students or employees who have AIDS or the AIDS virus, except as authorized by law or as recommended by the relevant guidelines of the American College Health Association

Bibliography

- American College Health Association. (Jan. 1988, Nov. 1988). General Statement on Institutional Response to AIDS. Rockville; Chairman Keeling, Richard P. M.D.
- Keeling, Richard p. M.D., (1989). AIDS on the College Campus, (p.16). Rockville; American College Health Association.
- University of Montana Policies Regarding AIDS, Adopted March 3,1988. (typewritten).
- Montana Board of Regents of Higher Education, Policy and Procedures Manual, Section: 1908 AIDS Policy. (May 6, 1988). Montana Board of Regents of Higher Education, Policy and Procedures Manual.
- Montana Statute 50-16, Part 10, AIDS Prevention Act

ALCOHOLIC BEVERAGE

(Campus Policy 1003.1)

Policy

Consumption of alcoholic beverages on property belonging to Montana State University–Northern is prohibited except as expressly permitted.

Alcoholic beverages may be consumed by students and their guests in individual residence halls or in individual married student housing units, provided such consumption is in compliance with state law.

Authorizations by the Chancellor of Montana State University–Northern for consumption of alcoholic beverages in other university-owned areas shall conform to the following conditions

- In accordance with Campus Policy 903.1, all food and beverages for events on campus must utilize the Montana State University–Northern Food Service. University Alumni and Foundation events held in the Donaldson Commons area are exempt from this policy.
- Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception, etc.
- Non-alcoholic beverages and food of a non-snack variety are required where beverages are served. Non-snack variety refers to more than chips and pretzels; examples include sandwiches, tacos, cheese/meats, etc.
- The event shall not be scheduled prior to 3:00 p.m. on a class day.
- The event shall be monitored to prevent consumption by a person not of legal age. Five host ushers (of age), must be utilized to monitor the event. The names of the host ushers will be provided on the Alcohol Request Form.
- The event must not be held in an area necessarily open to continuing public access.
- The sponsoring group is responsible for all campus, local, state and federal laws and regulations.
- Student groups that petition to serve alcoholic beverages on campus are restricted to beer, wine and wine coolers. Two IDs are required for the purchase of alcoholic beverages.
- If a student group is involved, such a group must be officially recognized by ASN, and the advisor for the student group must be present during the entire event.
- If there's a student function, the event must be open to the entire student body.
- Student events that have alcoholic beverages present may only do so when a separate area at or adjacent to the event is divided off, so as to restrict participation in this area to of-age patrons only. No out-of-doors events with alcoholic beverages are allowed on campus.
- A security officer is required for all student-sponsored events where alcoholic beverages are present. One officer is required at each entrance.
- All bartenders and ID checkers must be non-student, food service personnel.
- Attendance at an event where alcoholic beverages are served is restricted to students, faculty and staff. Non-student guests are restricted to one per student.
- Sponsoring organizations are reminded that: 1) no alcoholic beverages may leave the event area; 2) no containers may be brought into the event area; 3) no service of alcoholic beverages will be provided to intoxicated individuals; 4) No service of alcoholic beverages will be provided to persons under legal drinking age; 5) No drinking of alcoholic beverages in public.

Procedures

- Request forms from Business Office for scheduling a facility and serving alcoholic beverages.
- Read the alcoholic beverage policy statement and sign that you agree to abide by the alcoholic beverage policy. Student organizations must have an advisor sign that they have read and will abide by the policy statement.
- In triplicate, fill out the request for facility use and the request for serving alcoholic beverage form, in triplicate.
- Submit forms to the appropriate building supervisor for recommendation (the name and location of the building supervisor can be obtained from the Business Office). Forms must be submitted to the building supervisor at least one calendar month prior to the event.
- Student organizations receiving a recommendation of approval by the building supervisor then must submit their proposal to the Assistant Vice Chancellor for Academic and Student Affairs for recommendation to the Chancellor.
- Non-student organizations upon receiving recommendation for approval by building supervisor will then submit their request to the Chancellor or his designee.

DRUG-FREE WORKPLACE

(Campus Policy 1003.2)

Policy

The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment (such as liver, heart, and digestive tract diseases) and mental impairment (such as memory loss, impaired judgment, and other personality disorders).

Students may receive confidential alcohol and drug counseling through the counseling staff in Student Support Services. That advice may include referral information regarding drug or alcohol counseling, treatment and rehabilitative programs available through Northern Montana Chemical Dependency Center, AL-ANON and other support groups, and local licensed mental health care professionals. Faculty and staff may receive from the drug and alcohol counselor/coordinator and members of the University counseling staff confidential referral information regarding the aforementioned local drug and alcohol treatment resources.

- In compliance with federal mandate, state law, and local ordinance, the University prohibits the illegal manufacture, distribution and sale, possession or use of a controlled substance by students, faculty and staff in the workplace or while conducting college business.
- Employees must, as a condition of employment, comply with this policy and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor is responsible for notifying the Office of Employee Relations (OER) immediately upon notice from the employee. The OER is responsible for notifying the federal granting agency, when appropriate, of the conviction within ten days of learning of the conviction.
- The academic community cannot in any way be considered a sanctuary from civil prosecution, and individuals are reminded of their responsibility as citizens. Therefore, the University will not obstruct civil authorities. Violations of the aforementioned federal, state, and local laws and ordinances may result in the following maximum legal sanctions: \$100,000 fine, 10 years in prison, and required rehabilitation treatment, among other actions required by the courts. At the same time, as an educational institution, the University recognizes the appropriateness of handling certain cases of drug abuse individually and from an educational and/or counseling point of view.
- Students in violation of the policy may be required by the University to receive treatment, change housing assignments, or be suspended or expelled. Faculty and staff in violation of this policy may be required by the University to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of the policy up to and including termination.

Procedures

- All employees and students will be given a copy of this policy upon adoption. New employees and students will be given a copy of the policy as a part of the orientation process.
- Upon request, the Employee Relations Specialist shall provide confidential referrals to drug counseling or rehabilitative programs and shall counsel employees on available assistance under the group insurance plan.

MEDICAL MARIJUANA

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession or cultivation of marijuana for medical purposes is therefore not allowed in any Montana State University -Northern housing or any other Montana State University-Northern property; nor is it allowed at any University-sponsored event or activity off campus.

FIREARMS, MISCELLANEOUS WEAPONS, FIREWORKS, AND EXPLOSIVES

(Campus Policy 1004.4)

Fireworks, firearms, bows, knives (6 inch blade or longer) other weapons or explosives are prohibited on the MSU-Northern campus. This prohibition includes all campus buildings, residences, in vehicles and all land. The use of these items on campus is prohibited.

If you live on campus, and you bring a gun (or any of the items listed above) for hunting or target practice, you must store it with a member of the Residence Life Staff. The Residence Life Staff will secure it in a locked gun cabinet.

If unchecked firearms (or any of the items listed above) are found on campus, disciplinary action may be taken. Owners, or those in possession, who are students may be subject to suspension. Non-students in violation of this policy will be asked to remove the item from the campus. Failure to comply with this will result in criminal trespassing charges. Official law enforcement personnel while on duty are exempt.

Exemptions to this policy may be granted by the Chancellor or his/her designee for specific functions (Annual Gun Show, gun raffle, etc.). Requests for exemptions to this policy must be made in writing to the Chancellor or his/her designee, at least ten days prior to the function.

PHOTO USAGE POLICY

(Campus Policy 605.1)

Policy

During your time on the campus of MSU-Northern your photo might be taken. Allowing your picture to be taken by a staff photographer is considered permission to use that photo in any campus publication, literature, display or advertisement. All participants in photos are considered volunteers and will not receive remuneration.

Students who do not want their photos to be taken or to appear in any publication must tell the photographer at the time the photo is taken. The photographer will honor any such requests.

STUDENT CONDUCT

(Campus Policy 600.00)

Contact: Dean of Students, 265-3561

Disciplinary Policy

Students and the Law

(Revised March, 2015; Effective July 1, 2015)

The Montana State University-Northern academic community seeks to foster a campus environment conducive to academic inquiry, productive campus life, and thoughtful study and discourse. The student conduct process at MSUN is an educational and developmental process that balances the interests of individual students with the interests of the academic community.

Students are essential members of the MSUN community and are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. The student conduct process at MSUN is not intended to punish students; rather, it exists to challenge those whose behavior is not in accordance with our policies and to foster a better understanding of the expectations that exists for members of our academic community. Sanctions are intended to improve the students' moral and ethical decision-making and to help them learn more about what is expected as members of our community. In cases where students fail to demonstrate an understanding of established conduct standards or pose a threat to the continuing safety of the academic community, the conduct process may determine that the student should no longer share in the privilege of being a member of this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in the student conduct process are conducted with fairness, but do not include the same protections of due process afforded by the courts in criminal cases. Due process, as defined within these procedures, assures written notice and a hearing before an impartial board or hearing officer. No student will be found in violation of the MSUN Code of Student Conduct without a determination that is more likely than not that a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Students at Montana State University-Northern are responsible for reading and adhering to this Code of Student Conduct. Annually, students are provided a link to this Code of Student Conduct on the University website. Hard copies are also in the Student Handbook and Planner and available upon request from the Dean of Students Office

610.00 Judicial Authority and Jurisdiction

- A. The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and during the student's attendance.
- B. The University retains conduct jurisdiction over students who 1) are on University holidays and during summers between enrolled semesters; and/or 2) choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, or graduate and all directives and/or sanctions must be satisfied prior to re-enrollment eligibility. If serious misconduct was committed while the student was enrolled but reported after the accused student has graduated or withdrawn, the University may invoke these procedures.
- C. The Code of Student Conduct applies to behaviors that take place on campus, at University-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:
 - Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others;
 - Any conduct that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.

- D. The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University shall not regularly search for this information but may take action if and when such information is brought to the attention of University officials. No violation of the Code of Student Conduct can occur when the speech that is subject to the complaint is protected by the student's free expression rights under the First Amendment.
- E. Students who commit offenses that violate the laws of the city, state or United States are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. University disciplinary proceedings may precede, follow, or take place simultaneously with criminal investigations or proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- F. When a student has been charged by a civil authority for a violation of law, the University will neither request nor agree to special consideration for the student solely because of his or her status as a student.
- G. When a complaint is filed with appropriate University officials charging a student with violating the Code of Student Conduct, the University is responsible for conducting an investigation, initiating charges and adjudicating those charges. Charges under the Code of Student Conduct that are filed by the University are brought forward by the University and not an individual complainant. If the complainant decides to withdraw the complaint, the University may proceed with the case.
- H. University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their designated University email address.

620.00 Proscribed Conduct

Any student found to have committed a violation of the Code of Student Conduct is subject to disciplinary sanctions outlined in Section 660.00. The following offenses constitute violations of the Code of Student Conduct and can lead to serious disciplinary action, including suspension or expulsion from the University.

621.00 Acts of Dishonesty

Acts of dishonesty include but are not limited to:

- A. Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. (Refer to Academic Misconduct Procedures, 420.00 for additional definitions)
- B. Knowingly furnishing false information to any University official, faculty member or office.
- C. Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs or accounts.

622.00 Harassment, Hazing, and Bystanding

- A. **Harassment** includes, but is not limited to, verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
 1. Is threatening or carries with it the intention to do bodily harm; or
 2. Disrupts or undermines a person's exercise of their responsibilities as a student, faculty or staff member including unreasonably interfering with a person's educational or work performance.

Harassment which is based upon discrimination as defined in MSUN's Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy (Campus Policy 1001.7) it also proscribes conduct, but that type of harassment is covered in Section 624.00 below; it is a separate offense from Harassment under this section and such conduct is addressed as provided in Section 640.00 below.

- B. Hazing** includes, but is not limited to, any conduct or method of initiation, admission or condition of continued membership in any student organization, which:
 1. Endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or
 2. Destroys, vandalizes or removes public or private property.
- C. Bystanding** includes, but is not limited to:
 1. Conduct of a student who is present when a serious violation of the Code of Student Conduct occurs and who encourage, assists, or fails to take reasonable actions to prevent or stop conduct that could result in serious injury to person, including sexual misconduct; or
 2. Conduct of an organized group that encourages, assists, or fails to take reasonable actions to prevent or stop conduct that could result in serious injury to a person, including sexual misconduct.

623.00 Assault and Harm to Persons

- A. Physical assault** which includes, but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.
- B. Threatening and Intimidating Behaviors**
 1. **Threat** is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 2. **Intimidation** is defined as implied threats or acts that cause a reasonable fear of harm in another.
- C. Bullying and Cyberbullying** are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

624.00 Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy Offenses

Violation of Montana State University- Northern's Policy on Discrimination, Harassment, Sexual, Misconduct, Dating Violence, Domestic Violence, and Stalking (Discrimination Policy) is a violation of this Code of Student Conduct. The definitions of discrimination, harassment, sexual misconduct, domestic violence, and stalking are contained in the Discrimination Policy. Violations of the Discrimination Policy include retaliation against an individual for taking any of the actions in support of the Discrimination Policy as defined in Section 129.00 of the Discrimination Policy

625.00 Alcohol and Drug Offenses

- A.** Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or University policy.
- B.** Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Montana State University-Northern except as expressly permitted by law or University policy.

626.00 Firearms, Explosives, and Weapons Offenses

See: University Firearms, Miscellaneous Weapons, Fireworks and Explosives Policy 1004.4

627.00 Illegal and Disruptive Conduct

- A.** Violation of federal, state or local law on University premises or at University sponsored activities; violation of published University policies, rules or regulations.
- B.** Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University, including, but not limited to:
 - 1. Violence or threat of violence against self or any member or guest of the University community.
 - 2. Interference with the freedom of movement of any member or guest of the University.
 - 3. Interference with the rights of others to enter, use or leave any University facility, service or activity.
 - 4. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures or other University activities, or of other authorized activities on University premises.
 - 5. Use of public address systems on the campus outside of University buildings except with written permission of the Office of Activities & Engagement.
 - 6. Failure to comply with directions of law enforcement officers and University officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested.
 - 7. Failure to comply with any authorized Student Conduct Code sanction(s)/condition(s). Trespassing or unauthorized entry into University buildings or property.

628.00 Theft/Misuse of Property

- A.** Theft, attempted theft, unauthorized possession, use, or removal of University property or the property of any member of the University community.
- B.** Defacing, tampering, damaging or destroying University property or the property of any member of the University community.
- C.** Unauthorized presence in or use of University grounds, facilities, or property.
- D.** Theft or other abuse of computer facilities, capabilities and/or computer time, including, but not limited to:
 - 1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - 2. Unauthorized transfer of a file;
 - 3. Unauthorized use of another individual's identification or password;
 - 4. Use of computing facilities to interfere with the work of another student, faculty member or University official;
 - 5. Use of computing facilities to send harassing or abusive messages;
 - 6. Use of computing facilities to interfere with the normal operation of the computing system;
 - 7. Unauthorized use of computer resources, or the unauthorized use or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems, unauthorized access or copying of data or software, attempts to release data, text, files or software in violation of copyright protection and the condoning, approving, or directing of unauthorized use or copying;
 - 8. Unlawful downloading and distribution of copyrighted digital media via peer-to-peer (P2P) file sharing applications including, but not limited to video (movies) and sound (music) files;
 - 9. Attempts to circumvent or defeat any University owned system firewall or any other mechanism put in place to manage the network.
- E.** Theft of telephone services or other auxiliary services, including food services, housing, parking, etc.

629.00 Other Proscribed Conduct

- A. Fire Safety** – Violation of local, state, federal or campus fire policies including, but not limited to:
1. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
 2. Failure to evacuate a University building during a fire alarm;
 3. Improper use of University fire safety equipment; or
 4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions.
- B. Wheeled Devices** – Skateboards, roller blades, roller skates, bicycles and similar devices are not permitted to be ridden inside University buildings. Bicycles are not permitted inside University buildings for storage, except as allowed in the residence halls and student family housing by Residence Life Policy. Additionally, skateboards and other wheeled items may not be operated in a dangerous or reckless fashion, or on railings, curbs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to University property caused by these activities. Failure to yield to pedestrians or failure to abide by traffic laws/rules on campus is considered a conduct violation.
- C. Abuse of Conduct Process** – Interference with, or failure to comply in, University conduct and academic misconduct hearings including, but not limited to:
1. Falsification, distortion, or misrepresentation of information;
 2. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 3. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 4. Harassment (verbal or physical) or intimidation of witnesses or a member of a conduct hearing board prior to, during or following a conduct proceeding;
 5. Failure to comply with the sanction(s) imposed by the conduct program;
 6. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- D. Failure to Comply** – Students must comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- E. Financial Responsibilities** – Failure to promptly meet financial responsibilities to the institution, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- F. Arrest** – Failure of any student to accurately report the student's arrest by any law enforcement agency to the Dean of Students Office within seventy-two (72) hours for any felony crime that occurs 1) on University premises, 2) at University sponsored activities, or 3) off-campus. A felony crime is a crime for which more than one year in prison may be imposed.

630.00 Student Conduct Programs

The University shall establish appropriate procedures to adjudicate alleged violations of the Code of Student Conduct under the direction of the Dean of Students in a unified manner. All conduct programs must follow the procedures as outlined the Code of Student Conduct.

631.00 Residence Life Student Conduct Program

- A. In addition to this Code, students who reside in the Residence Halls are subject to the conduct requirements set forth in the Residence Life Handbook. Residence Life staff are hereby delegated responsibility for investigating and adjudicating allegations that involve violations of the Residence Life Handbook and may impose sanctions related to a student's use of the Residence Halls.
- B. All allegations of violations of the University's Code of Student Conduct reported to Residence Life Staff will be promptly referred to the Dean of Students. In such cases, the Dean of Students may delegate the investigation and adjudication to the Residence Life staff. When such matters are delegated, the investigation and adjudication shall be conducted in accordance with the procedures of this Code.
- C. The Dean of Students, or their designee, will coordinate the delegated Residence Life Conduct Program and will work closely with the Dean of Students to assure consistency.

632.00 Department of Athletics

- A. In addition to the requirements of this Code, student athletes are also subject to the Department of Intercollegiate Athletics conduct requirements found in team rules, NAIA policies, and the Student-Athlete Code of Conduct. The Director of Athletics, or designee, will coordinate the Student-Athlete Code of Conduct for alleged violation of departmental conduct requirements and may impose sanctions related to a student's participation in intercollegiate athletics.
- B. The Director of Athletics will refer allegations of violations of the University's Code of Student Conduct to the Dean of Students for processing under the Code of Student Conduct. Additional University sanctions by the Dean of Students may be in addition to, or in lieu of, the process outlined in the Student-Athlete Code of Conduct.

633.00 Dean of Students

- A. The Dean of Students is responsible for administering the University's Student Conduct Program, including the investigation and adjudication of cases involving alleged violations of the Code of Student Conduct except alleged violations of MSUN's Policy on Discrimination, Harassment, Sexual, Misconduct, Dating Violence, Domestic Violence, and Stalking Policy in which case Section 640.00 below will apply.
- B. The Dean of Students may appoint either a Hearing Officer or a Hearing Board to adjudicate violations of the Code of Student Conduct. The Hearing Officer or Hearing Board will conduct hearings using the procedures outlined in Sections 653.00 through 655.00.
- C. For the purposes of deadlines in this Code, days shall mean "calendar" days unless stated otherwise, and the Dean of Students or designee may extend or waive any deadline herein upon a showing of good cause, the responsibility and burden of proof of "good cause" will be upon the party requesting the extension. Good cause will include circumstances such as the impact of academic calendar breaks or holidays or other causes beyond the party's control (e.g., illness, death in the family).

634.00 Composition of University Student Conduct Hearing Board

- A. A University Student Conduct Hearing Board is appointed by the Dean of Students with five (5) members comprised of:
 - 1. One (1) professional staff member selected by the Dean of Students after consultation with the Professional Council;
 - 2. Two (2) faculty members selected by the Chair of Faculty Senate after consultation with the Dean of Students; and
 - 3. Two (2) student members selected by the President of ASMSU after consultation with the Dean of Students.
- B. One member of each Hearing Board shall be appointed as the Presiding Officer by the Dean of Students.

- C. A non-voting recording secretary will be provided by the Dean of Students to take minutes during conduct hearings.
- D. The Dean of Students will select replacements for any board members for good cause. A quorum is considered to be three members.

640.00 Investigation and Adjudication of Allegations of Discrimination, Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Policy Violation Offenses

- A. Complaints against student(s) accused of violations of MSUN’s Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy (Discrimination Policy) 1001.7 will be referred to the Title IX Coordinator who will follow the procedures for reports and complaints of Discrimination Policy violation in accordance with MSUN’s Discrimination Grievance Procedures 1001.7-1. The Student Conduct Adjudication Procedures, Appeals, and Interim Sanctions found in Sections 650.00 “STUDENT CONDUCT ADJUDICATION PROCEDURES,” 670.00 APPEALS, and 680.00 INTERIM RESTRICTIONS shall not apply in allegations of such Policy Violations and shall be replaced by MSUN’s Discrimination Grievance Procedures.
- B. When a student is found to have engaged in Discrimination Policy violations, the Dean of Students will determine and assign sanctions as allowed by the Code of Student Conduct in Section 660.00, including suspension or expulsion from the University. The Dean of Students’ sanction is the final University decision and shall not be subject to the appeal right and procedures found in Section 665.00 (P) and Section 680.00 of the Code of Student Conduct. The Student may appeal under the provisions of Policy 203.5.2 of the Montana Board of Regents Policies and Procedures Manual.

650.00 Student Conduct Adjudication Procedures

651.00 Filing of Charges

On its own initiative or upon receiving a complaint from any student, faculty or staff member, the University, through the Dean of Students, may, after an investigation, file appropriate charges against a student accused of violating the Code of Student Conduct.

- A. Charges should be filed no later than four (4) months after the alleged violation of the Code of Student Conduct, unless good cause is shown to justify the delay. When charges are referred to the Dean of Students for investigation and adjudication, any resulting hearing will normally be convened within seventy-five (75) calendar days from the date the charges were filed, unless good cause can be shown for delay.
- B. If a student has withdrawn or withdraws from the University after charges have been filed, the University may:
 1. Place a hold on the student’s academic record, re-enrollment and notify the student that disciplinary action will be initiated before the student’s re-enrollment in the University; or
 2. Upon notice to the charged student, proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.
- C. The Dean of Students may order that University administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc., be withheld to compel students accused of violation(s) of the Code of Student Conduct to meet with the Dean of Students as necessary to properly investigate and adjudicate the alleged violation(s).

652.00 Preliminary Investigation and Administrative Adjudication Procedures

- A. Whenever a complaint is filed or when it appears that a student may have violated the Code of Student Conduct, the Dean of Students will designate a Conduct Officer to conduct an investigation of the incident. The Conduct Officer conducting the investigation:
 1. Determines the facts through interview, reports and other information collected.
 2. Informs the student of the findings of the investigation.
 3. Allows the student an opportunity to respond to the evidence and potential charge(s).
 4. Makes a determination whether there is reasonable cause to believe that a violation of the Code has occurred.

- B.** The Conduct Officer conducting the investigation may withdraw any charge determined to be without reasonable cause. No reasonable cause means that there is insufficient credible evidence to support the charge or even if proved, the conduct does not violate the Code. The complainant, if any, who filed the charge initially may appeal this decision to the Vice President for Student Success under the appeal processes set forth in Section 670.00.
- C.** After the conclusion of the investigation the Conduct Officer may propose an Administrative Agreement for the accused student(s). If the student agrees with the facts and any sanction(s) proposed, the Administrative Agreement will be agreed to by both the student and the Dean of Students, or designee. By agreeing to the Administrative Agreement, the student waives the right to a hearing and any appeal and agrees to accept the sanction(s).
- D.** After the conclusion of the preliminary investigation, an Administrative Agreement can be proposed between the Officer and the accused student(s) if the student agrees with the facts and any sanction(s) proposed. The Administrative Agreement will be signed by both the student and the Dean of Students. By signing the Administrative Agreement, the student waives the right to a hearing and any appeal and agrees to accept the sanction(s).
- E.** If the student denies the charges or the sanctions, the case will be referred for a hearing under section 654.00 and 655.00.

If an Administrative Agreement is not signed within seven (7) calendar days following its submission to the student, the matter shall be referred for a hearing under sections 654.00 and 655.00, unless the charged student(s) can show good cause for the extension of the deadline as provided in Section 654.00 E.

653.00 Notice

In the event of a student conduct hearing, the charged student shall be notified at least seven (7) calendar days prior to the date of the hearing (except a hearing on the alleged violation of Interim Restrictions imposed under Section 680.00 which may be called with one (1) calendar day notice to the student). Such notice shall be in writing and shall include the following:

- A.** The specific charge(s) citing the Student Conduct Code provisions allegedly violated.
- B.** A description of the alleged violation(s), including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the charges are based.
- C.** The time and place of the pre-hearing conference.
- D.** The procedures to be followed in the hearing.
- E.** Notice of the student's right to be assisted throughout the hearing and appeal process by any advisor the student chooses at the student's own expense. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor (including attorneys).

654.00 Pre-Hearing Conference

The Presiding Officer of the Hearing Board or the Hearing Officer may convene a pre-hearing conference (in person, by electronic, written or other means) including the Complainant (if any) and the charged student to:

- A.** Narrow and define the issues to be presented at the hearing.
- B.** Identify and list all witnesses for the hearing. The Presiding Officer or Hearing Officer may establish restrictions on the numbers of witnesses and may disallow witnesses who have not been identified at the pre-hearing from providing testimony at the hearing.
- C.** Identify and list all documents to be presented at the hearing.
- D.** Provide for a pre-hearing exchange among the parties of any documents to be presented at the hearing. The Presiding Officer or Hearing Officer may prohibit the presentation of evidence that is not provided to the parties before the hearing.
- E.** Set a time and place for the hearing.

655.00 Hearing Procedures

Hearings are conducted by the Student Conduct Board or Hearing Officer according to the following guidelines:

- A.** The member(s) of the Hearing Board or Hearing Officer shall be impartial, i.e., without personal bias in favor of or against the charged student. Any participant in the hearing who believes the members of the Hearing Board or Hearing Officer have a personal bias must raise the issue before the hearing or as soon as the knowledge of personal bias is known to the participant, whichever is sooner; failure to do so will result in a waiver of such claim.
- B.** Hearings will be closed to the public unless all parties, witnesses and other participants waive their rights to privacy. Admission to the hearing of persons other than the parties involved will be at the discretion of the Presiding Officer or the Hearing Officer.
- C.** Minutes will be kept by the recording secretary and an audiotape may be used to record the hearing. The audiotape is the property of the University.
- D.** The University bears the burden of proving by a preponderance of the evidence that the charged student violated the Code of Student Conduct. A preponderance of evidence is described as evidence that is of greater weight or is more convincing than the evidence that is offered in opposition to it. A staff member from the Office of the Dean of Students will present the case to the Student Conduct Hearing Board or the Hearing Officer on behalf of the University. The presenting staff member shall not be a member of the Hearing Board.
- E.** The University may proceed with a hearing in any case in which the charged student fails to appear after receiving proper notice. Proper notice is defined as notice sent to the student's official University email address.
- F.** Students, even those who are accompanied by an advisor (including attorneys), are responsible for presenting the student's own case. Advisors are not permitted to speak or participate directly in any hearing. The advisor may not make a presentation, speak for or represent the party bringing the complaint or responding student during the hearing. Advisors may confer with their advisee, exchange notes, and clarify procedural questions with the Presiding Officer or Hearing Officer.
- G.** The complainant (if any) and the charged student(s) shall have the opportunity to review all statements and written evidence collected or prepared during the investigation prior to the hearing, to present witnesses and evidence at the hearing, and to question the evidence and witnesses during the hearing.
- H.** The Presiding Officer or Hearing Officer may preclude the presentation of duplicative, irrelevant or unnecessary evidence and may limit the number of witnesses.
- I.** The Presiding Officer or Hearing Officer shall control the hearing, and shall make all decisions regarding evidentiary and procedural questions.
- J.** Every reasonable effort will be made to elicit and consider the most reliable evidence. The statutory Rules of Evidence, rules of discovery and rules of procedure that govern state and federal court proceedings do not apply during student conduct hearings.
- K.** The charged student and complainant (if any) must submit all evidence either intends to submit to the Presiding Officer or Hearing Officer no later than five (5) calendar days before the hearing date for the Presiding Officer's or Hearing Officer's review to determine admissibility. Evidence not submitted five (5) calendar days before the hearing date will not be allowed at the hearing unless there is good cause for exception, as determined by the Presiding Officer or Hearing Officer. All parties will have opportunity to review such evidence prior to the hearing. The decision of the Presiding Officer or Hearing Officer on the admissibility of the evidence and procedural matters is final.
- L.** Any person, including the charged student, who disrupts a hearing or who fails to adhere to the rulings of the Presiding Officer or Hearing Officer may be excluded from the proceedings.
- M.** The determination of the hearing shall be made on the basis of whether it has been proven by a preponderance of evidence that the charged student violated the Code. Any decision shall be based only upon evidence and testimony presented at the hearing.

- N. The decision of the Student Conduct Hearing Board or Hearing Officer shall be in writing. If the charged student is found to have violated the code, the Hearing Officer or Hearing Board may recommend sanction(s) to the Dean of Students.
- O. The record of the hearing shall consist of written minutes of the hearing, any documentary evidence presented, the audiotape, if made, and the written decision of the hearing board or Hearing Officer.
- P. The Dean of Students shall, within seven (7) calendar days after receiving the decision and recommendation, determine what sanction(s), if any, will be imposed if a violation is found to have occurred. The Dean shall send a copy of the decision and the sanction(s) to be imposed to the charged student(s) and complainant, if any.
- Q. The decision of the Student Conduct Hearing Board or Hearing Officer and the sanctions imposed by the Dean of Students may be appealed to the Vice President for Student Success as set forth in section 670.00.

660.00 Sanctions

- A. Individual Sanctions - In determining a sanction, the Dean of Students may consider the student's present and past disciplinary record, including Residence Hall disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, and other factors relevant to the case.
- B. If the student is found to have violated the Code of Student Conduct, the Dean of Students may impose one or more of the following sanctions:
 1. **Expulsion** - Permanent separation of the student from the University. The student may also be barred from University premises, events or activities. This sanction may be enforced with a trespass action as necessary.
 2. **Suspension** - Separation of the student from the University for a specified period of time, but not less than the remainder of the semester. Eligibility for return to the University may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within twenty-four (24) hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. During the suspension period, the student is banned barred from University property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary.
 3. **Conduct Probation/Suspension Warning** - A status that is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Code of Student Conduct during the period.
 4. **Disciplinary Reprimand** - A formal reprimand which may be imposed either in verbal or written form for violating the Code of Student Conduct and a warning that further misconduct may result in more severe disciplinary action.
 5. **Restitution** - Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 6. **Residence Hall Sanctions** - Disciplinary action may consist also include residence hall sanctions such as a Warning, Residence Hall Probation, Residence Hall Suspension, Restrictions of Residence Hall Privileges, Constructive Work Projects, Removal from Floor, Hall, or Residence Hall System, or a combination of sanctions.
 7. **Community or University Service Requirements** - Completion of a specific, supervised University or community service.
 8. **Loss of Privileges** - The student will be denied specified privileges for a designated period of time.
 9. **Other Sanctions** - Other sanctions may be imposed instead of, or in addition to, the sanctions specified above, such as withholding registration, limitation of access to University housing facilities or other property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.

- C. Group Sanctions - The following sanctions may be imposed upon sororities, fraternities, groups or organizations registered with the University:
1. Those sanctions listed in subparagraphs 1-5 and 7-9 above.
 2. Deactivation - Loss of all privileges, including University recognition or registration, for a specified period of time.

670.00 Appeals

- A. The student who is found responsible for violating the Code of Student Conduct may appeal the decision of the Student Conduct Hearing Board or Hearing Officer and/or the sanction imposed by the Dean of Students following a student conduct hearing by emailing a letter of appeal to the Senior Director for Student Success within seven (7) calendar days of the official's decision. Sanctions shall be kept in abeyance pending the determination on appeal, except that any interim sanctions shall continue. The letter of appeal must specifically allege and factually support one or more of the following grounds:
1. The student's rights as set forth in this Code of Student Conduct were violated (i.e., there was an error in the procedure or the interpretation of the Code of Student Conduct which substantially affected the student's ability to receive a fair hearing);
 2. New evidence, unavailable during the original hearing or investigation, has been discovered that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in their letter of appeal.
- B. If a sufficient claim is presented under one or more of the specified grounds, the Senior Director for Student Success shall accept the appeal, notify the student and complainant, if any, and request a copy of the record of the hearing. If sufficient claim is not presented, the appeal shall be dismissed with written notice to the appealing student and complainant, if any.
- C. Within twenty (20) calendar days from receipt of the record, the Senior Director for Student Success shall review the entire record and render a written decision. The Senior Director for Student Success may remand the case to the original Hearing Board or Hearing Officer for further findings of fact or clarification.
- D. The decision of the Senior Director for Student Success shall be based on the record only and is the final decision of the University. A copy of the decision shall be sent to the charged student, the complainant (if any) and included in the record.

680.00 Interim Restrictions

- A. The Dean of Students or designee may impose interim Residence Hall restrictions or University suspension or other restriction(s) upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to, or interference with, persons or property.
- B. Interim restrictions may include, but are not limited to, the following:
1. Residence Hall and/or University suspension;
 2. Assignment to alternate housing for students residing in University housing;
 3. Limitation of access to University housing facilities, other campus facilities or University property in general;
 4. Restriction of communication with named individuals or groups within the University community;
 5. The requirement to secure advance authorization to engage in a specified activity and/or professional evaluation, intervention and/or treatment.
- C. The official imposing the interim restrictions shall notify the student in writing of the restrictions imposed and shall schedule a meeting with the student to be held within three (3) calendar days after the imposition of the interim restrictions. If the student is unable to attend for good cause, the meeting or the hearing will be held as soon as the student is able to attend.

- D. At the meeting, the student shall be informed of the basis of the allegations that led to the imposition of the Interim Restrictions and shall be offered the opportunity to explain his or her position regarding the charges and the imposition of the Interim Restrictions. If, after hearing the student's position, the official believes the imposition of the Interim Restrictions was made in error or is too restrictive, the official may rescind or modify the restrictions. Otherwise, the restrictions shall continue until the decision is rendered in a future student conduct proceeding.
- E. In cases where interim restrictions have been imposed, the disciplinary hearing shall be held as soon as possible, but not later than thirty (30) calendar days from the date of the imposition of interim restrictions.
- F. The time limitations set forth in this section may be expanded upon the consent of the student.

690.00 Records and Confidentiality

- A. The Dean of Students shall maintain student conduct records. Relevant student conduct records and related information shall be made available to hearing boards to assist in recommendation of an appropriate sanction, and to other University personnel who require such information to fulfill their official duties.
- B. Students may arrange to review their own student conduct records and related information by contacting the Dean of Students.
- C. Except as provided elsewhere in this Code and/or as required by law, the University shall not communicate a student's conduct record to any person or agency without the prior written consent of the student.
- D. Student conduct records shall be maintained for seven (7) years from the last recorded entry, then destroyed.

Important Student Policies and Annual Notifications

The U.S. Department of Education, under the Higher Education Opportunity Act of 2008 (HEOA) and other statutes, requires that the University notify all students annually of some especially important university policies having to do with student safety and security on campus and in the greater university community. We recommend that students and their families familiarize yourself with each policy. It's important information and will also help you keep on the right side of the regulations.

Campus Security Report

In an effort to maintain the quality of life we now enjoy on campus, MSU-Northern provides a variety of services and programs to students, faculty and staff

Unreported crime is a criminal's greatest ally. If you are a victim, witness, or have information about a criminal offense, contact MSU-Northern Facility Services at 390-4308. They in turn will contact the Havre Police Department if needed. If there is no response, please call the Havre Police Department directly at 265-4361 or in *emergency* situations, call 911. The 911 number will work from any campus phone. Northern does not have a campus police force but works closely with the Havre Police Department to maintain campus safety. To report a sexual assault, please call one of the following administrators:

- Dean of Students/Director of Residence Life
Vacant
(406) 265-3561
- Human Resource Director
Vacant
(406) 265- 4147
- Senior Director of Student Success
Tracey Jette
(406) 265-3566

- Budget Analyst
Chris Wendland
(406) 265-4144
- Director of Student Health/Employee Wellness
Sherry Kegel
(406) 265-3599
- The community crisis line at (406) 265-2222

Preventing crime is and reporting crime is everyone’s responsibility. School personnel will assist the student in notifying the proper authorities if so requested.

Northern does not have recognized off-campus student organizations, and it is not the university practice to monitor off-campus criminal activity.

Outside doors to campus buildings are opened and secured by custodians or other designated individuals from the Office of Facility Services. For special events the Office of Facility Services needs to be notified in advance at 265-3755. Residence Halls are controlled by the Dean of Students.

All students are expected to follow federal, state and local laws while on the MSU-Northern campus. The campus also has its own policies regarding student conduct (see **policy 600.0 - Student Conduct**) Minor infractions of this policy that occur in the housing areas are dealt with by the Dean of Students, or designee. All other infractions are handled by the Campus Judicial Officer as specified in the Student Conduct policy.

The Montana Department of Justice Sexual and Violent Offender Registry (SVOR) provides an up-to-date listing of sexual and violent offenders who are required to register their whereabouts. The SVOR website also provides additional information about preventing sexual assault, using the Registry, law offender types and more.

TOBACCO FREE ENTERPRISE

100.0 Introduction and Purpose:

Tobacco use and secondhand smoke have been identified by the Surgeon General to be the cause of preventable diseases. Additionally, in 2009, the Montana legislature decreed that the “right to breath smoke-free air has priority over the desire to smoke” (Montana Code 50-40-102). It is the policy of Montana State University to promote the health, wellness, and safety of all employees, students, guests, visitors, and contractors while on campus. The purpose of this policy is create a healthier, cleaner campus living and learning environment on the campus. All college employees, students, visitors, guests, and contractors are required to comply with this policy, which shall remain in effect at all times. Refusal to comply with this policy may be cause for disciplinary action in accordance with employee and student conduct policies. Refusal to comply with the policy by visitors, guests and contractors may be grounds for removal from campus.

200.00 Policy

200.10 The use of tobacco (see section 600 for definition) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by MSU, including:

- a. all interior space on any MSU campus and property leased by the university, including the agricultural research centers and other remote sites;
- b. all outside property or grounds on MSU’s campuses, including areas such as walkways, breezeways, parking lots, and patios; except in the designated smoking area(s)
- c. all outside property leased by MSU; unless designated otherwise;
- d. all vehicles leased or owned by MSU;
- e. all indoor and outdoor athletic facilities; unless designated otherwise.

200.20 Smoking is allowed only in designated smoking area(s), as identified in campus specific procedures

200.30 Advertising, sale, or distribution of tobacco is prohibited on any MSU campus.

200.40 Tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment. Tobacco industry and related company sponsorship of MSU athletic events and MSU athletes is prohibited.

200.50 Littering any university property, whether owned or leased, with the remains of tobacco products is prohibited.

200.60 Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using MSU facilities are required to abide by MSU's tobacco-free policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

200.70 The following exceptions exist to the policy, subject to advance approval as indicated:

- a. The use of tobacco products in laboratory and classroom instruction/experiments, or for artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the CEO/Dean or designee. Such use must be preceded by reasonable advance notice to the public. Nothing in this policy is intended to prohibit research on tobacco companies or tobacco products.
- b. Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by campus executive leadership.

300.00 Procedures

Individual campuses may maintain campus-specific standards of practice and procedures that implement this policy. Links to campus-specific standards and procedures, if any, are published here. Constituents are required to comply with any standards and procedures developed for their campus as well as this policy.

- MSU-Billings
- MSU at Bozeman*
- MSU-Northern
- Great Falls College MSU

*MSU agencies, MSU Extension, Montana Agricultural Experiment Stations and Gallatin College follow MSU at Bozeman campus standards of practice.

400.00 Resources

Tobacco Cessation Students and employees wanting to quit the use of tobacco can access the Montana Quit Line at 1-800-784-8669 (1-800-QUIT-NOW) or online at [MT Quit Line](#). Other resources for cessation include [Through with Chew](#) or [Quit Smokeless](#). Employees on the MUS medical benefits plan can also contact the MUS Employee Benefits Department at 1-877-501-1722 or visit the MUS benefits website at www.mus.edu/choices to explore eligibility for the Tobacco Cessation Benefit. See the links below for campus specific tobacco cessation information.

MSU Bozeman <http://www.montana.edu/health/healthpromo/tobacco.php/>

MSU Billings <http://www.msbillings.edu/studenthealth/tobacco-quit.htm#oncampus>

Montana Code 50-40-102

500.00 References

600.00 Definitions

Enterprise Refers to any and all campuses, agencies, departments, or entities within the Montana State University.

Responsible Party Individual, title, position or group responsible for authority and review of policy or standard of practice.

Standards of Practice Rules, procedures, or guidelines developed by campus authorities to permit, restrict, or require actions within the parameters of the enterprise policy.

Tobacco includes any tobacco product, including but not limited to, lighted or unlighted cigarette, cigar, pipe, bidi, hookah, and all forms of smokeless tobacco and any nicotine delivery device that has not been approved by the FDA for cessation.

ANNUAL SECURITY REPORT AND CRIME STATISTICS

Phone: 265-3561

Dean of Students

Location: SUB

The Annual Security and Campus Safety Report (including crime statistics) is available on the MSU-Northern web site

Paper copies may also be requested in SUB or by calling (406) 265-3561.

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires that colleges and universities inform prospective and enrolled students of campus security policies and that crime data are collected, reported and disseminated to provide students and their families with accurate, complete and timely information about safety on campus. We urge you to familiarize yourself with this report and our policies.

Fire Safety Report

Fire Safety is essential in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires. In an effort to standardize the information that an institution publishes in regards to their own fire safety, the Higher Education Opportunity Act of 2008 (HEOA) requires a reasonable and consistent notification of fire related incidents to Montana State University-Northern administered housing units. The Fire Safety Report includes statistics about the number and causes of any fires on campus during the previous year as well as any damage or injuries caused by fires.

Missing Student Policy

In accordance with the HEOA, MSU-Northern has updated our procedures regarding missing residential students and emergency contact notification. As outlined in the act, each residential student has the option to designate a confidential contact, separate from this or her standard emergency contact, which will be notified no "later that 24-hours after the time the student is determined missing in accordance with the official notification procedures". Suspected missing students living on campus should be reported to MSU-N housing officials such as Resident Directors, and suspected missing students living off campus should be reported directly to the Havre Police Department (406) 265-4361.

Timely Warning and Emergency Notification Policy

The purpose of this policy is to define the use of Montana State University-Northern's Emergency Notification System. This system has eleven notification components. These components are intended to improve emergency communications between University Administration and MSU-Northern students, staff, faculty, and visitors. In order to promote the safety of everyone on campus, this document will establish the protocols that are to be taken in case of an emergency. The MSU-Northern Emergency Notification System (ENS) includes:

- Text messaging through Wireless Emergency Notification System (WENS)*
- University e-mail list serves (All users and Current Students)
- Campus voice mail
- Message on all campus computers
- University web page
- MSUN Switchboard Message (265-3700)

- Telephone Tree
- Electronic message boards
- Campus & local radio
- Hand held public address systems
- Campus Social Media

*Note: the Wireless Emergency Notification System (WENS) is a third party company that manages and distributes our text messages. The acronyms WENS and ENS are not synonyms and cannot be used interchangeably. WENS refers to a company and is only one aspect of MSU-Northern's Emergency Notification System (ENS)

Participation

Participation in MSU-Northern's Emergency Notification System (ENS) is required for all students, staff and faculty. All individuals with wireless communication devices paid for in whole or part by the University must participate in the WENS emergency text message system.

MSU-Northern will pre-populate the MSU-Northern Emergency Notification System with the e-mails and cellphone numbers that exist on Northern's Banner system for all MSU-Northern students, faculty and staff. These distribution lists will be updated every semester automatically.

People wishing to receive an emergency text message must register on the WENS emergency text message system. International and toll based numbers are not allowed. Those individuals without mobile phones can use an alternate phone number (home, spouse, parent, etc.) and a voice message will be sent to the designated phone in place of a text message.

Employees are encouraged to enter both their mobile phone numbers and their home phone numbers so that they may be made aware of campus situations even when they are off campus.

Participation does not constitute any form of guarantee of safety.

Registration

The only emergency communication component that requires registration is the text / electronic messaging of mobile devices. There shall be a link to the Telecommunications registration page on Northern's internet home page. The Northern Network News and campus social media site will have ads/articles from time to time to increase awareness of the service and facilitate the registration process. Incoming freshmen and transfer students will be offered the opportunity to register during their orientation sessions.

Acceptable Use of the Emergency Notification System

The MSU-Northern Emergency Notification System shall only be initiated within the acceptable use criteria as outlined below. General notifications of a non-emergency nature shall NOT be permitted via the Emergency Notification System. The use of the system shall be limited to emergency events only. The following is a list of examples of appropriate emergencies. This is not exhaustive and MSU-Northern is not limited to only this list.

- **Bomb Threat** - There is reason to indicate the threat is credible (e.g., potential device has been located).
- **Civil Disturbance** - A demonstration by a large group that is disrupting normal activities and/or showing signs of aggressive behavior.
- **Fire** - Any fire that is potentially placing lives in danger.
- **Hazardous Material Release** - A dangerous material (i.e. chemical, biological, or radiological) that is spreading from a contained area and/or causing lives to be placed in danger.
- **Major Road Closing** - An unanticipated closure that could disrupt safe passage to and from campus.
- **Medical Emergency** - Confirmed contagious disease constituting a campus wide threat (i.e. pandemic).
- **Physical Assault** - Weapons used, significant violence, perpetrator(s) at large (e.g. active shooter; hostage situation).

- **Suspicious Package** - A package that is believed to have the potential to cause injury to a wide spectrum of lives or property.
- **Utility Failure** - A major disruption of utilities and or possible damage (i.e. gas, electrical, water, etc.).
- **Severe Weather** - Any severe weather that has the potential to cause injury to lives or property (i.e. flooding, thunderstorm, wind, tornado, snow/ice/cold, etc.).
- **Missing Person** - If activation of the system has the potential to assist in locating the missing person. Alert for this type of incident shall be limited to the communication devices most appropriate for disseminating information.
- **Other, Life Threatening** - Any other condition where lives are in immediate danger and the Emergency Alert System has the potential to reduce the potential of harm.
- **“All Clear” and/or additional follow-up messages will be used when appropriate.**

Activation of the Emergency Notification System

There are two ways the Emergency Notification System can be activated. The first is for emergencies that have been identified by the campus and are the result of an administrative decision the second is for emergencies identified through a 911 call.

- **Administrative Activation**

The decision to activate the Emergency Notification system must be for the reasons stated above and must be made by the Chancellor or person who is in charge of campus pursuant to Policy 202 (“Officials to Act in Place of the Chancellor”). Once the decision has been made, that person will contact one of the people listed below to activate the system.

- **911 Activation**

When any person notices a potentially dangerous campus situation they must immediately notify the Police by calling 911.

Once the 911 dispatcher receives a call that a potentially dangerous campus situation is in progress the 911 dispatch person will contact one of the following people:

- Chief Information Officer
- Web Master
- Network Administrator
- Director of University Relations
- Dean of Students

Once the designated campus person is notified by the 911 dispatcher they will activate the MSU-Northern Emergency Notification System.

Drills

Drills shall be conducted as often as MSU-Northern administration finds appropriate in order to ensure that the system is effective and operational. There would be two types of tests: an administrative test and a functional test, which could be done together.

- **Administrative test** - assesses how much time it takes to get emergency information from the dispatcher to a person receiving a text. This test will be done to a limited number of people.
- **Functional test** - assesses the Emergency Alert System by broadcasting to students, staff, and faculty a non-emergency message informing them of the test and providing information regarding what to do if this had been an actual emergency.

Following the administrative and functional test, the Safety and Disaster Committee will meet to discuss how to improve the Emergency Notification System and procedures.

Privacy and Confidentiality

Official use of emergency contact information will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.