

# MONTANA STATE UNIVERSITY NORTHERN

## Student Handbook 2010-2011



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

All information in this handbook is subject to change without notice. For the most current version please refer to our web site.

([www.msun.edu](http://www.msun.edu))

# MSU-Northern Directory

Campus Information & Assistance..... Toll Free 800-662-6132  
406-265-3700

Academic Affairs..... 406-265-3726  
(Cowan Hall 206)

Admissions..... 406-265-3704  
(Cowan Hall 213)

Advising Center..... 406-265-3760  
(Lower Library)

Athletics ..... 406-265-3761  
(Gym)

Bookstore..... 406-265-3728  
(Student Union Building)

Business Services..... 406-265-3733  
(Cowan Hall 207)

Career Center..... 406-265-3708  
(Cowan Hall 213)

CLEP Testing..... 406-265-3760  
(Lower Library)

College of Education, Arts & Sciences & Nursing..... 406-265-3751  
(Cowan Hall 105)

College of Technical Science ..... 406-265-3736  
(Brockmann 210)

Disability Services ..... 406-265-4152  
(Lower Library)

Educational Opportunity Center ..... 406-265-4141  
(Lower Donaldson)

Financial Aid..... 406-265-3787  
(Cowan Hall 213)

Food Service ..... 406-265-3796  
(Student Union Building - SUB)

Graduate Programs ..... 406-265-3738  
(Cowan Hall 104)

Housing..... 406-265-4113  
(Student Union Building - SUB)

Human Resources ..... 406-265-4147  
(Cowan Hall 204)

ID Cards (One Card) (Student Union Building - SUB)	406-265-4113
Information Technology Services (Cowan Hall 117B)	406-265-3765
KNMC, Campus Radio (Student Union Building - SUB)	406-265-3709
Library - Vande Bogart (Library)	406-265-3706
MacKenzie Hall Office (MacKenzie Hall)	406-265-3503
Montana Campus Corps (Cowan Hall 312E)	406-265-3577
Morgan Hall Office (Morgan Hall)	406-265-3579
Payroll (Cowan Hall 207)	406-265-3710
Physical Plant	406-265-3755
Registrar (Cowan Hall 220)	406-265-3703
Risk Management (Cowan Hall 218c)	406-265-3509
Student Activities/Intramurals & Recreation (Student Union Building - SUB)	406-265-3732
Student Health Services (Student Union Building - SUB)	406-265-3599
Student Orientation (Student Union Building - SUB)	406-265-4113
Student Senate (Student Union Building -SUB)	406-265-3714
Student Support Services (Cowan Hall 211)	406-265-3783
Student Union Building	406-265-3796
University Relations (Cowan Hall 216)	406-265-3727
Wellness (Student Union Building -SUB)	406-265-3599

# University Calendar

## Fall 2010-Summer 2011

### 2010 Fall Semester

- August 28      Residence Halls open (Saturday)
- August 28-29    (Labor Day) Campus Welcome and Orientation
- August 30      Classes begin 8:00 a.m.
- November 11    Veteran's Day holiday (no classes; offices closed)
- November 25-26 Thanksgiving Day (classes & offices closed)
- December 13-17 Final examinations
- December 17    Fall semester ends
- December 21    Grades due in Registrar's office
- December 24 – January 10 Winter Break (campus closed Dec. 24-Jan. 2)

### 2011 Spring Semester

- January 10      Residence Halls open (Sunday)
- January 10-11   Orientation and student registration (Tuesday)
- January 12      Classes begin
- January 17      Martin Luther King Day
- February 21     President's Day (no classes, offices closed)

March 14-18	Spring break (no classes)
April 22	University Day (Friday)(no classes; offices open)
April 29	Classes End
May 2-6	Final examinations
May 6	Spring semester ends
May 7	Commencement
May 10	Grades due in Registrar's Office

## **2011 Summer Semester**

### ***Pre-Summer Session                      May 9– June 2***

*May 30 Memorial Day No classes- Offices closed*

*June 2 Pre-session Ends*

### ***Regular Summer Session June 6 – August 4***

*July 4 Independence Day holiday(no classes, offices closed)*

*August 10                      Grades due in Registrar's Office*

### ***Extended Summer Session                      May 9– August 19***

*(Primarily BSN Nursing students)*

*August 23                      Grades due in Registrar's Office*

# 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 265-3714.

- **ADDA (Student Chapter of American Design and Drafting Association):** Organizational group for drafting majors who work together to try to improve the drafting program.
- **Business/Students In Free Enterprise (SIFE) Club:** Offers an opportunity for students interested in business to meet, organize activities, and share ideas.
- **ChiAlpha:** 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 (CET):** By organizing civil related activities/seminars the CET club strives to enhance its members educational experience.
- **Community Involvement Association (CIA):** Students and friends committed to raising awareness and making a positive change in the Hill County Community through volunteerism and collaboration.
- **KNMC:** Supports activities of the radio station on campus.
- **Level II Nursing Club:** Organizes, plans, and oversees nursing club activities and events. Also offers nursing students an opportunity to gather and exchange ideas.
- **Level I Nursing Club:** Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- **MSU-Northern Cheerleaders:** Promotes student spirit by representing Northern as the official cheer squad.
- **MSU-Northern Electronics Branch of the Institute of Electrical and Electronics Engineers Inc. (MSU-Northern IEEE):** Promotes circulation of knowledge of the theory and practice of all aspects of electrical engineering, technology, electronics, radio, allied branches of engineering or the related arts of sciences, as well as the furtherance of the professional development of members.
- **MSU-Northern Pep Band Club:** Promotes school spirit by playing pep tunes at most of the home football and basketball conference games.
- **MSU-Northern Rodeo Club:** For anyone interested in organizing and working a rodeo and participating in activities to support the club and the team.
- **MSU-Northern Science/Math Club:** Sponsors events and generates funding for scholarships for the benefit of the students, faculty, and staff of MSU-Northern. Also works to increase awareness and interest in the fields of math and science.
- **MSU-Northern Student Education Association (MSU-Northern SEA):** To inform students regarding educational matters and provides personal and professional growth to its members.
- **Post-secondary AG Students (PAS):** Designed primarily for students interested in an agriculture related field of study (Ag Technology, Mechanics, Ag Business, etc.)
- **Residence Hall Association (RHA):** Is a student 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 meetings.
- **Society of Automotive Engineers (SAE):** Provides its members opportunities to gain broader insight into the engineering profession.
- **SkillsUSA:** Develops leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- **Sweetgrass Society:** 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.

All of these clubs can be contacted by leaving messages in their mailboxes in the Student Senate offices in the Student Union Building or by contacting the Senate Vice President at 265-3714 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 witness 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, women's golf, and men's football.

# INTRAMURALS AND RECREATION

Phone: 265-3732

Location: Northern Gym/SUB

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

**Intramural Sports:** Sports activities are offered each year. Intramurals are structured, competitive, officiated events. Activities range from the traditional (basketball, softball, football, etc.) and are offered in men, women and co-ed divisions of play.

**Outdoor Recreation:** MSU-N has a tennis court and athletic office has tennis rackets and tennis balls to check out. MSU-N also has a Folf Course and students may check out folf discs and score sheets at the Student Union Information Desk. These items are available to check out to MSU-N students with a current student ID, from 8am-5pm, Monday through Friday.

**Open Recreation:** The gymnasium complex is open each day for jogging, aerobics, weightlifting, and open play on the basketball courts during scheduled hours.

**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.

Use of recreational facilities and admission to all regular athletic contests is FREE to full-time students.

# **RADIO STATION – KNMC**

Phone: 265-3709

Location: Student Union Building

The university radio station, KNMC-Northern, provides music and educational programming for the campus and community. 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 500 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 co-operative 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 NEWSPAPER - “Northern Night”**

Phone: 265-3704 (Student Senate Office)

The Northern Light is the official on-campus student newspaper published bi-weekly by the Associated Students. Any member of the student body is eligible for staff assignment and may receive English credits for his/her journalistic work. A student does not have to be a member of the staff to submit articles or comments to the Northern Light. The office is located upstairs in the Student Union Building (room 304).

# **STUDENT SENATE (ASMSU-N)**

Phone: 265-3714

Location: Student Union Building

The ASMSUN Student Senate is the governing body of the Associated Students of Montana State University–Northern (also referred to as ASMSUN). 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, nine Senators-at-Large, two Freshman Senators, one Recreation Council Coordinator, one Program Council Coordinator, and one Media 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 on Tuesdays at 4:00 P.M. in the Student Union Building (SUB). Senate meetings are open and everyone is welcome to attend. The Student Senate offices are located down the hall from the Bookstore in the SUB (207). 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: 265-3714 (Senate Offices)

265-3732 (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 lip syncs, talent shows, Homecoming Week, concerts, dances, and variety show such as hypnotists or comedians. Activities are handled by the standing committees of the Council: Concert/Dance, Lectures, Special Events, and Homecoming. 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: 265-3714 (Student Senate Office)

The Inter-organizational Council (IOC) is the communication network for the ASMSUN 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 Holiday Party 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.

# **Montana Campus Corps**

Phone: 265-3708

Location: Cowan Hall 213

MSU-Northern Campus Corps is a Montana Campus Corps program that engages college students in meeting critical community identified needs. Students are eligible to receive compensation in the form of an AmeriCorps Education Award, Monthly Stipend or Federal Work-Study Award and may be eligible to gain academic credit towards their degree. Education Awards may be used for tuition or applied toward student loans. Throughout their service, members receive training in citizenship and leadership skills, project management, volunteer recruitment and management, and discipline specific training through their academic departments.

MSU-Northern places students in hospitals, schools and nonprofit organizations to mentor, teach, provide patient care, help with projects and much more! Northern's Campus Corps members serve in leadership roles within the community and develop a deeper sense of civic responsibility in the process. The members also strive to involve other students in community service by recruiting volunteers from among their peers.

Campus Corps Service Team members are Northern students who serve 450 hours over the academic year (approximately 12 hours per week). Members serve with nonprofit community organizations to develop and implement service programs and increase volunteerism. Service Team members receive a monthly stipend during their term of service and an AmeriCorps Education Award of \$1,250 upon successful completion. Five (5) service team member positions are available for the 2010-2011 academic year. Positions are filled using a competitive application process.

Another component of MSU-Northern Campus Corps is the Service Learning Members. Northern students serve 300 or 450 hour terms over the course of the academic year at a host agency and spend their term addressing a specific direct service issue at the organization. Service Learning members also receive an AmeriCorps Education Award of \$1,000 (300 hours) or \$1,250 (450 hours) upon successful completion.

For additional information regarding MSU-Northern Campus Corps and member benefits or to apply as a Member please contact the Team Leader at [campuscorps@msun.edu](mailto:campuscorps@msun.edu), (406)-265-3577 or 1-800-662-6132 ext. 3577, visit [www.mtcampuscorp.org](http://www.mtcampuscorp.org) or stop by Cowan Hall 213A!

# **ACADEMIC INFORMATION**

## **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.

## **ACADEMIC ADVISING**

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.

New students at Montana State University-Northern will work with the New Student Advising Center during their first year of residency at MSU-Northern. The Center will help students select appropriate classes and complete the registration process during that first year.

After their first year of attendance at MSU-Northern, a faculty member in the student's major program area will normally assume the advising responsibility. The faculty advisor will explain University academic requirements and assist individuals in selecting courses and fulfilling the steps necessary to satisfy graduation requirements. Students with questions about their majors are encouraged to contact their faculty advisor. A faculty signature is also necessary before students can register for classes each semester.

## **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 Office of Admissions. 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**

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 the 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 120 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 279 or 479. 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.

## 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 Upper division undergraduate courses taken for graduate credit. Additional work is usually required.
- 600-699 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 point average is:	--then he/she may 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
below 2.00	1-12	more than 12

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/she came to Northern. Once a student has earned credits at Northern, his/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 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 physically 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 receive administrative and advising assistance, enroll in classes, pay fees, and register for financial aid. Students may also attend classes at these regional centers or at one of more than fifty sites around the state by taking advantage of North Net, Northern's two-way interactive television network. 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, on of the catalog, 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 the deadline day.

## 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 Montana State University-Northern for at least one calendar year;
4. they must apply for the fresh start option during the first year of their return to Montana State University-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

## Evaluation of Work - Continued

B-	.....	2.7
C+	.....	2.3
C	..... Average .....	2
C-	.....	1.7
D+	.....	1.3
D	..... Below Average .....	1
D-	..... Passing .....	.7
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 093, MATH 094, or 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 Northern’s WEB site and getting into Banner. 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 credits 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 read as the graduates during commencement are introduced.

Latin Honors: .....	Minimum GPA
Cum Laude.....	3.50
Magna Cum Laude .....	3.75
Summa Cum Laude .....	4.00

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 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”.

## **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, 599, or 699 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.

## **LEARNING EXPERIENCE ASSESSMENT PROGRAM (LEAP)**

The Learning Experience Assessment Program 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 of earning credit will register for LEAP 289 and complete portfolios demonstrating how their competencies contribute toward degree requirements. Details concerning the LEAP program may be found in the university policy and procedures manual.

The only academic program that currently accepts LEAP credits is business. Students may also ask to have LEAP credits evaluated as distribution coursework under the general education program.

## **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 assigned a faculty advisor by the Registrar and may request a change of advisor at that office. 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 Registrar.

## **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.

## **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 Pass, 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.
4. **Restrictions in enrollment while on Scholastic Warning or Scholastic Probation status:** No student on scholastic warning or probation may enroll for more than 12 credits during the semester without approval of the Admissions and Standards Committee.
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.

## **SECOND UNDERGRADUATE DEGREES**

To earn an additional degree, students must complete all coursework required in the degree program. A second degree will be awarded only when it differs from the student’s first degree. For example, if the second major is a Bachelor of Science degree and the first was a Bachelor of Arts degree, and then a second degree would be awarded.

A second associate or associate of applied science degree requires a minimum of twelve additional credits; and a second baccalaureate degree requires a minimum of thirty additional credits. Normal residency requirements and all other academic regulations also apply. Students wishing to earn a second associate, associate of applied science, bachelor, or bachelor of applied science degree must complete the regular admission procedures. For double major, i.e., a second major within the same degree type, see the section entitled “Double Major” in the catalog.

## **SEMESTERS**

Semester: Northern has three semesters in an academic year: Fall, Spring, and Summer. Students normally attend two semesters in an academic year: Fall and Spring. When a policy refers to a number of semesters, or to “regular” semesters, it is referring to the Fall and Spring semesters only, to the exclusion of Summer semester, unless the policy expressly indicates to the contrary.

## **SPECIAL TOPICS**

Experimental courses and courses for special topics may be offered from time to time. Such courses are numbered 290, 390, 490, 590, and 690 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.

## **TRADE COMPETENCY TEST**

Students who have had five or more years of work experience in an apprenticeable trade or licensed occupation may have their experience evaluated through a written and performance test administered by the National Occupational Competency Test Institute (NOCTI). This testing process, coupled with a committee evaluation of job success, may generate up to 39 credits toward earning a degree. Contact the Registrar or Dean of Education and Graduate Studies for more information.

## **TECH PREP**

Some courses at MSU-Northern can be completed by taking an equivalent course in high school. Those courses are marked with the Tech Prep logo; further information in the catalog. Counselors and instructors at participating high schools have information available for interested students. More information regarding the Tech Prep agreement can be found at <http://techprep.msugf.edu>.

## **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 Office of Admissions, 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, 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 the College of Technology in Great Falls will be treated as resident course work and included in MSU-Northern’s 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 CENTER**

Phone: 265-3789

Location: Library Lower Level (Turn right at the bottom of the stairs proceed to far back left corner)

Advising is an important part of every student's life at college. Our goal in the Advising Center is to guide you through registration and give you the knowledge & tools on what to do and expect with the advising and registration process.

All freshman and transfer students must meet with an advisor in the Advising Center before registering for classes. During this initial meeting, the advisor will review general education and major program requirements and provide students with worksheets to plan their academic program. After reviewing your academic plan you will learn how to register for classes. Transfer students will receive an evaluation of their previous coursework. In order to be given an accurate transcript evaluation, transfer students must provide copies of transcripts of all previous college level work. Although we maintain course equivalency guides for all Montana colleges and universities and several out-of-state institutions, all transfer students must provide course descriptions from all coursework completed at all other institutions.

Freshman students and some transfer students will also take a COMPASS math placement test to determine the appropriate math course a you should take. If you would like to practice before you appointment sample questions can be found at the following site: [www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html). Calculators will be provided for the students during the test.

Things to think about before your appointment to register and items to discuss with your advisor:

- How many credits do I want to take
- Do I want classes in the morning/afternoon/evenings
- Do I have any TechPrep classes that I need to submit (MT high school students only)
- Do I have a physical or learning disability
- Do I have all my official transcripts in and do I have catalogs from all the schools I've attended (transfer students)

After the initial visit to the Advising Center, students with a declared major will begin working with a faculty member from this major area. Undecided and pre-nursing students will continue working with the advisors in the Advising Center until they have declared a major or have been accepted into the Nursing Program.

## **BOOKSTORE**

Phone: 265-3728

Fax – 406-265-3555

Location: Student Union Building

Hours: Monday – Friday, 8:00am – 4:30pm

VISA, DISCOVER AND MASTERCARD are accepted

The MSU-Northern Bookstore welcomes the opportunity to serve students through a variety of products sold in the store. The bookstore is the students' source for textbooks, reference books, computer software at educational discounts, general supplies including supplies as required for electronics, drafting, art and science as well as insignia merchandise.

Services available in the bookstore include; check cashing up to \$25, graduation merchandise, incoming and outgoing faxing and gift certificates. Book-buy-back is held Monday through Friday of finals week.

# BUSINESS SERVICES

Phone: 265-3733

Location: Cowan Hall 207

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

Hours: ..... 8:00 a.m. – 5 p.m. .... Monday- Friday  
A secure After Hours Depository is provided in the hallway outside the main Business office entrance.

## Payment Options

### Payment In Full

Complete the form on the back of your bill, sign, date, & return to the cashier's office with check or money by the Friday before classes begin, or within 7 days of the billing date. Credit card payment can be made by calling the cashier's office at 406-265-3733 or 1-800-662-6132 ext 3308. Any funds that become available, including Financial Aid and Work-Study checks, must be applied to any outstanding balance on your account.

### Installment Contracts

Those unable to pay the amount in full may complete an Installment Contract. The Business Office must receive a minimum of 25% down AND a signed Installment Contract within 7 days. The form is available on our website.

### Third Party Billing

Students whose charges are being paid by an outside agency must still complete and return the back of the statement to verify your attendance each semester. Third party contracts will not be applied to your account until you have verified that you are attending.

### Making a Payment With Financial Aid

The Credits/Anticipated Credits column on the front of your bill represents your Financial Aid. When this amount exceeds the Charges, it is shown as a negative Amount Due in the summary section at the bottom of the form.

*Note: This is an estimate; amounts will change to reflect dropped or added classes, additional financial aid, or other charges. To apply aid: Sign and date the back of the billing form, AND indicate that you want to apply financial aid. Even if the Amount Due is a credit balance, you must still complete and return the back of this statement to verify your attendance each semester. Return by the Friday before classes begin: Cashier, P.O. Box 7751, Havre MT 59501. You do have the right to refuse Stafford or Perkins Loans. Contact the Financial Aid Office for more information at 406-265-3787 or 1-800-662-6132.*

### Change Checks

If you are not enrolled at the credit level that you indicated on your Financial Aid application, your change check may be delayed.

If the dollar amount of Anticipated Credits (Financial Aid) exceeds Charges, change checks will be mailed about ten 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/>

### Insurance

The Board of Regents requires students carrying seven or more credits to have health insurance coverage. If you already have health insurance, you may waive this charge by completing the Health Insurance Waiver section on the back of your bill, or on-line in the Banner secure area of the MSU-Northern website. Look for information and links on the Business Office section of our website [www.msun.edu](http://www.msun.edu).

## **Reserved Parking**

Parking permits are not required, unless you want to purchase a reserved parking space for \$168.00. 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).

# **CAREER CENTER**

Phone: 265-3708

Location: Cowan Hall 213 [www.msun.edu/stuaffairs/career](http://www.msun.edu/stuaffairs/career)

The purpose 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:

### **Appointments:**

Career Center staff will help individuals explore career opportunities to make informed employment and education choices. We will assist students in preparation for interviewing including proper attire, mock interviews and common questions employers will ask during an interview.

### **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. We also review your resume and cover letter and provide suggestions.

### **Credential File Service**

The Career Center provides a credential file service for students and graduates of MSU-Northern. A credential file contains academic and employment history and career-related references. The file is kept by the office and may be sent to potential employers or graduate schools upon request.

### **Employment Opportunities:**

CareerExpress is Northern's on-line career management resource. Students view and apply for listed positions, both full-time and internship, and sign up for interviews online. They can interact with the system 24 hours a day, 7 days a week, and can create and save up to 10 different resumes, 20 company-specific cover letters, a writing sample, and an unofficial transcript. CareerExpress is appropriate for anyone, depending upon their individual employment objectives. The opportunities available are driven by employer demand; some career fields and some types of employers are well-represented while others are not. This service is free of charge for all Northern students and Alumni.

### **On-Campus Recruiting**

On-campus recruiting coordinates great opportunities between students seeking internships, soon-to-be grads seeking career positions, and employers looking to fill their hiring needs. An average of 30 employers visit MSU-Northern each year to search for students to fulfill their employment needs. 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. 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 Federal or Montana 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: 265-3760

Location: Lower 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 \$82.00. 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 effect 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 Dean of Students.

## COPY SERVICES

Phone: 265-3702

Location: Cowan Hall 117

### **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, Brockmann Center.

### **Copy machines that will take cash**

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

### **Media Reprographics Center - 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. Finishing work includes punching and binding. Laminating is offered as well. They do request a three-day turn around time. Payment is made to the Cashier in the Business Office. There is limited equipment for class and project checkout.

## DINING SERVICES

Phone: Food Service Office: 265-3796

Location: Student Union Building

**The SUB Dining Room** is the only eating facility on campus with service available to all students, faculty, staff and guests. The Dining Room opens at 7:30am for breakfast and continues serving students throughout lunch and dinner. Brunch and Dinner are served on the weekends and holidays. With a variety of selections including 2 daily entrees, salad bar, cereal bar, dessert bar and beverage bar there are choices sure to please you. Dining Room hours are:

### **Monday through Friday**

Breakfast	7:30 a.m. – 9:30 a.m.
Lunch Buffet	10:30 a.m. – 1:30 p.m.
Dinner	4:30 p.m. – 6:45 p.m.

### **Weekends and Holidays**

Brunch	11:00 a.m. – 1:00 p.m.
Dinner	4:30 p.m. – 6:00 p.m.

## 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. 7 days of unlimited access to eat in the food service. There are a few stipulations, in that food is to be eaten in the dining room and food cannot be taken out and only the person the meal plan can eat off of it. 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: 265-4152

Location: Lower Library

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 March 1 of the preceding year (i.e., March 1, 2006 for the academic year beginning September 2006)

**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** 2010-2011 Academic Year for a Resident Student is as follows:

Tuition/fees: \$5480, Room/Board: \$8000, Books/Supplies: \$1200, MISC: \$3000, TOTAL: \$17,040

**Estimated Cost of Education** 2010-2011 Academic Year for a NON-Resident Student is as follows:  
Tuition/fees: \$14,470, Room/Board: \$8000, Books/Supplies: \$1200, MISC: \$3000, TOTAL: \$25,600

**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 amounts that 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. Independent students may also apply for additional unsubsidized Stafford loans if there are remaining unmet costs.

## **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](http://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:

#### **ACCESS GRANT**

The ACCESS Grant was established by the Student Assistance Foundation of Montana for Montana undergraduate students who do not meet the Federal definition of "need". Currently, these funds are awarded initially to 1st year students who are not eligible for other grants and whose estimated family contribution is greater than \$9000. These funds will be credited to your student account.

#### **BAKER (MTAP) GRANT**

The Baker Montana Tuition Assistance Program Grant was established to help working Montana undergraduate students achieve their educational goals. Eligible students must meet established minimum income earned from work criteria, be enrolled full-time and making satisfactory academic progress as defined by the institution. Other awards will also be taken into account in determining eligibility. Funds will be credited to your student account.

#### **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 2010-2011 year is scheduled to be \$5,550. 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.

#### **MONTANA HIGHER EDUCATION GRANT (MTHEG)**

A Montana Higher Education Grant is for undergraduates based on financial need. A MTHEG does not have to be paid back and the funds will be credited to your expenses in the Business Office. Recipients must be residents of Montana.

## **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.

## **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**

FFEL's (Stafford Loans) are either subsidized or unsubsidized. The interest rate is variable but will not exceed 8.25%. You will also pay up to 1% in fees, which are deducted from each disbursement. These fees are paid to the lending institution from which you borrowed the funds. This year the Subsidized and Unsubsidized interest rates are fixed at 6.8%.

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, but it will not exceed 9%. The interest is charged on the loan from the date that the first disbursement is made until the loan is paid in full. The current interest rate is set at 8.5%. Contact the Financial Aid Office for information on how to process this type of loan.

## **SCHOLARSHIPS**

Primarily two departments - the Admissions Office and the 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. Generally, the Admissions Office serves in-coming students and the Financial Aid Office serves continuing and transfer students.

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 application 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.

### **State Tuition Waivers**

MSU-Northern is authorized to grant fee waivers of tuition to undergraduate and graduate students. The availability of these discretionary waivers is limited and an application for consideration must be completed. Contact the Financial Aid Office for more information.

### **American Indian tuition Waivers**

Eligible students must be of at least 1/4 Native American blood and a current resident 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 available to be picked up on completion of processing. The check will usually be available approximately 10 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 \$20 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/servicer.
- 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 if you are a first-time borrower 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. 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, CAUTION or TERMINATION. See the "Satisfactory Academic Progress" policy online at: <http://www.msun.edu/stuaffairs/finaid/policies/progress.htm>
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. At the end of the second academic year (60 semester credits earned) the student must have at least a 2.00 accumulative grade point average or immediate termination of eligibility will occur, and the student will no longer be eligible to receive further funding.
5. 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.

6. 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.

7. 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 <http://www.msun.edu/stuaffairs/finaid/policies/progress.htm>. 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 supply a signed copy of the current year's tax return(s) of the student (and parent or spouse) when applicable. 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.

## **ID CARDS (ONE CARD)**

Phone: 265-4113

Location: SUB

All students are required to have an MSU-Northern One Card. ID pictures are taken when students first register for classes and when needed in the Advising Center in conjunction with the Assistant Dean of Students. Faculty and staff are also encouraged to have a One Card.

The One Card is the property of Montana State University-Northern. The One Card is non-transferable and must be used under the provisions prescribed by MSU-Northern. The One Card 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. Students are also required to show University identification when requested by University officials.

Faculty, staff and students are given the first One Card with no charge. If damaged, lost or stolen a replacement fee of \$10.00 will be charged. For more information contact the Assistant Dean of Students.

## **LIBRARY-Vande Bogart Library**

Phone: 265-3706

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 and 20,000 on-line and printed journal titles. 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 MSU/OMNI Consortium, giving students online access to holdings of nine 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 state-of-the-art 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 room facilities, tables for group study, and private study carrels. Reference, Inter-library Loan, and Library Instruction services are available to students, faculty and staff (based on- and off-campus). For additional information, check out the Library's web site at <http://www.msun.edu/infotech/library/index.htm>.

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 and microforms. Likewise, MSU–Northern students and faculty/staff may check out books at any Montana college or university upon presentation of a valid MSU–Northern student or faculty/staff identification card. Return of Montana State University–Northern books may be made at any Montana College or university library, and materials checked out at other libraries may be returned to this library.

**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. Operating hours are on the Library’s website at <http://www.msun.edu/infotech/library/index.htm>

## **MSU-Northern Coffee Cart**

The MSU-Northern 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, smoothie, apple juice or bottled water. You may also purchase food items such as bagels, muffins, cookies, trail mix and crackers. A number of items may be purchased at the circulation desk in the evenings and on weekends. Please check out our hours and offerings on our web site at <http://www.msun.edu/infotech/library/coffeecart/index.htm>.

## **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.

## **MULTICULTURAL CENTER**

Phone: 265- 3589

Location: Cowan Hall, Room 213

MSU-Northern is committed to education in a culturally sensitive and gender fair environment. Personal support for students entering MSU-Northern may include assistance in meeting students, in obtaining campus and community services of referrals, and access to educational programs, workshops and campus activities which promote appreciation of cultural diversity. Assistance may be obtained for filling out financial aid forms, handling personal or family crises, obtaining counseling; tutoring, advice and personal assistance when equity is threatened to resolve it quickly and fairly. Informational workshops on sexual harassment, date rape, or other gender related issues are supplemented with individual support and assistance through the Multicultural Center and Response Center.

## **RESIDENCE LIFE**

Phone: 265-4113

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.

Northern's Residence Life program facilities includes Residence Halls for single students (MacKenzie and Morgan) and an apartment complex shared by both married student and single parent families. MacKenzie Hall is equipped to house up to 193 students. Morgan Hall can accommodate up to 175 residents. 45 apartments are available in the married and family housing complex.

All Residence Halls and Family Housing Apartments are managed by the Director of Housing, the Resident Assistants (RA's), the Family Housing Manager, and the staff. 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 resource students. Should behavioral or disciplinary 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.

## **ON CAMPUS RESIDENCY REQUIREMENT**

Students who have fewer than 30 total credit hours are required to live in the residence halls. 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 both the Director of Housing and the Director of Auxiliary Services.

## **STUDENT FAMILY HOUSING**

Our Student Family Housing apartments accommodate the needs of married students and single-parent families 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 plus telephone installed and providing 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 Manager lives in 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, which is also responsible for the children's playground and community garden in the Student Family Association area. 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 Saturday, except holidays. The residence halls are also equipped with cable TV hook up, two Internet connections and a telephone with voice mail in all rooms.

RA's are available on each floor to help students with any needs they may have. As well, RAs are required to provide numerous social activities and educational opportunities for their residents. They work with the Director of Housing and Residence Hall Council to provide 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 on 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.

## **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 Director of Housing in writing by July 15.
- 2) 50% if the student notifies the Director of Housing 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 Director of Housing prior to the first day of classes.
- 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) turned in an application and have decided to reside off campus, 3) students who withdraw from MSU Northern anytime during the semester, and 4) students who move off campus during the semester. To receive a refund as outlined above, all room cancellations must be made in writing to the Director of Housing. 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.

Residents must live only in the room assigned to them.

## **MEAL PLAN**

All on-campus residents who reside in the Residence Halls are required to purchase a University Food Service meal plan. When a student checks into a Residence Hall, his/her name is immediately placed on the meal ticket list. Please see the Dining Services section for more information.

## **ROOM AND BOARD REFUNDS**

Refunds are NOT made for meals not eaten, but limited refunds are made to students who withdraw from school within the first nine weeks. There are no refunds made on room and board fees after the ninth week. Students who are removed from the Residence Halls for disciplinary reasons may 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.

## **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 9:00 a.m., Sunday to Friday and midnight to 9:00 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 music room 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 preceding 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 AND VISITATION POLICY

## Individual Responsibility

- A. The host or hostess shall assume responsibility for his/her actions as well as for the guest's actions.
- B. The host/hostess and guest(s) shall observe local, state, and Federal laws, as well as University policies.
- C. It is expected that roommates will openly discuss their attitudes on the use of visitation and come to a working agreement prior to visitation.
- D. The Residence Halls have restrooms designated for males and females.
- E. Definition of terms relating to the following policies:
  - 1. Visitation: the privilege of having other people in Residence Hall rooms and Family Housing apartments.
  - 2. Cohabitation: an extended length of visitation by someone other than the designated occupants of the room or apartment or the frequent unpaid use of facilities over a period of time (not necessarily consecutive nights).
  - 3. Non-resident who is hosted by a resident of the hall. Hosts are responsible for the actions of their guests or visitors and must escort them if they are to leave the room after 10:00 p.m. As well, guests/visitors in the building after 10:00 p.m. must be registered and present a photo ID at the front desk.
  - 4. Occupant/Resident/Tenant: one who has contracted, paid for, and has been assigned a particular room or apartment.

## Visitation Procedure

**A. All visitation** policies are subject to the approval of the Director of Housing. If the Director of Housing determines it is necessary, visitation policies may be altered.

**B. ESCORTS:** After 10 pm, any guest or visitor in a Residence Hall must be escorted. In both halls, visitors must check in at the main office so an escort can be contacted. Escorts must be from the floor that the guest is visiting. After 10 pm, the visitor must present photo ID and sign in at the front desk. Visitation privileges may be taken away if escort policies are not followed.

**C. GUESTS:** Any student wishing to have an overnight guest on campus in the Residence Halls must register that guest at the front desk. When space is available and by request, a guest can be accommodated in an empty single room for \$15.00 per night. Guests are limited to a maximum visitation of three consecutive days. Guests under the age of 18 are not permitted to spend the night in the Residence Halls, unless permission is granted by the Director of Housing.

**D. UNREGISTERED GUESTS:** If unregistered overnight guests are found in your room, there will be a \$15 charge per night and disciplinary action may be taken. The purpose of this charge is to ensure that residents register their guests and take responsibility for their actions.

## GOVERNANCE

Reports of irregularities or violations of visitation policies made to the RA's or Director of Housing may result in the suspension of visitation privileges. Individuals or groups of students may be subject to disciplinary action by the Director of Housing or the Campus Judicial Officer.

## 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 from the damage deposit. It is unlawful to duplicate University keys. When an unauthorized person is allowed to use a University key, sanctions as determined by Director of Housing may be imposed.

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.

## **RESIDENCE HALL CHECK-OUT AND WITHDRAWAL**

Students who move out of the Residence Hall or leave school are required to meet with the Director of Housing to receive a contract release. From there, the student must check-out properly with an RA by signing a check out sheet, returning the room key and linen, and filling out a 'change of address' form.... Failure to check out will result in a \$25 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 to check out of their room with an RA. Failure to do this will result in a \$25 administrative fee. The residents are obligated to leave their room clean and the furnishings intact. 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 \$25 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 advanced notice of at least 24 hours, and may be present at the time of inspection.

Along with the facility checks three times 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.

## **ALCOHOLIC BEVERAGES**

1. The possession and the use of alcoholic beverages in the Residence Halls and Family Housing apartments for all those under the age of 21 is prohibited.
2. For those of legal age, alcoholic beverages are allowed to be consumed only in the confines of a resident's room or apartment.
3. Alcoholic beverages are not permitted in the corridors, lobbies, parking lots or any other public place on campus. Any authorized function on campus requires an insured licensed vendor.
4. Large quantities of alcohol are prohibited (examples: kegs of any type, jungle juice, etc.)
5. Alcohol that is being taken into the Residence Halls or Family Housing apartments may be confiscated if it is believed to be for illegal consumption.
6. Violations of the above rules may result in the confiscation and disposal of the alcohol and/or disciplinary sanctions.
7. Any minor found in violation of the alcohol policy will be subject to disciplinary sanctions and a \$100 fine for the first offense, \$200 for the second, \$300 for the third and \$400 for the fourth. As well, probation, eviction, and university conduct board referral may be pursued.
8. Havre Police will be called and asked to write citations as necessary.
9. For additional information regarding the use of alcohol on campus, refer to "Alcoholic Beverage, Campus Policy Series 1003.1".

## **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.

## **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, 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.

## **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, and students are not permitted to bring pets on campus. 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 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 is forbidden.

## **SMOKING**

Our Housing Office acknowledges student trends towards achieving and maintaining healthier lifestyles. Therefore, smoking is prohibited in the public areas and private rooms of all residence halls.

## **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.

## **FIREARMS, MISC. WEAPONS, FIREWORKS AND EXPLOSIVES**

### **Explosives**

Explosives are not permitted in the residence halls. This is inclusive of, but not limited to, firecrackers, fireworks, gunpowder, and ammunition. Ammunition can not be stored anywhere in the residence halls. Possession of ammunition or other explosives in the Residence Halls will result in eviction.

### **WEAPONS**

Knives with a blade of 6" or longer are not permitted in the residence halls. Pocketknives are allowed in the residence halls. Handguns, pellet/BB guns, sling shots, blow guns and any other self-propelling apparatus are not allowed in the residence halls. Possession will result in immediate confiscation and referral to a disciplinary board, as well as possible involvement by the Havre Police.

Rifles, Shotguns, Crossbows, Compound Bows, Long Bows and Paint Ball Guns are permitted in the residence halls and student family housing under the condition that they are stored in the hall firearms storage facilities.

Possession of any other weapon or apparatus (Ninja Throwing Stars, etc. which is considered lethal is prohibited. Possession and/or gun cleaning is not allowed in the living areas. If you are found with a weapon in the living area, Havre Police will be contacted immediately and your residence hall or student family housing contract will be terminated.

See the Montana State University-Northern policy on firearms, weapons, etc.

## **PAINTBALL GUNS**

Paintball guns are not to be brought into the residence halls and are not to be stored in vehicles. If you have a paintball gun, please contact a residence life staff member and have them stored in the gun cabinets.

## **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.

## **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 Director of Housing who determines whether the information is specific and/or significant enough in nature to report 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 bongos, 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. The above 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, 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 Arborvitae. 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 Director of Housing, the Multicultural Coordinator, a Native American elder or a spiritual leader, the president of the Sweetgrass Society, and the president of the Residence Hall House Council. 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, Director of Housing**

Address: P.O. Box 7751, Havre, MT 59501 Phone: (406) 265-4113

**2. MSU-Northern, Multicultural Coordinator**

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 Phone: (406) 265-3525

**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 118

Each student is assigned a student e-mail account upon acceptance to MSU-Northern. This email 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 students network privileges have been suspended alternative communication methods will be arranged.

## **STUDENT HEALTH CENTER**

Phone: 265-3599

Location: Student Union Building

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. The Student Health Center is open from 9 a.m. to 3 p.m., Monday through Thursday when classes are in session during Fall and Spring Semesters.

The Student Health Service also maintains files of immunizations required for university entrance. 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), is located in Room 211 of Cowan Hall and 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, transitional studies courses designed to promote better study skills and address life skills and career exploration. (TRST 102-Study Skills – TRST 103 Transitional Life/Career Exploration) 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 7:00 a.m. to 9:00 p.m. Monday through Friday. Summer hours are 8:00am to 4:30pm.

### **Pin-N-Cue Recreation Area**

The Pin-N-Cue is located downstairs in the Student Union Building. There are bowling alleys, pool tables, a ping-pong table, dart boards, foose ball and an air hockey table. The Pin-N-Cue is open 4 p.m.-9 p.m. Tuesday through Friday. The SUB Use Fee allows all students to use the facility of charge. Reservations can be made for private parties.

## **VETERAN'S SERVICES**

Phone: 265-3137

Location: Financial Aid Office - Cowan Hall 213

[www.gibill.va.gov](http://www.gibill.va.gov)

A Veterans Coordinator is available to assist veterans, their dependents, and military service persons with procedures on enrolling at Montana State University-Northern and applying for educational benefits under all GI Bills. The Veteran's Coordinator will act as an intermediary between veterans and the Veterans Administration Office to assist with educational benefits. For more information on Veterans Benefits, contact the Financial Aid Office. Current information on benefits can be found at [www.gibill.va.gov](http://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 Veterans Coordinator 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 differs and veterans should contact the Veterans Coordinator.

Benefits	Credits Carried	Credits Carried
	Undergraduate Students	Graduate Students
Full .....	12 or more .....	9 or more*
Three-Quarter.....	9, 10, 11 .....	7, 8*
One-Half .....	6, 7, 8 .....	5, 6*
Fees only .....	Less than 6 .....	Less than 5*

\*Graduate credits only

The Veterans Administration expects veterans to make satisfactory progress, regularly attend classes, and pursue a final objective. The Veterans Coordinator may notify the Veterans Administration if the veteran does not comply.

# UNIVERSITY POLICIES

## **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 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 alternation 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) A 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 over see 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.

## **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 and the Hill County AIDS Task Force, 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; 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.

# **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 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)

Phone: 265-4113

Mr. Bill Lanier

Assistant Dean of Students

Location: SUB

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.

# FREEDOM FROM DISCRIMINATION

(Campus Policy 1001.1)

Phone: 265-4147

Human Resources

Ms. Kathy Jaynes, Director

Location: Cowan Hall 204

Montana State University–Northern, as a federal contractor, is prohibited from discriminating against students under the following legal provisions:

-- Title VI of the 1964 Civil Rights Act — “No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity receiving Federal assistance.”

-- Title IX of the 1972 Educational Amendments — “No person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

-- Section 504 of the Rehabilitation Act of 1973 — “No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The section 504 officer for the campus is Kathy Jaynes (Cowan Hall 204 ext. 4147). Her office is located at 1129 Bonine Drive.

Montana law, in addition, provides that, “it is an unlawful discriminatory act for an educational institution to exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, and privileges of the institution because of race, religion, sex, marital status, color, age, physical handicap, or national origin or because of mental handicap unless based on reasonable grounds.”

In addition to the Federal and Montana laws cited above, Montana State University-Northern has adopted its own institutional policy concerning discrimination. Please refer to the institutional web page at <http://www.msun.edu/admin/policies/>

All complaints regarding discrimination covered under this section, if not otherwise resolved, should be registered with the Human Resources, Cowan Hall 204, 265-3710.

For the complete policy, please contact Ms. Kathy Jaynes at 265-4147 or go to the MSU-Northern website at: [www.msun.edu](http://www.msun.edu)

# PHOTO USAGE POLICY

(Campus Policy 605.1)

Phone: 265-3727

University Relations

Location: Cowan Hall 216

Mr. Jim Potter

## Policy

During your time on the campus of MSU-Northern your photo might be taken. Allowing your picture to be taken by a staff, yearbook or campus newspaper 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.

# SEXUAL HARASSMENT

(Campus Policy 1001.2)

Phone: 265-4147

Human Resources

Location: Cowan Hall 204

## Definitions

Faculty, for the purpose of this policy only, means any individual who teaches at the University, including anyone employed as a graduate teaching assistant.

Sexual Harassment refers to any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that: 1) involves a stated or implicit threat or promise to the victim's academic or employment status; 2) has the purpose or effect of interfering with an individual's academic or work performance; or (3) creates an intimidating, hostile, or offensive environment.

Sexual intimidation includes any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Staff means any individual who is employed by Montana State University-Northern, including graduate assistants but excluding student labor. Student, for the purpose of this policy only, means any individual enrolled in a course or program of study at MSU-Northern, including student labor.

## Policy

Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty and staff are related by strong bonds of intellectual dependence and trust. Sexual harassment most frequently occurs when one person has some power or authority over another. For purposes of university policy, the term "sexual harassment" refers to any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

1. involves a stated or implicit threat or promise to the victim's academic or employment status;
2. has the purpose or effect of interfering with an individual's academic or work performance; or
3. creates an intimidating, hostile, or offensive environment.

Sexual intimidation includes any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Sexual harassment is a form of sex discrimination and is prohibited by state and federal non discrimination laws. Sexual intimidation in education is prohibited by state rules.

Such behavior violates the standards of conduct required of all persons associated with the institution.

Violators are subject to the full range of internal institutional disciplinary action, including separation from the institution. Any student, faculty member, or other employee who believes he or she is a victim of sexual harassment may report the complaint according to the Montana State University-Northern Discrimination Grievance Procedure 1001.7.

# RELATIONSHIP and DATING VIOLENCE, SEXUAL ASSAULT AND STALKING POLICY

(Campus Policy 601.4)

Phone: 265-4113

Location: Student Union Building

## Policy

Montana State University-Northern intends to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff and visitors. This policy specifically addresses student conduct in cases of relationship and dating violence, sexual assault and stalking, and is complementary to 601.3

STUDENT CONDUCT: Violations and Offenses. Employees of Montana State University-Northern should address such complaints under Policy 1001.1 Equal Education/Employment Opportunity/Affirmative Action Program.

Relationship and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at Montana State University-Northern. As provided under Montana law, these acts are crimes and are punishable by fines and/or imprisonment; they may be subject to civil suit for damages. At Montana State University-Northern, these acts are violations of policy regardless of race, ethnicity or culture, gender, age, sexual orientation, or disability. The use of alcohol and other drugs in conjunction with an incident of relationship or

dating violence, sexual assault or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense. Montana State University-Northern commits to supporting victims and holding perpetrators accountable to the best of its ability as part of a Coordinated Community Response to domestic and sexual violence.

Assistant Dean of Students accepts and investigates third-party reports/complaints, as described in the PROCEDURES section of Policy 601.3, concerning relationship and dating violence, sexual assault and stalking. The University will take action to preserve the safety and security of individuals and the entire campus community, and will aid the enforcement of any legally authorized protective action taken by a student. The University holds violations of Orders of Protection to be a violation of this policy and will initiate disciplinary action without waiting for a court decision, if University officials conclude that a violation has occurred.

Portions of this policy and its definitions may parallel published laws, but are in no way intended to substitute or supplant those laws. This policy observes the Standards of Student Conduct set forth in Policy 601.3. As members of the University community, students are expected to comply with and abide by the University policies and guidelines, in addition to federal, state and local laws whether off campus or on-campus.

Students found guilty of any of the acts under this policy and under the conditions of the Student Conduct Code, are subject to disciplinary action including but not limited to dismissal from the University. Based upon findings of internal University investigations and judicial process, University disciplinary action may be taken regardless of the status of any separate criminal or civil legal action.

For the complete policy (including definitions), go to the MSU-Northern website at: [www.msun.edu](http://www.msun.edu)

## SMOKING

(Campus Policy 1003.5)

Phone: 265-4113

Assistant Dean of Students

Location: SUB

Mr. Bill Lanier

**Policy:** The buildings on the campus of Montana State University-Northern are all smoke-free and smoking is not allowed within 25 feet of any building. Smokers are asked to use the designated smoking areas, ashtrays and refrain from discarding cigarettes on the grounds.

**Procedure:** The Vice Chancellor of Finance, Administration/Student Affairs and the Director of Facilities will determine the locations of each smoking area. The Director of Facilities will have signs posted and place ashtrays in each of the designated areas.

**Enforcement:** Reported student violations will be handled by the Assistant Dean of Students according to the Student Conduct Rules. Reported staff violations will be handled by the staff members' supervisor.

**Purpose:** The purpose of this policy is to protect the health of non-smokers while having as little impact on smokers as possible.

## STUDENT CONDUCT

(Campus Policy 601.3)

Phone: 265-4113

Assistant Dean of Students

Location: SUB

Mr. Bill Lanier

### Disciplinary Policy

#### Students and the Law

As a citizen of the larger society, the university student retains those rights, protections and responsibilities held by all citizens. All students of Montana State University–Northern are, therefore, subject to federal, state, and local law.

The enforcement of student responsibilities and duties to the larger society is the responsibility of those civil authorities established expressly for that purpose. Representatives of agencies enforcing these laws have the right to be on campus to investigate illegal activities without the knowledge or consent of the University administration. In addition, they have the right to make searches and arrests in campus housing, provided they have the proper warrants. When possible, an administrator in charge may be notified or will accompany the law enforcement officer.

It is the intent of the University community to resolve student conduct violations within the University. However, in the event that a serious violation involves a violation of the law (i.e. sale of drugs, arson, major vandalism, etc.) or violations by non-students, it may be necessary to involve the appropriate law enforcement agencies. Likewise, students charged or convicted of violations under general law may be subject to University sanctions for the same conduct when the act is in violation of campus rules essential to the continued protection of other members of the campus or to the safeguarding of the educational process.

### **Standards of Student Conduct**

Judicial policies, dealing with inappropriate behavior, within an educational institution parallel the institution's academic policies in that they are concerned with promoting an effective academic community, the freedom to learn, and personal responsibility. It is every student's responsibility to help ensure that the University is an orderly and responsible community, one in which each member is assured of personal safety and well-being and has the opportunity to obtain the desired educational experience. For this reason, any member of the University who observes a violation of accepted guidelines or behavior has the responsibility to ensure corrective action is taken. Therefore, any member of the community; student, faculty, or staff may bring a complaint and has a responsibility to do so. Help with preparing a complaint may be obtained from the Campus Judicial Officer or other Student Affairs professionals if the violation concerns general campus policy, or from a Residence Life staff member if the violation pertains to housing behavior.

Responsibility and authority for the regulation of student behavior is vested in the Chancellor of the University by the Board of Regents. In all disciplinary matters, the Chancellor of the University shall be the final campus authority. The Chancellor has delegated decision-making authority concerning campus discipline to the Campus Judicial Officer (a position currently served by the Assistant Dean of Students). The Campus Judicial Officer may delegate authority and responsibilities to the Director of Housing for alleged violations pertaining to housing. The University reserves the right to determine what constitutes inappropriate behavior and appropriate sanctions.

### **Sanctions**

The list of sanctions includes but is not limited to the following: verbal warnings; disciplinary warning status; social probation; suspension; expulsion; fines; restitution for damages; exclusion from extra-curricular activities. In the case of a suspension, a student may be separated from the University for not less than one term and not more than one academic year. In the case of expulsion, a student's relationship with the University is permanently severed. In addition, a student who is suspended will be given a grade of "F".

### **Violations and Offenses**

The following list is intended to provide examples of inappropriate behavior for which sanctions may be levied and is not intended to be exhaustive:

- Violence, or threat of violence against self or any member or guest of the University community; this includes physical or emotional assault or threat of such, nuisance or threatening phone calls, and any individual or group effort designed to harass or to ridicule any other member of the University community;
- Theft or damage to University property or property of any student, faculty, or staff member, or any visitor to the campus;
- Obstruction or disruption of teaching, research, administration, or other University activities, including its public service functions and other authorized activities; dishonesty, such as knowingly furnishing false information to the University;

- Unauthorized entry to or use of University facilities;
- Forgery, alteration, or misuse of University records, or identification;
- Failure to comply with directions of University officials acting in the performance of their duties;
- The possession or use of illegal drugs on campus;
- Violation of the University’s alcohol policy;
- Serious disruption of good order in the University’s living facilities;
- The possession of dangerous weapons or fireworks on campus except as otherwise provided for by the University regulations. Students must check weapons to be used for hunting with the Residence Life Staff. Under no conditions may weapons be kept in Residence Hall rooms or Family Housing apartments;
- Operating motorized vehicles on campus property not designed as a roadway or parking lot, such as lawns, sidewalks, and the like;
- Creating, maintaining, or participating in a situation detrimental to the health, safety, or welfare of the University community. This includes tampering with fire equipment, setting off fire works, bomb threats, and similar behavior;
- Failure to show a University identification card or other valid identification when requested by a University official;
- Violation of any University policy, including but not limited to, Information Technology, Relationship and Dating Violence, Sexual Assault and Stalking Policy, etc.
- Repetition of violations

## **Procedures**

A member of the university community, student, faculty, or staff, may initiate a complaint by filing an Incident Report with the Campus Judicial Officer.

- Students may be charged with an offense both by the university and law officials.
- The accused student shall receive written notice of the alleged violation(s).
- The accused student will be informed of the disciplinary hearing date, time and location, at least two days in advance.
- Cases shall be resolved by the Campus Judicial Officer at the disciplinary hearing.
- A disciplinary hearing will be conducted to review the alleged violations.
- The hearing will be closed to the public, except for immediate members of the accused student’s family and the accused student’s advisor.
- Any person who disrupts the hearing or fails to adhere to the rulings of the Campus Judicial Officer may be excluded from the proceeding, including the accused student.
- Witnesses other than the complainant and the accused student may be excluded from the hearing, except during their testimony.
- The burden of proof shall be upon the complainant, who must establish the guilt of the accused student by a “preponderance of the evidence”.

- Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by the Campus Judicial Officer.

**At the hearing,**

- The accused will have the right to have an advisor present. This advisor may only advise the accused student, not question witnesses or others.
- The accused may: a) respond to the Incident Report; b) ask questions of the complainant, and; c) provide possible evidence or witnesses.
- The complainant may: a) respond to the Incident Report; b) ask questions of the accused, and; c) provide possible evidence or witnesses.
- The Campus Judicial Officer shall meet separately with the complainant, and ask him/her what he/she suggests for the solution and/or punishment.
- At the conclusion of the hearing, the Campus Judicial Officer will meet with the accused student. The Campus Judicial Officer will give the decision on what was determined for the punishment and/or sanctions. The Campus Judicial Officer will ask the accused if he/she was treated fairly. The Campus Judicial Officer will explain the appeal process. The Campus Judicial Officer will provide the accused, in writing, the outcomes of the disciplinary hearing and a copy of the appeal process.
- The accused student will receive a letter of what had transpired at the disciplinary hearing.
- Either the complainant or the accused student has the opportunity to appeal the decision to the Student Disciplinary Hearing and Appeals Committee (SDHAC). This appeal must come no later than 10 days after the written decision is rendered by the Campus Judicial Officer.

**Appellate Procedures**

**Jurisdiction**

- The Student Disciplinary Hearing and Appeals Committee (SDHAC), consisting of five members (three faculty and two student members), has the power to hear appeals of decisions, whether resulting in sanctions or not, made by the Campus Judicial Officer in disciplinary matters.
- The Student Senate of ASN shall make any and all permanent appointments of students to the SDHAC. All appointments will be for two year terms and a replacement will be made on alternating years;
- The Academic Senate shall make recommendations for appointment of faculty to serve on the SDHAC to the Provost;
- Each year the SDHAC will elect a faculty member of the committee to serve as the Chair.

**Grounds for Appellate Review**

SDHAC may accept a written application of appeal from the appellant if said appellant is able to assert one or more of the following:

- That the Campus Judicial Officer did not have jurisdiction over the matter;
- That the Campus Judicial Officer made a clearly erroneous finding of fact contrary to the substantial weight of evidence, and the error materially affected the decision;
- That the Campus Judicial Officer incorrectly interpreted a university rule or regulation, and the error materially affected the decision;
- That the Campus Judicial Officer deprived the student of a right granted to the student by the rules or regula-

tions of the university governing disciplinary hearings;

- That the Campus Judicial Officer has displayed demonstrable bias in the decision-making process;
- That the sanction is clearly erroneous, reflecting an abuse of discretionary power granted the Campus Judicial Officer by the university

### **Procedure**

- Appellant must file written application of appeal with the Chair of the SDHAC, outlining grounds for appeal, no later than ten days after a written decision has been rendered by the Campus Judicial Officer. Said application must be signed and dated by the appellant, and submitted by 5 p.m. of the final day allowable for said filing. Any sanction unaccompanied by written notice to the student suspends the above-mentioned application-filing period.
- The Chair shall call a timely meeting of the SDHAC to discuss the merits of the appeal. A vote of two SDHAC members assures an appeals hearing with appellate at the future date.
- The Chair shall notify the appellant, in writing within 5 days, of the date of the appeals hearing. An evidence and witness list shall accompany said notice. A copy of said notice is to be forwarded to the Campus Judicial Officer and the Chancellor of Montana State University–Northern.
- The appellant, if unable to attend the appeals hearings, must inform the Chair within two hours of the scheduled hearing. If appellant fails to notify the Chair within the required time period, the appeal may be summarily dismissed by the Chair. Alternatively, the SDHAC may decide the matter in the appellant’s absence, reschedule the hearing, or dismiss the appeal.  
The SDHAC hearings shall take place with a quorum of at least three members present. The SDHAC Chair shall have the option to appoint, on a temporary basis, replacements to serve on the committee at the time of the hearing. Such appointments shall preserve the 3:2 faculty-student ratio of the committee. Any student appointments shall be made from a list supplied to the Chair by the Student Senate of the ASN.
- The hearing will be closed to the public except for the appellant, immediate members of the appellant’s family, the appellant’s advisor, and the Campus Judicial Officer.
- The advisor or family members may only advise the appellant and are not to question witnesses or others.
- Any person who disrupts the hearing or fails to adhere to the rulings of the SDHAC may be excluded from the proceeding, including the appellant.
- Witnesses other than the Campus Judicial Officer and the appellant may be excluded from the hearing, except during their testimony.
- All matters decided by the SDHAC are implemented by a majority vote of members present, and all voting by the SDHAC is to be conducted by the Chair with SDHAC members only. In the event of a tie vote, the appellant’s case is to be referred to the Chancellor of Montana State University–Northern within a reasonable time.
- The Chair shall notify the parties, in writing, of the decision of the SDHAC, with a summary of the committee’s reasoning accompanying the decision. The appellant shall also be notified of further appeal options by the Chair. Said decision is to be signed and dated by the Chair on behalf of the committee.
- A SDHAC member may voluntarily excuse himself from any hearing if he/she believes that his/her judgment may be impaired due to bias, prejudice, or any other detrimental factor.
- Upon acceptance of an appeal the SDHAC may, at its discretion, hear any relevant evidence that may assist

the SDHAC in its ability to render a decision.

- When appropriate, the burden of proof expected of the institution is one of clear and convincing evidence.
- The SDHAC shall keep a record of all actions taken by said committee, and said file shall be placed in the office of the Chancellor of Montana State University–Northern.

**Appealing SDHAC Decisions:**

- The decision of the SDHAC may be further appealed in writing to the Chancellor of the University. In all disciplinary matters, the Chancellor of the University shall be the final campus authority. Further appeals must be made to the President of Montana State University-Bozeman.

# **Annual Security Report and Crime Statistics**

Phone: 265-4113  
Assistant Dean of Students  
Location: SUB  
Mr. Bill Lanier

The Annual Security and Campus Safety Report (including crime statistics) is available on the MSU-Northern web site at: [http://www.msun.edu/stuaffairs/campus\\_safety/index.htm](http://www.msun.edu/stuaffairs/campus_safety/index.htm)

Paper copies may also be requested by contacting the Assistant Dean of Students in SUB or by calling (406) 265-4113.

## **Notice: To Students, Faculty and Staff**

On the MSU-Northern web page there is a link to the SAFETY AND DISASTER page. If you have a safety concern or observe something that concerns you please file an INCIDENT REPORT, located at the SAFETY AND DISASTER link and send it to:

Sharon Caven, Risk Management/Fiscal Officer - Cowan Hall 218c

AND IF APPLICABLE TO:

Bill Lanier, Assistant Dean of Students/Housing - SUB

You will receive a response acknowledging receipt of your report as soon as it is received.

# Folf Course Map

