

WELCOME TO THE 2019-20 ACADEMIC YEAR AT MSU-NORTHERN

It is my pleasure to welcome you to MSU-Northern and the start of an exciting journey. As the Chancellor, I hear stories almost every day from Northern graduates who are so grateful for, and proud of, the time they spent here. No matter which program they went through or where they went after graduation, I consistently hear the same message:

If it had not been for Northern, I would not be where I am today.

Last October, MSU-Northern was recognized as the #1 school in the state of Montana, and #15 in the nation, for providing students with upward economic mobility¹. This came as no surprise to those of us who work with you, our incredible students. We understand the challenges that you face as you strive to balance work, family, and achieving your dreams; you consistently defy the odds by not only facing these challenges, but overcoming them. Your work ethic has no comparison. Your endurance is incredible. You are the reason MSU-Northern exists! Our faculty and staff are grateful to be part of your journey as you rise to the top. You have taken the first step, and we are already proud of you!

Your college career is an exciting time in life, and I encourage you to take a few steps now that will set you up for success this academic year. Familiarize yourself with the many resources we have on campus to assist you academically, including Student Support Services in Cowan Hall and the Little River Institute in the Student Union Building, where tutors are available to help you succeed. In Student Central you will find our friendly Financial Aid staff who can assist you in making good financial decisions, and our Career Center staff are eager to connect you to a summer co-op experience in your field. My door is open to you as well, so feel free to come by and tell me about your Northern experience.

Remember: getting an Education that Works is about much more than what you will learn in the classroom! I encourage you to check out the many campus clubs and organizations Northern has to offer, to attend home games and cheer on our Northern Lights and Skylights, and to get involved in the activities and events that your student government sponsors this year. Explore our local community as well, beginning with the Festival Days Parade that MSU-Northern sponsors in September. Through experiences like these, you will make memories and build relationships at MSU-Northern that will last a lifetime.

Welcome to campus, and I extend my best wishes for the exciting and challenging year ahead.

Have a great year!



Chancellor Greg Kegel

STUDENT ACTIVITIES **CLUBS AND ORGANIZATIONS**

Office phone: 406-265-3732

Location: Student Union Building, Room 207

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

- **Business Professionals of America (BPA) Club:** Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration,

¹ <https://www.zippia.com/advice/best-colleges-economic-mobility-state/> The report focused on the number of students who started college in the bottom 20 percent of income distribution and reached the top 20 percent.

information technology and other related career fields. The mission of BPA is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

- **Chi Alpha Club:** A non-denominational Christian club. The focus of the group is on Christian fellowship and the Christian viewpoint in topics of interest.
- **Civil Engineering Technology Club (CET):** Encouraging students and inviting them to form a lifelong affiliation with ASCA, as well as, engaging students and preparing the next generation of civil engineers to ensure the future of the society and profession
- **Healthy Living Advocates (HLA):** For students primarily involved with Health Promotions degree and those who are interested in health issues and rehabilitation.
- **International Friends of MSU-Northern:** has the purpose to promote intercultural communication and understanding among people from all the cultures and ethnicities with a mission to promote cultural, artistic and social activities that foster cross-cultural connections.
- **Nursing Club:** Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- **MSU-Northern Collegiate Stockgrowers Club:** Designed to develop college students into tomorrow's leaders, Collegiate Stockgrowers serves as an avenue for college students with an interest in agriculture to express their concerns in an effort to assist in the development of MSGA policy. Students have the opportunity to learn more about the legislative process and to have a voice in their industry. With programs that directly affect the ranching community of the next generation and significant networking opportunities, Collegiate Stockgrowers provides the chance for tomorrow's leaders to be involved today.
- **MSU-Northern Rodeo:** For anyone interested in organizing and working a rodeo and participating in activities to support the club and the team.
- **MSU-Northern Student Education Association (MSU-Northern SEA):** Informs Education students regarding department matters and provides personal and professional growth to its members.
- **Post-secondary Ag Students Club (PAS):** Designed primarily for students interested in an agriculture related field of study (Ag Technology, Mechanics, Ag Business, etc.)
- **Residence Hall Association (RHA):** Is an organization made up of students who live in on-campus residence halls. Meetings are held weekly to discuss and make recommendations on issues which affect the quality of life for students residing in residence halls. Anyone is welcome to attend the meetings.
- **Secondary Educators of America (SEA):**
- **Student Family Housing Association (SFHA):** Is an organization made up of students who live in Student Family Housing. Regular meetings are held to discuss issues which impact the quality of life for students who live in Student Family Housing.
- **SkillsUSA Club:** Develops leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- **Student Family Association (SFA):** An organization made up of families and individuals that live in the Student Family Housing units on campus. The goal of the association is to provide the best possible living arrangements for those students living on campus.
- **Student Activities Council (SAC):** a group of students that meet to discuss possible activities to be brought or administered on campus for the students of MSU-Northern
- **Sweetgrass Society Club:** Assists Native American students in their adjustment to college life, promotes better scholarship through group encouragement and supervision, and encourages other students to attend college

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

INTERCOLLEGIATE ATHLETICS

Phone: 265-3761

Location: Armory Gymnasium

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

1. To provide a well-rounded schedule of intercollegiate athletic competition in sports designed to encourage participation by the student body, which compliments and is consistent with the educational goals of the institution.

2. To encourage physical fitness and the development of physical skills and emotional control; to foster good sportsmanship, school spirit, and loyalty; and to present opportunities to participate at a high level of competition.
3. To provide an opportunity for the student body to view and enjoy exciting intercollegiate athletic competition.

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

INTRAMURALS AND RECREATION

Phone: 265-3732

Location: Student Union Building, Room 207

MSU-Northern Intramurals & Outdoor Recreation coordinates stimulating programs on and off-campus and provides social, educational and recreational activities for students.

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

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

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

Open Recreation: The gymnasium complex has time available for jogging, aerobics, weight lifting, and open play on the basketball courts during scheduled hours. The scheduled hours for availability are dependent upon having a monitor to oversee the facility. Check with the Student Activities Office or Athletic Office for times and availability. The Student Union offers a Fitness Center with aerobic and weightlifting equipment. You may check out exercise DVD's (P90X/Insanity) to be used in the Center through the SUB Information Desk. We have a wide assortment of general movies available for students to check out available at the Student Union Information desk.

RADIO STATION – KNMC

Phone: 265-3709

Email: KNMCRadio@msun.edu

Location: Student Union Building

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

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

Revised: July, 2019

STUDENT SENATE (ASMSU-N)

Phone: 265-3561

Location: Student Union Building

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

ASMSU-N COUNCILS

PROGRAM COUNCIL/RECREATION/MEDIA COUNCIL

Phone: 265-3561 (SUB)

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

INTER ORGANIZATIONAL COUNCIL

Phone: 265-3561 (SUB)

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

ACADEMIC INFORMATION

ACADEMIC ADVISING

Phone: 265-3704

Advising will help you succeed: What you can do as a Student?

As a student you understand it is your responsibility to:

- Share information with your advisor regarding interests, goals, educational, and career plans, share personal information that has a bearing on your academic career, the number of hours working, family responsibilities, financial aid status, and any limitations.
- Be familiar with the catalog and academic calendar and be familiar with college deadlines.
- Keep a record of graduation requirements; program sheets and your catalog are great resources. Keep a record of all correspondence from the University.

- Alert your advisor immediately if you begin to have difficulties that are affecting class work or continued enrollment and be willing to contact appropriate student support services on campus.
- Be prepared for meetings with advisors and be an active participant in the advising session; particularly when registering for next semester, review courses you need for your program, and have an idea of what you would like to take.

Everyone is here to help!

What does an advisor do?

Advisors help you plan your academics, answers your questions, offers advice, letters of recommendation for jobs, clubs and scholarships. Advisors are here to help thru out your academic journey at Northern.

When should you contact your faculty advisor?

You should meet with you advisor at minimum, each semester when you register for classes, if you are considering adding or dropping classes, if you think you want to change your major or if you are struggling in any courses. Your advisor will be able to offer direction on many services open to you on campus.

How do I meet with my advisor?

Find out where their office is located & check office hours. As a courtesy, call or email ahead so they can be prepared.

What do I need to bring?

Your folder with program sheet & catalog. These items will guide your time here at Northern, you and your advisor will use them extensively. Write down any questions you have ahead of time, that way at your meeting you can make sure you get all your questions answered. Having an idea of what courses you want to take is a helpful place to start with your advisor.

What happens if you forget who your advisor is?

Contact the Registrar's office, they can tell you who your advisor is and their contact information.

REGISTRAR'S OFFICE

Phone: 265-3703

Location: Cowan Hall 220

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

ADMISSION TO CLASSES

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

ADVANCED PLACEMENT PROGRAM POLICY

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

AUDITOR

An auditor is a student who wishes to enroll in a course but does not wish to pursue the course for credit. Auditors will not

be required to take examinations or meet course requirements. Audited courses are noted on the transcript as such. Enrollment as an auditor requires permission of the instructor after students pursuing course credit have had an opportunity to enroll. Auditors pay the same fees as credit students. Auditors may not change to credit enrollment after the last day to add classes.

CANCELLATION FOR FAILURE TO COMPLETE REGISTRATION (NON-PAYMENT)

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

CHALLENGE BY EXAMINATION

Montana State University-Northern seeks to serve students who have achieved academic competency through nontraditional forms of study or work experience. The University awards credit based on Advanced Placement (AP) examinations, College Level Examination Program (CLEP) tests, Prior Learning, 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 STUDENTS

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

STUDENT STATUS

- **Degree-Seeking:** A student who plans to pursue a degree at MSU-Northern.
- **Non-Degree-Seeking:** A student who does not plan to pursue a degree at MSU-Northern.
- **Adult Special:** A student, 21 years of age or over, who is not a high school graduate, has not received their GED, and is not a transfer student, but wants to pursue a degree at MSU-N.
- **Continuing:** A student who completed the last regular semester at Montana State University-Northern. The spring or summer term is considered the last regular semester for students returning for fall semester.
- **Former:** A student who has previously attended Montana State University-Northern but did not complete the last regular semester and who has not enrolled at another institution of higher learning since last attending the University. Former students must file an application for readmission.
- **Transfer:** Any student who was last registered for 12 or more credits at another institution of higher learning.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

See CLEP on page 21 of this Datebook\Handbook.

CONTINUING EDUCATION COURSES

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

COOPERATIVE EDUCATION

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

COURSE NUMBERING SYSTEM

001-099	Credit earned cannot be used toward completion of degree requirements and are not computed in credits earned or grade point average. These credits may be considered for financial aid and certification purposes.
100-299	Lower division courses
300-499	Upper division courses
500-599	Graduate division courses only
1390	Undergraduate level Continuing Education Courses
1590	Graduate level Continuing Education Courses

COURSE REPETITION

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

CREDIT LOAD

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

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

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

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

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

CREDIT NOT PERTAINING TO A TRADITIONAL TERM

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

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

DEPARTMENTAL DISTINCTION

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

DISTANCE/EXTENDED LEARNING

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

DOUBLE MAJOR

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

DROPPING AND ADDING CLASSES

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

1. Students may add classes if less than 10 percent of the instructional time has passed in the course.

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

Drop/Add Form is available in the Registrars’ Office or: <https://www.msun.edu/registrar/forms/DropAddForm-web.pdf>

If you need to drop all of your classes you should use the MSU-Northern University Withdrawal form available in the Registrars’ Office or: <https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf>

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. The finals schedule is posted on the Registrar’s web page each full semester.

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. Please stop by the Registrar’s Office to discuss this option.

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

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

GRADES

The quality of a student’s work in each course is represented by a letter grade. Minus and plus grades are used in computing scholastic averages, each letter grade is assigned a specific number of grade points for each credit. No paper grades will be sent out.

Evaluation of Work

Grades	For Each Credit	Grade Points
A.....	Excellent	4
A-		3.7
B+.....		3.3
B.....	Above Average	3
B-		2.7
C+.....		2.3
C.....	Average	2
C-		1.7
D+		1.3
D.....	Below Average	1
D-	Passing.....	0.7
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 095 at the time the grades were turned in.

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

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

GRADE REPORTS

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

GRADUATION ACADEMIC LATIN HONORS

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

- Latin Honors: Minimum GPA
- Cum Laude..... 3.50
- Magna Cum 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 enrolled semester, or the “I” is changed to an “F” If the student is not enrolled, two semesters are given to complete the work, or the incomplete becomes an “F”

INDEPENDENT STUDY

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

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

MAJOR, MINOR OR ADVISOR CHANGES

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

Non-degree-seeking students may apply for degree-seeking status with their Student Success Advisor.

Degree-seeking students who have not selected majors are advised by the Student Success Advisor. 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 Student Success Advisor.

PASS-FAIL GRADES

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

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

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

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

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

PETITIONS

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

PRIOR LEARNING ASSESSMENT (PLA)

Prior Learning Assessment is designed to provide opportunities to earn university credit for what has been learned through life and work experiences. Students may complete portfolios demonstrating how their competencies contribute toward degree requirements. Contact the Registrar for further details concerning PLA.

PRIVACY RIGHTS

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

1. Name

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

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

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

REGISTRATION RESTRICTIONS

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

SCHOLASTIC HONOR ROLL

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

SCHOLASTIC PROBATION/SUSPENSION REVIEW

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

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

SPECIAL TOPICS

Experimental courses and courses for special topics may be offered from time to time. Such courses are numbered 290, 390, Revised: July, 2019

490, and 590 and will not be offered more than twice, excluding summer sessions or continuing education offerings, which may be offered more often.

SUBSTITUTIONS

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

TRANSCRIPT OF ACADEMIC RECORD

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

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

TRANSFER OF CREDITS

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

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

Acceptability of Credits

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

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

Evaluation of Degree Requirements

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

descriptions, course syllabi and classroom work can all be used to document the content and rigor of transfer credits.

Transfer Grades

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

Transfer Grade-point

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

WAIVERS

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

WITHDRAWALS FROM THE UNIVERSITY

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

The University Withdrawal Form is available in the Registrars' Office or: <https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf>

STUDENT SERVICES

BOOKSTORE

Phone: 406-265-3728

Fax: 406-265-3555

Location: Student Union Building

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

Webpage: bookstore.msun.edu

The MSU-Northern Bookstore welcomes the opportunity to serve students and the community. The Bookstore is the students' source for textbooks, text rentals, e-texts, and general supplies such as items required for drafting, electronics, nursing, and the arts and sciences. The Bookstore also offers a wide variety of Licensed MSU-Northern merchandise. Additional offerings include fax services, gift cards, and graduation attire. Follow us on Facebook and Instagram to stay up to date on new merchandise, sales, and events.

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

BUSINESS SERVICES

Phone: 265-3733

Location: Cowan Hall 207

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

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

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

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

Montana State University-Northern Business Services strives to partner with Academics and Administration to enable MSU-Northern to achieve the goals specified in its mission statement. Business Services is accountable for overseeing all

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financial activity of the University. We will strive to provide the highest quality of service to students, the University community, prospective students and vendors.

CONFIRM ATTENDANCE

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

PAYMENT OPTIONS

Payment In Full

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

We accept payment using: cash, check, money order, VISA or Master Card, or on-line using your MyInfo account.

Installment Plans

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

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

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

Third Party Billing

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

Making a Payment using Financial Aid

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

Refund Checks

If the dollar amount of Anticipated Credits (Financial Aid) exceeds charges, refund checks will be mailed out 14 instructional days after classes begin, and weekly thereafter. The checks will be mailed to the current mailing address in our system. You may check or update your address on you MyInfo account.

Alternatively, you may elect to receive your refund direct deposit. To enroll or update direct deposit, login to your MyInfo

account and select Electronic Billing & Payment.

Please note:

- If you have direct deposit through MSU-Northern payroll or Accounts Payable, you will still need to enroll in direct deposit for student refunds.
- If you have *not* confirmed your attendance or if you are *not* enrolled at the credit level that you indicated on your Financial Aid application, your refund check may be delayed.

Insurance

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

If you already have health insurance, you may waive this charge by filling out the Student Insurance & Tuition Payment Form or on-line as part of the registration process. <http://www.msun.edu/busserv/docs/StudentConfirmationandPayment.pdf>

Reserved Parking

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

Past Due Accounts

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

FERPA

MSU-Northern Business Services complies with FERPA regulations & cannot disclose financial information to anyone except the account holder, unless there is a signed FERPA Authorization to Release Financial Information Form on file. You may obtain a copy of this form in our office or online.

Short-Term Loans

This is a loan which will permit a student, who may be experiencing temporary difficulties, to borrow a small sum of money for a short period of time. The student must have enough financial aid to cover the short-term loan. There is a processing fee of \$25 that is charged to the student's account for each short-term loan. Because funds are limited, these loans are reserved for unusual circumstances and emergencies.

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

Only ONE short-term loan per semester is allowed.

CAREER CENTER

Phone: 265-4198

Website: www.msun.edu/career

Location: Cowan Hall 213

Staff:

Mary Heller (Director)

Jennifer Henderson (Employment Services Coordinator)

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

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

CareerExpress:

CareerExpress is our online career management resource. Employers post jobs and application requirements into this system. Students view and apply for the variety of listed positions and sign up for on-campus interviews online. Students and

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alumni must have a CareerExpress profile with a perfected resume before they can sign up for an interview with any employer who visits campus. Once a profile is entered into the system, students and alumni can interact with the system 24 hours a day, 7 days a week! This service is free of charge for all Northern students and Alumni.

Appointments:

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

Cooperative Education & Internships:

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

Career Search Information:

Our professional staff is here to assist you in your job search and provide tips based upon experience and current trends. For hands-on assistance with cover letters or resumes, students and alumni are asked to first email an electronic copy of a rough draft. Afterwards arrange an on-campus appointment or visit via email or phone to finalize the process.

On-Campus Recruiting

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

Student Employment

Many MSU-Northern students work part-time while attending college. On-campus and off-campus employment opportunities are available for all students. Work-Study awards from the Financial Aid Office can help secure on-campus employment, but there are also some non-work-study jobs available. Job listings can be found on CareerExpress or by visiting the Career Center office.

DINING SERVICES

Phone: Office of Food Service and Catering Director: 265-3796

Location: Student Union Building

Hours: Monday through Friday from 7:00 a.m.-8:00 p.m. Saturday and Sunday as well as designated holidays
10:00am-5:00pm

The SUB Food Court is the main eating facility on campus with service available to all students, faculty, staff, and guests. The Food Court opens at 7:00 a.m. for breakfast M-F and continues serving students throughout lunch and dinner until 8:00pm. The Food Court is a combination of made to order items as well as help yourself items with a variety of selections including Burgers, Mexican Dishes, Sandwiches, Salad Bar, Breakfast & Cereal Bar, Homemade Desserts and Baked Goods, and Beverage Bar, as well as a variety to specials though out each week, there are many choices sure to please you. We are also able to accommodate to any dietary or allergy needs of our students as well as any requests that they may have, please contact the number above for information and to speak to our Director.

Light's Lounge is a snack area located in the Light's Lounge activities center in the lower level of the Student Union Building. The Lounge is open Monday through Friday 8:00pm-10:00pm and 5:00pm-10:00pm Saturday and Sunday as well as designated holidays. The snack area serves snacks and on the go meals including pizzas,

nachos, pretzels, chips, candy, Grab & Go Sandwiches, and drinks.

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 (no bills larger than \$20), Credit, Debit, and Checks are accepted in the dining room. Students, faculty, staff, and guests are also able to put money amount onto their Campus Id's through the Business Office that may be used as debit payments as well. Proper clothing is necessary. NO Shirts, No Shoes, NO Pants, No Service. We do have the right to refuse service to anyone.

Employment

Northern Food Services is one of the largest employers of students on campus. Students sign up for shifts based around their student schedules for the semester and keep those same shifts for the entire semester. They are allowed to work up to 20 hours a week and do not have to have Work Study to be employed. No experience is needed as training is done on the job. Students who work for Northern Food Services receive a free meal when they work for us. Northern Catering also hires students to work the many events that happen on campus. Please contact the Food Service Director for more information.

DISABILITY SERVICES

Phone: 265-3783

Location: Cowan Hall 211

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. The Office of Disability Services and the Coordinator of Accessibility Resources strives to help students with disabilities reach their personal best. This is accomplished through providing reasonable academic accommodations, connecting students to other campus resources, and by promoting self-advocacy skills.

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 February 10.

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

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

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

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

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

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

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

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

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

HOW AID IS AWARDED

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

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

YOUR AWARD PACKAGE

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

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

ACCEPTING OR DECLINING YOUR AWARD

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

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

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

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

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

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

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

FINANCIAL AID PROGRAMS:

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

FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant for the 2017-2018 year is \$5,920. You can receive one Pell Grant in an award year. How much you receive will depend on your cost of attendance, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. Pell Grant funds will be credited to your student account in the registration process in the Business Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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

STUDENT EMPLOYMENT & WORK-STUDY

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

You must receive work-study as part of your financial aid package in order to apply for a work-study job. It is not necessary that you accept work-study if you are successful in finding other part-time employment. If you accept work-study aid, please contact the Career Center for job fair, hiring policies and other information you may need to secure employment. If you did

not receive a work-study award as part of your financial aid package, you may have your name added to the work-study waiting list. If work-study funds become available, students on the waiting list will be considered for an award based on their eligibility. Being placed on the list in no way assures that you will receive a work-study award. For additional information regarding Student Employment and Work-Study, please contact the Career Center at (406) 265-4198 or stop by Cowan Hall 213A.

FEDERAL PERKINS LOANS

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

FEDERAL DIRECT LOANS

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

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

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

FEDERAL DIRECT PLUS LOANS (PARENT LOAN)

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

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

SCHOLARSHIPS

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

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

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

TUITION WAIVERS

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

Honorably Discharged Veteran Tuition Waiver

Tuition may be 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 940.13 This waiver is NOT available to those veterans currently receiving Montgomery GI Bill benefits. Contact the Financial Aid Office for more information.

American Indian Tuition Waivers

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

Aid Office for more information.

Montana Senior Citizen's Waiver

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

Montana High School Honor Scholarships

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

HOW SCHOLARSHIPS ARE PAID

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

DISBURSEMENT OF FUNDS

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

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

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

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

SHORT-TERM LOANS

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

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

YOUR RIGHTS AND RESPONSIBILITIES

- You have the right to privacy. All records and data submitted with your application for financial aid are treated as confidential information.

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

HOW TO AVOID PROBLEMS

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

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

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

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

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

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

DROPPING OR ADDING CREDITS

When an award letter is prepared for you, the Financial Aid Office has reviewed what you reported on the FAFSA (application) and the Student Data Form and funded you at the level you indicated. At the time of disbursement, your credit load

and Satisfactory Progress status is reviewed. Coordination with the Registrar's Office, Business Office and Financial Aid Office will dictate whether or not aid can be released or needs to be adjusted. Not all award amounts are affected by changes in enrollment. If your award is affected, you will be notified.

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

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

SATISFACTORY PROGRESS REQUIREMENTS

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

1. Students who receive financial aid assistance must complete the appropriate number of credit hours based on their aid funding level (credits funded). Failure to do so will result in one of two financial aid statuses, WARNING or TERMINATION. See the "Satisfactory Academic Progress" policy online.
2. A student's eligibility is terminated at the point when maximum time frame parameters have been met. Generally, limitations are: 98 semester credits for an Associate degree, 186 semester credits for a Bachelor's degree, or 45 semester credits for an undecided degree seeking student. Graduate student eligibility expires at 68 semester credits. Transfer credit will affect these time frames.
3. Students must meet a Grade Point Average (GPA) and a percentage of credits attempted (usually 67%) requirement to continue their eligibility. Minimum GPA is 2.00 for undergraduates and 3.00 for graduates. Satisfactory completion means a student has received a minimum grade of 'D' or 'P' (pass). Grades other than A, B, C, D, or Pass do not meet satisfactory academic progress requirements.
4. Students whose status is "Termination" will not be considered for aid while in the "Termination" status. A student's file will be reviewed and an award letter produced when a student is re-instated.
5. This policy is applicable to all students receiving institutionally administered aid. Any federal, state, and institutional aid (including scholarships, fee waivers, work-study and loans) are included in this policy. MSU-N Staff waivers are the only exception. The eligibility of students may be reviewed at any time during the semester.
6. Students declared ineligible for financial aid under this policy will have the opportunity to appeal. The appeal procedure must be initiated by the student by completing an appeal form and returning the form with appropriate documentation to the Financial Aid Office (Cowan Hall, Room 213).

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

WITHDRAWING FROM MSU-NORTHERN

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

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

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

Federal regulations require that the refund first be applied to any student loan disbursed to you during the current loan period and then to repay any other financial aid for which you were billed. Any remaining amount will be refunded to you. If you have any student loans, your lender will be notified of your enrollment status change and you may enter a "grace period" or

repayment status. In keeping with the terms of your loans, you are required to inform your lenders of changes in your enrollment status.

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

SPECIAL CIRCUMSTANCES

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

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

REPORTING CHANGES IN CIRCUMSTANCES

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

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

VERIFICATION OF INFORMATION

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

ADDITIONAL INFORMATION

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

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

MSU-NORTHERN ID CARDS

Phone: 265-3561

Location: Student Union Building

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

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

The University ID card is the property of Montana State University-Northern. The ID card is non-transferable and must be
Revised: July, 2019

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

Each new student, faculty or staff member will receive their first MSU-Northern official ID card at no cost. If damaged, lost or stolen a replacement fee of \$10.00 will be assessed for a new ID.

Specialty ID cards--nursing badges, for example, will cost \$10.00 per card.

You will need to make payment before specialty or replacement ID's will be issued.

LIBRARY-VANDE BOGART LIBRARY

LIBRARY-Vande Bogart Library

Phone: 265-3706

The Vande Bogart Library is centrally located on campus. This two-level structure houses a collection of more than 100,000 physical books, journals and microforms. The library offers access to more than 400,000 journal articles and ebooks. Other collections include the depository of selected U.S. Government and Montana State documents, maps, audio-visual materials, historical photographic archives, and the MSU-Northern archives. The Vande Bogart Library is a member of the TRAILS Consortium, giving students online access to physical holdings of 20 academic libraries within Montana. The library is also a member of OCLC, an organization that allows us to borrow articles and books from thousands of libraries around the nation.

The library offers an excellent study environment that consists of several computer labs, study rooms (one of which is equipped with a large screen monitor and computer), study tables, private study carrels, and areas with casual comfortable seating. Wi-Fi is available on both floors of the Library. Research/Reference, Interlibrary Loan, and Library Instruction services are available for on- and off-campus students, faculty, and staff. For additional information, check out the Library's web site. A link to the Library may be found on the campus web site (www.msun.edu). Operating hours are on the Library's website.

Some special features of the library include a teaching computer lab, online indexes and databases (that are searchable on and off-campus), an open-book scanner, a device charger, and a microform reader-printer.

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

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

The Library is also home to the Louis and Antoinette Hagener Museum of the Northern Montana Plains Indian.

LITTLE RIVER INSTITUTE

Phone: 265-3713

Location: Student Union Building Rooms 303, 308 & 310 (top floor)

The Little River Institute is a student-centered gathering space located in the Student Union Building to provide culturally responsive tutoring and mentoring support services to all MSU-N students. The full-time staff include a program director, writing pathfinder and science/math pathfinder. In addition, the Little River Institute's peer mentoring program is staffed with current MSU-N American Indian students who provide culturally responsive leadership, guidance and support to any MSU-N student. All MSU-N students are welcome in the Little River Institute for tutoring, mentoring or assistance with non-academic needs both on and off campus in a casual environment reflecting the Worldviews of Montana Tribal Nations.

Revised: July, 2019

Computers are available for student use as well as free printing, scanning, and copying services, a microwave, fresh pot of coffee and study snacks. The Little River Institute has extended evening hours during the fall and spring semesters. Students who are in need of assistance and unable to stop by in person may e-mail or call one of the Pathfinders or Program Director:

Alissa Cook, Writing Pathfinder alissa.cook@msun.edu or 945-9221

Science/Math Pathfinder 945-9225

Erica McKeon-Hanson, Program Director erica.mckeonhanson@msun.edu or 265-3713

All MSU-N students are encouraged to visit the Little River Institute early each semester to establish a relationship with program staff who will tailor their support to meet each individual students' needs. In addition to student support, the Little River Institute also provides professional development opportunities for students, staff and faculty through an annual Indigenous Education Conference, quarterly Indigenous Education Lecture Series and individual support of MSU-N faculty for the implementation of Montana's Indian Education for All Act in their courses. The overarching goal of the Little River Institute is to provide a framework for student success at MSU-N through a culturally responsive learning environment.

MEDIA REPROGRAPHICS CENTER

Phone: 265-3702

Email: printing@msun.edu

Location: Cowan Hall 117

The Media Reprographics Center is available to all students. We accept requests in person or via email. The Center provides a wide variety of services including print and copy requests, binding, laminating, large format printing and pad making. Requests can usually be completed within 24 hours and our prices are below industry standards. Please allow at least 48 hours for large scope projects. Payment for all student projects is made to the cashier in the Business Office. Stop by today to see a complete list of what we have to offer. Don't forget to find and like us on Facebook: MSU-Northern Media Reprographics Center.

Need to make copies on campus? Purchase a copy card (All Card, not the Student ID card)

There are two options:

- (1) The cashier in the Business Office will sell you a copy card and can add credit to your existing copy card.
- (2) The library has a machine that will sell you a copy card and you can 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).

Copy machines that will take cash:

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

MONTANA RELAY SERVICES

Phone: 800-253-4091

For more information: <https://dphhs.mt.gov/detd/mtap/mtapmtrelay>

Dial 711 to call Montanans who are deaf.

Montana Relay makes it possible to make phone calls between a standard telephone and a text telephone, of the kind used by Montanans who are Deaf, severely hard of hearing, or who have a speech disability. An operator will "translate" between the two different phones, speaking aloud whatever is typed, so the standard phone user can hear it, and typing whatever is said, so the text telephone user can read it.

Montana Relay makes communication by telephone simple, dependable and convenient for people who have difficulty using a standard phone. Montana Relay not only provides equal access to the phone system, but also has a positive impact on the business and economic climate of the state. Businesses statewide realize that they, too, can benefit from accepting and placing Montana Relay calls. Every year, thousands of people throughout the state use the wide variety of features offered by Montana Relay. For instance, as the senior adult population continues to grow, so does the number of people who can take advantage of using text-based telephone equipment and Montana Relay.

Revised: July, 2019

Montana Relay is operated by the Montana Telecommunications Access Program, which is administratively attached to the Montana Department of Public Health and Human Services.

DIVERSITY AWARENESS AND MULTICULTURAL PROGRAMS

Phone: 265-3589

Location: Cowan Hall, Room 308

MSU-Northern is committed to education in a culturally sensitive and a fair and just environment.

The Multicultural Center is part of the Office of Diversity Awareness and Multicultural Programs (ODAMP). The ODAMP's mission is to promote appreciation for cultural diversity by fostering positive human relations for all students with particular focus on needs of student populations historically underrepresented or underserved based upon race, ethnicity, socioeconomic class, age, gender identity, sexual orientation, and learning and physical exceptionalities serving as a resource for MSUN regarding multicultural needs. This office assures the effective promotion of a campus climate that welcomes diversity through educational, cultural, artistic, and social programming and services.

This office provides access to educational programs for underrepresented minorities as well as workshops regarding issues of multiculturalism and campus and community events, which promote appreciation of cultural diversity. A student lounge is available in Cowan Hall, room 308 as well as support to obtain scholarships and personal assistance when equity is threatened.

BRIGADE BUCKS (FORMERLY NORTHPOINT) STUDENT ID CARD REWARDS PROGRAM

Phone: 265-3732

Location: Student Union Building

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

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

- Attend a school-related activity, bring your North Card Student ID Card to any of our Brigade Bucks events that will be posted at the beginning of each semester, or
- Create your own program-work out in the SUB Fitness Center or hang out in the Lights Lounge and shoot pool or bowl and sign in and you will automatically earn points or,
- Your campus organization can partner with us to become a Brigade Bucks event. Just fill out an event submission form at least two weeks prior to the event. Forms are available at the SUB Information Desk.

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

ON-CAMPUS HOUSING

Phone: 265-3539

Location: Student Life 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 a living and learning environment that is healthy, safe, and conducive to academic and personal success. We believe on-campus living provides 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.

Northern's Residence Life program facilities include residence halls for single students (MacKenzie and Morgan) and an

apartment complex primarily for married students and single parent families. Depending on availability and circumstances, some unmarried undergraduate and graduate students may be housed in Student Family Housing. MacKenzie Hall is equipped to house up to 193 students. Morgan Hall can accommodate up to 175 residents. There are 45 apartments in Student Family Housing.

A resident director (RDs) in each of the residence halls and resident assistants (RAs) for each floor in the residence halls provide services for students. They are responsible for the care and protection of our facilities and the implementation and enforcement of Residence Life Policies. Our residence life staff is trained as campus resource people and will provide assistance and personal help to you.

ON-CAMPUS RESIDENCY REQUIREMENT

Many years of experience and research have proven that living on-campus greatly enhances the college experience. Students who live on campus have higher grade point averages, graduate sooner, and persist to graduation at rates significantly higher than those who live off campus. Easy access to classes, the library, tutoring, recreation, and other services all contribute positively to the college experience. The opportunity to live and interact with other students who come from many diverse backgrounds also enrich the college experience. For these and many other reasons, Montana State University-Northern is proud to offer our students on-campus living options and indeed, require first year students to live on-campus. Specifically, our policy is that students who have fewer than 30 total semester credit hours are required to live in the residence halls.

We of course recognize that not all students can take advantage of living on-campus. If you are one of them, please review the criterion listed below for exemption from residency listed below and determine if you qualify.

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.

If you meet one of the criteria and you would like to apply for exemption, a form is available on our website. Here is the link: <http://www.msun.edu/admin/policies/RequestforExemptionFromResidencyRequirement.pdf>

Complete and submit this form with any required supporting documentation to the Dean of Students, Steve Wise. You may

drop this form off at the Student Union Building Information Desk, mail it to Steve, or send it as an email attachment to steven.wise@msun.edu.

The Residence Hall Contract is for the entire academic year. If your situation changes and you want to be released from your contract, you must petition to be released from your contract. The petition form is available on our website. Here is the link: <http://www.msun.edu/housing/docs/PetitionforResidenceHallContractRelease.pdf>

Complete and submit this form with any required supporting documentation to the Dean of Students, Steve Wise. You may drop this form off at the Student Union Building Information Desk, mail it to Steve, or send it as an email attachment to steven.wise@msun.edu.

Requests for exemption from the housing requirement or petitions for release must be approved by the Dean of Students. Room and board charges will accrue until your requests have been approved by the Dean of Students.

RESIDENCE HALLS

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

A \$75.00 security/damage deposit must be submitted with your Application for Housing to be considered for a residence hall room. You are required to maintain this \$75.00 deposit in the Business Office. The cost of any damage to your room will be deducted from your deposit. The cost of any damage in the general living areas of the university residence halls, such as lounges, halls, lavatories, laundry rooms, etc., which cannot be attributed to a particular student(s) may be charged against all occupants of the residence hall on a per capita basis.

You may only occupy the room that was assigned to you. Any request to change rooms should be initiated with your resident assistant.

RESIDENT ASSISTANTS (RAs)

RAs are student residence life staff members who live on each floor to help you with any needs you may have. In addition to working to ensure a safe and healthy living environment, RAs provide numerous social activities and educational opportunities for residents, as well as numerous hall-wide events and functions throughout the course of the year. If you have any problems with your living space, your RA can help arrange for needed repairs.

RESIDENCE HALL ASSOCIATION (RHA)

Participating in Residence Hall Association is a great way for you 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.

REFUNDS

Your \$75.00 security/damage deposit will be refunded to you upon written request if written cancellation of the room request is received as follows:

FALL SEMESTER

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

SPRING SEMESTER

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

The above refund schedule is applicable to all who: 1) decided not to enroll in school at MSU Northern or 2) have an approved Petition for Residence Hall Contract Release. If you withdraw from MSU Northern anytime during the semester, you may receive a prorated refund depending on the date you withdraw and officially move out. To receive a refund as outlined above, your room cancellations must be made in writing to the Dean of Students. Email notices are acceptable (steven.wise@msun.edu).

Your \$75.00 security/damage deposit, less any damage deductions, will be refunded to you within two months after you have left the university.

STUDENT FAMILY HOUSING

Our Student Family Housing apartments accommodate the needs of married students, single-parent families as well as undergraduate and graduate students that meet the criteria based on availability and circumstances who are attending Montana State University-Northern. Preference for this housing option is given to married students and single-parent families. These include one and two bedroom units. All water, heat and utilities are provided by MSU-Northern. Tenants are responsible for cable TV, internet, and telephone. The apartments are unfurnished.

The application for Student Family Housing is available on the MSU-N website. Here is the link: <http://www.msun.edu/housing/docs/SFH-Application.pdf>

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. Because of the high demand for

these apartments, eligible students are encouraged to apply early.

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 or trucks. No pets or firearms are permitted in the apartments, but guns can be stored in the Family Housing gun cabinets. If you have a service animal or an emotional support animal, please contact the Student Life Office (406-265-3539) to request an exception to the “no pet” policy.

As a resident in Student Family Housing, you are expected to follow all MSU–Northern guidelines for residence living. Contact Scott Schroeder (406-265-3561) for any maintenance issues or other quality of life concerns.

STUDENT FAMILY ASSOCIATION (SFA)

The Student Family Association (SFA) is an organization of students and their families that live in Student Family Housing. The SFA programs events for the families who live in Student Family Housing and works to improve the quality of life for all residents. The manager works with the SFA to program events for the families and strengthening community ties among them. Activities as barbecues, Halloween Parties, and sledding have been planned by the SFA in the past. We hope you will become an active member of the SFA. Call Harlan Fredenberg, student life coordinator (406-265-3539) if you would like to participate in SFA leadership opportunities.

STUDENT LIFE HANDBOOK: COMMUNITY STANDARDS AND EXPECTATIONS

THE STUDENT LIFE HANDBOOK: COMMUNITY STANDARDS AND EXPECTATIONS IS AVAILABLE ON THE CAMPUS LIFE WEBSITE. COPIES ARE ALSO AVAILABLE AT THE STUDENT UNION BUILDING INFORMATION DESK.

STUDENT ELECTRONIC COMMUNICATIONS

Phone: 265-3765

Location: Cowan Hall, Room 117B

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

If you wish to use another e-mail service (i.e. Yahoo, Hot Mail, etc.), you may forward your campus e-mail to that service at your 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.

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

In the event that your network privileges have been suspended alternative communication methods will be arranged.

STUDENT HEALTH AND WELLNESS CENTER

Phone: 265-3599—Nurse/director

Phone: 265-3574—Licensed Counselor

Location: Student Union Building, Room 228B

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

Counselor hours: 8 a.m. to 5 p.m., Monday through Friday, August 8 through May 8, by appointment only

The Student Health Center is staffed by a part-time nurse/director and a full time licensed counselor. Two physician assistants, employed through the Northern Montana Medical Group, see patients on Tuesday mornings from 10:30-12:00 noon and on Thursdays from 1:00-2:30 PM. Services are geared to help students assess their own level of wellness and to learn how to maintain or improve that level. Most services are free to students taking seven or more credits. Please check with us regarding any services.

The medical staff offers a variety of services including: health assessment by registered nurse; physical exams by physician assistant; health information and counseling regarding risk assessment and risk reduction; 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.

The counselor has expertise in college student mental health and development. Free and confidential counseling services (individual, couples, and group) are offered a variety of issues (e.g. adjustment to college life, depression, anxiety, relationships, stress management, grief, past trauma, and career/academic decisions). Consultation and psychoeducation are also provided to the campus and greater community through awareness programs, classroom lectures, and talks/workshops with various groups, academic classes, and clubs. At times, referrals may be made to community resources to better serve the students' needs.

STUDENT SUPPORT SERVICES

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

Phone: 265-3783

Location: Cowan Hall, Room 211

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

TUTORING CENTRAL

Tutoring Central at MSU-Northern, under the Office of the Provost, is a collaborative effort of TRiO/Student Support Services, the Little River Institute, the Math Lab as well as faculty to provide MSU-Northern students access to experienced tutors in a wide range of disciplines. Tutoring Central includes professional tutors and student tutors approved by faculty. If you have a request for tutoring, please e-mail tutoring@msun.edu and you will be placed with a tutor who specializes in your requested subject area.

STUDENT UNION BUILDING (THE "SUB")

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, Student Life Office, Student Government, Student Activities, Lights Lounge recreation area and meeting rooms. Student ID's can be picked up at the information desk. Currently the Student Union's hours are 8:00 a.m. to 11:00 p.m. Monday through Friday and 10 a.m.-11 p.m. Saturday and Sunday. Summer hours are 8:00 a.m. to 5:00 p.m. Monday – Friday; we're closed on the weekends during the summer.

Lights Lounge Recreation Area

The Lights Lounge is located downstairs in the Student Union Building. There are four (4) bowling alleys, three (3) pool tables, a ping-pong table, air hockey table, a dartboard and a 60" television for your viewing pleasure. The SUB Use Fee allows all students to use the facility free of charge. For a small fee, reservations can be made for private parties. Open 8:00 a.m.-11:00 p.m. Monday through Friday and 10:00 a.m.-11:00 p.m. Saturday and Sunday.

Student Union Fitness Center

The Fitness center is located downstairs in the Student Union Building. The exercise equipment available, are ellipticals, treadmills, recumbent bikes, a multi-purpose gym, weight benches and weights from 3# to 60#. Additional exercise equipment are resistance bands, yoga mats, jump ropes, a punching bag, stability balls, aerobic steppers, weighted aerobic bars, kettle bells, and a flat-screen television with cable & DVD input. The Information Desk in the lobby of the SUB has exercise

videos (P90X, Insanity, yoga, Pilate, fitness videos, etc.) available to check out free of charge. The Fitness Center hours of operation are Monday-Friday from 7:00 a.m.-10:00 p.m. and Saturday-Sunday from 10a.m.–10 p.m. Your student Activity Fee allows all students to use the facility free of charge.

VETERANS SERVICES

Phone: 265-4190
Location: Cowan Hall 220-Veteran Certifying Official
Cowan Hall 321—Veteran Learning Center

The Veteran Certifying Official is available to assist Veterans, Active-Duty, Reserve, or National Guard personnel, and their dependents with procedures on enrolling at Montana State University–Northern and applying for educational benefits under Chapters 30, 31, 33, 35, 1606, 1607, and the Yellow Ribbon program. The Certifying Official will act as an intermediary between Veterans and the Veterans Administration to assist with educational benefits. For more information on your benefits or what is needed to be certified, please visit our website at <https://www.msun.edu/stuaffairs/vets/>

Benefit Services

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

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

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

UNIVERSITY POLICIES

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

ACADEMIC MISCONDUCT

(Campus Policy 601.2)

Contact:

Provost and Chief Academic Officer: Dr. R. Neil Moisey, 406-265-3726, neil.moisey@msun.edu

Dean, College of Technical Sciences: Dr. Dave Krueger, 406-265-4157, david.krueger@msun.edu

Dean, College Education, Arts and Sciences, and Education: Dr. Darlene Sellers, 406-265-3735, sellersd@msun.edu

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.

DEFINITIONS

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 academic 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 oversee the selection process.

3) The "PF" grade: The "PF" symbol may be removed and permanently replaced with a grade of "F". A student may initiate such a change by filing a petition with the Admissions and Standards Committee. The petition should only be approved in exceptional circumstances. Such a petition may not be granted if the student has been found responsible for any other disciplinary offense. If granted, all other student records pertaining to academic dishonesty will be voided in accordance with these procedures. No student with the "PF" grade on the transcript will be permitted to represent the University in any extra-curricular activity or run for or hold office in any recognized student organization.

2. Disciplinary Sanctions:

- a) Removal of the student from a major, program or college.
- b) Withdrawal of a degree or academic credit previously bestowed.
- c) Any sanction that may be imposed for violation of the Student Conduct Code, including disciplinary probation, suspension or expulsion from the University.

1) Referral by the Instructor: In addition to the imposition of the academic sanctions, an instructor or chair/dean may request, in writing, that the Vice Chancellor for Finance and Administration/Student Affairs file a charge against the student for violation of the Student Conduct Code, Policy 601.3. If the student is found in violation of the Student Conduct Code, only the sanctions in section IV (B) above may be imposed, in addition to the academic sanctions.

2) Recurrence of Academic Misconduct: A student who has been sanctioned by instructors more than once at Montana State University-Northern will be charged with a violation of the Student Conduct Code and subject to additional disciplinary sanctions.

STUDENT GRADE APPEAL PROCESS

(Campus Policy 602.1)

Contact: 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 within this time frame, the student may carry it forward to the Provost for resolution.
 - d) If the Dean is the instructor who made the grade decision that is subject of the grievance, another Dean at Montana State University-Northern shall complete the first formal step of the grievance, as described in section III.2., subsections a), b) and c) of this policy. That Dean will be selected by a process of elimination, the student having the first veto and the instructor having the second veto. The Provost will oversee the selection process.
3. **Provost's Review.** The student or the instructor may appeal the dean's decision. Such appeal will be filed in writing and submitted to the Provost within five (5) working days of receipt of the dean's decision, with copies to the instructor, the student and the dean. The written appeal shall deal only with the part or parts of the dean's decision that the appellant disputes. New evidence, information or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original grievance. The Provost may interview the student, the instructor, the dean and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Provost will submit a written decision to the student, the instructor and the dean within ten (10) working days of receipt of the appeal. The decision of the Provost is the final decision of the University.
4. **Time Extensions.** The parties at each step of the process may agree to extend the time lines established in this policy. Such extensions should be in writing, and signed by the appropriate parties.
5. **Grade Changes.** Grade grievances can occur in two ways, and the grading process shall be governed by the following procedures:
 - a) If the grievance is the result of an instructor's decision during the semester, the student will be assigned a grade of "NR" if the grievance has not been decided by the time final grades are awarded in the course. The final grade will be awarded, once the grade grievance is completed, based on the decision of that grievance.
 - b) If the grievance is based on the final grade awarded in a course, the grade will be changed only if the decision of the grievance requires a change.

STUDENT EMPLOYMENT

(Campus Policy 604)

Policy:

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

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

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

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

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

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

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

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

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

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

All student payroll checks will be available to the student at the Business Office on MSU-Northern's established payday. An evaluation of the student's work experience may be required at the end of the employment period. Evaluation forms are available from the Career Center.

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

- The position must be advertised for ten days with the Career Center to ensure access to the position for Montana State University-Northern students.
- If no students are available or if schedules are not compatible, an office may hire a non-student, but they must be over the age of 16. However; the position will remain classified as a student position. Paperwork for non-students is handled by the Payroll Office.
- The individual hired may remain in the position until the beginning of the next semester. At that time the position must be reopened for ten days. If Montana State University-Northern students apply, they will be given priority in hiring decisions.

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

AIDS

(Campus Policy 1003.3)

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

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

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

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

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

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

Bibliography

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

ALCOHOLIC BEVERAGE

(Campus Policy 1003.1)

Policy:

Consumption of Alcoholic beverages on property belonging to Montana State University-Northern is prohibited except as expressly permitted. **Alcoholic beverage means any beverage subject to Montana Alcoholic Beverages Code.**

Alcoholic beverages may be possessed and consumed by persons of legal age in their assigned living area, or within another living area where all occupants of that area are of legal age. Living area shall be defined as the unit and does not include public areas.

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

- In accordance with campus policy 903.1, all food and beverages for events on-campus must give the Montana State University-Northern Food Service the first right of refusal.
- Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception, etc.
- Non-alcoholic beverages are required where beverages are served.
- 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. 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**.
- If a student group is sponsoring an event at which alcohol will be served, such group must be officially recognized by ASMSUN, and the advisor for the student group is required to be present during the entire event.
- The sponsoring group is responsible for following all relevant campus, local, state and federal laws and regulations.
- All bartenders and ID checkers must be provided by the licensed vendor serving alcohol at the event.
- 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.
- Please see our Alcoholic Beverage Service Procedures for more information.

DRUG-FREE WORKPLACE

(Campus Policy 1003.2)

Policy:

Revised: July, 2019

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

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

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

Procedures

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

MEDICAL MARIJUANA

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

FIREARMS, MISCELLANEOUS WEAPONS, FIREWORKS, AND EXPLOSIVES

(Campus Policy 1004.4)

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

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

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

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

PHOTO USAGE POLICY

(Campus Policy 605.1)

Policy:

MSU-Northern is a public institution. Therefore, during your time on the campus of MSU-Northern your image may be captured in still or video formats. Allowing your image to be taken by a staff, faculty, or student photographer is considered permission to use that image in any campus publication, video presentation, literature, display, website, social media, or advertisement. All participants are considered volunteers and will not receive remuneration.

People who do not want their image to be taken or to appear in any publication must tell the photographer at the time the image is being taken. The photographer will honor any such requests. Students who have exercised their right to privacy through the Registrar's office will not be automatically excluded from this policy.

By attending a campus event (concert, lecture, ball, graduation, sporting event etc...) people realize their image may be taken and used. If a person does not want their image to be captured during the event, it is that person's responsibility to not attend the event, sit somewhere where they will not be photographed, or cover their face when pictures are being taken.

STUDENT CONDUCT

(Campus Policy 600.00)

Contact: Dean of Students, 265-4113

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 with the campus judicial officer. Currently, the Dean of Student Engagement serves as the campus judicial officer. Residence Life Staff members have the authority and responsibility for alleged violations pertaining to housing rules and regulations. Serious violations and/or sanctions may be referred

to the campus judicial officer. Residence hall disciplinary policies and procedures are detailed in the Residence Hall Handbook. 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 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 "W" in cases in which the work or the course has not been completed before the suspension.

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 fireworks, 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;
- repetition of violations.

Procedures

Any member of the university community; student, faculty, or staff, may bring about 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 is to 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.
- Allegations of violation of the university Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy and Procedure (Discrimination Policy and Procedure) shall be considered in accordance with those Procedures. Such allegations **shall not** be subject to the procedures herein, including the hearing and appeals procedures described below. In the event a student is determined to have violated the Discrimination Policy in accordance with the Discrimination Procedures, the student will be subject to sanctions as described above. Such sanctions shall be determined by the Dean of Student Engagement and shall be the final university decision on sanctions.

At the hearing,

- The accused will have the right to have an advisor present. This advisor may only advise the accused student, not to 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 separately meet with the complainant, and ask them what they suggest 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 they were 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), is to have 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 the ASN shall make any and all permanent appointment 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 any and all permanent appointment of faculty to the SDHAC. All appointments will be for three year terms. Thus each year, one new member will replace an out-going member;
- Each year the SDHAC will elect a faculty member of the committee to serve as the Chair.

Grounds for Appellate Review

SDHAC may accept written application of 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 regulation 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 10 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 five 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.

IMPORTANT STUDENT POLICIES AND ANNUAL NOTIFICATIONS

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

CAMPUS SECURITY REPORT

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

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

- Dean of Students/Director of Residence Life
Dr. Steven Wise
(406) 265-4113
- Human Resource Director
Susanne Hunger
(406) 265- 4147
- Director of Student Health and Wellness
TBD
(406) 265-3599
- The community crisis line at (406) 265-2222

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

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

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

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

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

DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, AND RETALIATION

(Campus Policy 1001.7)

Introduction and Purpose

State and federal laws and regulations prohibit certain kinds of discrimination in employment and in educational services. This policy is intended to comply with the following laws and regulations: Titles IV, VI, and VII of the Civil Rights Act of 1964; 34 C.F.R. pt. 100; Title IX; 28 C.F.R. pt. 54 and 34 C.F.R. pt. 106; Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104; Age Discrimination Act of 1975; 34 C.F.R. pt. 110; and Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35; Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated.

In addition, this Policy is intended to comply with Title IX of the Education Amendments of 1972 and its implementing regulation, at 34 C.F.R. § 106.31 (a), which provide that 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 academic, extracurricular, research, occupational training, or other education program or activity operated by the university.

100.00 Policy Statement

Revised: July, 2019

Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with this policy.

100.10 Disability Discrimination

The University is committed to eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a University service or participate in a University sponsored or hosted event. Applicants, employees, students or participants with a disability seeking an accommodation shall contact the University's disability services office.

100.20 Retaliation Prohibited

Retaliation against an individual for taking any of the actions in support of this policy as defined in Section 128.00 below is prohibited. It is central to the values of this University that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

100.30 Off Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the University's attention.

100.40 Remedying Effects of Past Discrimination

The University is committed to taking positive and effective actions in the recruitment, hiring, training, and promotion of persons in all classes of employment to help overcome the present effects of past discrimination and increase opportunities for qualified women and minorities, persons with disabilities, and covered veterans. In addition, campuses of Montana State University assumes particular responsibility for providing opportunities for education and training for the state's Native American peoples in the various disciplines and professions at the University.

100.50 Applicability

This policy prohibits discrimination and harassment of employees by the employer and between members of the University community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment.

110.00 Reporting Violations of This Policy

All reports or any concerns about conduct that may violate this policy and retaliation should be reported to the campus official responsible for receiving reports of discrimination referred to throughout this Policy as the Responsible Official ("RO").

The campus Responsible Officials (ROs) are:

Suzanne Hunger, Human Resources Manager

Title IX Coordinator

Montana State University-Northern

300 W 11th Street

PO Box 7751

Havre, MT 59501

Tel: (406) 265-3568

Email: Suzanne.hunger@msun.edu

Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure. Upon receiving a report, the RO will follow the procedures described in the Discrimination Grievance Procedure.

Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The RO can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, in the case of a student experiencing harassment, the University can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The RO can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address concerns appropriately.

110.10 Mandatory Employee Reporting of Sexual Harassment and Sexual Misconduct Involving Students.

To enable the University to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students at the University proactively, all University employees must promptly (normally within 24 hours) report information they have about alleged or possible sexual harassment and sexual misconduct involving students to the RO. Employees, such as licensed health-care professionals and victim advocates [University Police] who have a statutory privilege under Montana law, are exempt from these reporting requirements.

Upon receiving a report of alleged or possible sexual harassment, or sexual misconduct, the RO will evaluate the information and determine what further action should be taken, following the procedures described in the Discrimination Grievance Procedures. The RO will take steps, either directly or through a reporting employee, to provide information about the University's Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting.

120.00 Definitions

121.00 Discrimination is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

122.00 Harassment is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

123.00 Sexual Harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

Consistent with the law, this policy prohibits two types of sexual harassment:

1. **Tangible Employment or Educational Action**

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a University program is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a University program. Generally, this type of sexual harassment will involve agents or employees with some authority from the University.

2. Hostile Environment [as defined in 124.00 below]

124.00 Hostile Environment Harassment. A Hostile Environment based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:

- is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities; or
- when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a university program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment creates a hostile environment, the harassment will be considered not only from the perspective of the individual who feels harassed, but also from the perspective of a reasonable person in a similar situation.

Also, the following factors will be considered:

- The degree to which the conduct affected one or more student's education or individual's employment;
- The nature, scope, frequency, duration, and location of incident or incidents;
- The identity, number, and relationships of persons involved;
- The perspective of a "reasonable person" in the same situation as the person harassed; and
- The nature of higher education.

125.00 Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, and sexual exploitation.1

1. *Sexual Assault* means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of these body parts.
- Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
- Sexual intercourse without consent, including acts commonly referred to as "rape."

2. *Consent* is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically incapacitated so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. A person who knows or reasonably should have known that another person is incapacitated may not engage in sexual activity with that person.

There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he/she has the consent from his/her partner(s). Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

3. *Inducing incapacitation for sexual purposes* includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

4. *Sexual Exploitation/coercion occurs* when a person takes non-consensual or abusive sexual advantage of another for

anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted disease, such as HIV to another;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
- Possessing, distributing, viewing or forcing others to view illegal pornography.

126.00 Dating Violence is abuse or violence between, partners or persons in a social relationship of an intimate or romantic nature involving one or more of the following elements:

- Battering that causes bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

The existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction.

To the extent applicable as provided in Sections 100.30 and 100.50 above, allegations of dating violence, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

127.00 Domestic Violence is an act of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic and family violence laws of Montana [Title 40, Ch. 15, MCA] or by any other person against an adult or youth victim who is protected under the domestic or family violence laws of Montana. Persons protected include mothers, fathers, brothers, sisters, and other past and present family members of a household. To the extent applicable as provided in Sections 100.30 and 100.50 above, allegations of domestic violence, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

128.00 Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. To the extent applicable as provided in Sections 100.30 and 100.50 above, allegations of stalking, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

129.00 Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

130.00 Sanctions and Corrective Action

Violations of this policy will be addressed through the Discrimination Grievance Procedures. Consequences for violating

this policy will depend upon the facts and circumstances of each particular situation.

In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable University policies and procedures and collective bargaining agreements.

140.00 Amnesty for Drug or Alcohol Possession and Consumption Violations

The University strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who provide information about sex-based discrimination, sexual harassment, sexual misconduct, dating violence, domestic violence, or stalking involving students will not be disciplined by the University for any violation of the University's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

150.00 Free Speech and Academic Freedom

This policy shall not be construed or applied to restrict academic freedom at the campuses of Montana State University, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

In addressing all complaints and reports under this policy, the University will take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees.²

160.00 External Complaints

If you are a student and have filed a complaint with the RO and believe the University's response was inadequate, or as a student, you otherwise believe you have been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department. Contact information for the Office for Civil Rights is as follows:

U.S. Department of Education Office for Civil Rights
Seattle Office
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
Voice: 206-607-1600
Fax: 206-607-1601
TDD: 206-607-1647

As a student or employee, if you filed a complaint with the RO and believe the University's response was inadequate, or you otherwise believe you have been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Montana Human Rights Bureau. Contact information is as follows:

Montana Human Rights Commission
1625 11th Ave.
PO Box 1728
Helena, MT 59624-1728
Voice: 406-444-2884
Toll free: 800-542-0807
<http://erd.dli.mt.gov/human-rights>

170.00 Training

To educate staff and faculty on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, each Montana State University campus requires all employees (faculty, all Graduate Teaching

Assistants, Graduate Research Assistants, Administrators and staff members) to:

- complete discrimination and harassment prevention training on a biennial basis; and
- complete MSU's Title IX on-line training in accordance with Montana Board of Regents Policy 507.

New employees must complete the training within 45 days of employment. Temporary employees and student employees are required to complete the training program only at the discretion of the RO or Human Resources and/or in conjunction with the department of hire.

Supervisors shall support the employee in providing a reasonable amount of work time for the employee to complete the training program. Training programs can be selected from resources such as online programs, presentations or self-study options as determined and pre-approved by the responsible University Officials.

The University also requires primary prevention, risk reduction and awareness training programs for all incoming students and new employees concerning sexual misconduct, dating violence, domestic violence, and stalking. And, the University shall maintain ongoing primary prevention, risk reduction, and awareness campaigns concerning sexual misconduct, domestic violence, and stalking for students and employees.

180.00 Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the person whose position confers power. A consensual romantic relationship in which one party has a supervisory or evaluative responsibilities for the other is a conflict of interest and, as such, and as provided in the University Conflict of Interest (COI) Policy the party in the evaluative or supervisory position must promptly disclose the relationship to his or her supervisor and to the campus official responsible for COI reporting. The supervisor and the University official responsible for COI management shall take steps to ensure that the situation is appropriately managed in accordance with the campus COI Policy. This could result in the removal of the employee or student from the supervisory or evaluative responsibilities by their romantic partner. As provided in the COI Policy, an employee's failure to promptly disclose a conflict of interest may result in discipline.

DISCRIMINATION GRIEVANCE PROCEDURES

(Campus Policy 1001.7.1)

100.00 Introduction and Purpose

The purpose of these procedures is to provide a prompt and equitable resolution of reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Any person believing that he or she has been subjected to discrimination or harassment on any of these bases may report any potential violation of policy to the University. These procedures address all reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy (hereinafter referred to as "Policy Violations"). The procedures also address reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

200.00 University Reporting

Reports of Policy Violations, whether by recipients of unwelcome behavior (referred to as "Complainants") or by third-parties (referred to as "Reporters"), should be made to the Responsible Official on the respective covered campus. The Responsible Officials, their staff members and designees (collectively referred to in this Procedure as "the RO") are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner.

The contact information for the RO is listed below.

MSU-Northern
Director of Human Resources/Title IX Coordinator
Human Resources Office
Montana State University - Northern

300 W 11th Street
PO Box 7751
Havre, MT 59501
Tel: (406) 265-4147
Fax: (406) 265-3530
Email: hr@msun.edu
Location: Cowan Hall Rm 208

**Dean of Students/Title IX Deputy
Student Union Building**
Montana State University - Northern
300 W 11th Street
PO Box 7751
Havre, MT 59501
Tel: (406) 265-4113
Fax: (406) 265-3785
Email: steven.wise@msun.edu
Location: Cowan Hall, Rm 213F

Reports should be made as soon as possible after an incident and there are several avenues available for submitting a report [based on the contact information above]:

- Leave a voice message for the RO;
- File a report on the forms found on the links shown above;
- Send a private email to one of the RO staff;
- Mail a letter to the RO office;
- Visit one of the RO staff (you may wish to make an appointment first to ensure availability).
- Report to another trusted University official (e.g., Resident Assistant, Professor, Coach, Advisor) who will provide information to the RO as required under the policy.

If there is a complaint about the RO or any staff member that is part of the RO office, or if the RO or RO staff has a complaint, that complaint should be made to the President or Campus Executive Officer (“CEO”) for the affiliated campuses. The President or CEO will appoint another trained individual to take the place of the RO for purposes of the complaint.

210.00 Criminal Reporting

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to the appropriate University or city/county police department shown below:

MSU-Northern: Havre Police Department (406-265-4361).

Some forms of discrimination and harassment may also be crimes. For example, sexual assault, domestic violence, stalking and rape are crimes. Complainants and witnesses are encouraged to make criminal reports to law enforcement, even if it is uncertain whether the particular conduct is a crime.

Calling local law enforcement can help you:

- obtain emergency and nonemergency medical care;
- get immediate law enforcement response for your protection;
- understand how to provide assistance in a situation that may escalate to more severe criminal behavior;
- arrange a meeting with victim advocate services;
- find counseling and support;
- preserve evidence (which is very important in a criminal case);
- initiate a criminal investigation; and
- answer questions about the criminal process.

Appropriate campus officials are available to assist in reporting to local law enforcement, if requested. Complainants may also decline to report to law enforcement officials. However, if a health or safety emergency, as defined by state or federal law, is found by the University to exist, the University is required to report alleged criminal incidents to appropriate law enforcement authorities.

220.00 Confidentiality of Complaints and Reports

Parties in these processes, including the Complainant, the individual accused of a Policy Violation (referred to as “Respondent”), and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The RO will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses to the extent possible, but may disclose such information as follows:

- To the Complainant, Respondent, (including their attorneys) or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation;
- To law enforcement consistent with state and federal law and University Policy;
- To other University officials who have a need to know in performing their official University business;
- To government agencies who review the University’s compliance with federal law;
- To Montana University System Officials and the Montana Board of Regents of Higher education as necessary to perform their duties; and
- As necessary to respond to litigation or formal investigation of a complaint filed or appealed to the Board of Regents, State and federal agencies and the court, or to respond to lawfully issued subpoenas.

The investigation Report of Findings and any written decision resulting from the appeals process will be disclosed only to the Complainant, Respondent, RO, and Discipline Authorities, subject to the protection of confidentiality as may be appropriate under the circumstances and in accordance with the requirements of FERPA. This information will also be provided to University officials as necessary to prepare for subsequent proceedings (e.g., University President, CEO, Appeals Officer, and University Legal Counsel). If otherwise required by law or legal process, the Report may be provided to other entities subject to the requirements of FERPA.

Information about complaints and reports, absent personally identifiable information, may be reported to University officials and external entities for statistical and analysis purposes pursuant to federal and state law and University policy.

If a Complainant or Reporter desires full confidentiality, he/she should speak to on-campus mental health counselors or health service providers (where available), or on or off-campus victim advocate counselors who can maintain confidentiality. Campus counselors are available at MSU Bozeman and MSU Billings to students free of charge and can be seen on an emergency basis.

220.10 Anonymous and Third Party Reporting

The RO accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports, to the extent possible. The individual making the report is encouraged to provide as much detailed information as possible to allow the RO to investigate and respond as appropriate. The RO may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the RO to conduct a meaningful and fair investigation.

220.20 Reporter or Complainant Requests No Investigation

If a Reporter or Complainant requests that no investigation of an incident be conducted, the RO will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The RO must balance considerations about the continued health and safety of members of the community against a Reporter’s or Complainant’s desire not to have the report investigated, and the RO retains the right to initiate a formal or informal investigation. The RO may consult with appropriate campus officials, but the RO will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described below in Section 320.00A.

If the RO initiates an investigation in these circumstances, the Grievance Procedure shall be followed to the extent reasonably applicable.

300.00 Role of the RO

The RO is charged with coordinating the University’s compliance with federal civil rights laws, all of which are listed at

the end of these Procedures. The RO is not an advocate for either the Complainant or the Respondent. The RO will explain to both parties the informal and formal processes outlined below and the confidentiality provisions as outlined above. The RO is available to provide both parties the following information:

- options for obtaining medical and counseling services;
- making a criminal report;
- receiving advocacy services;
- options for changing academic, living, transportation, and working situations; and
- other helpful campus and community resources.

The RO will offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures such as those described in Section 340.00. The RO will describe the investigation process. The RO will explain the right of the Respondent to review and respond to allegations and evidence against him or her. The RO will explain to both parties their rights to have an attorney or other advisor, including a union representative for union employees, with them during their interviews and during any stage of these procedures.

If an individual does not want to pursue a complaint, the RO will inform the individual that the University is limited in the actions it can take without the cooperation of the individual. The RO will also explain to parties and witnesses that retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.

The RO will provide to any student or employee who reports that he/she has been a victim of sexual misconduct, dating violence, domestic violence, or stalking, whether occurring on or off campus, a written explanation of the student or employee's rights and options under this Discrimination Grievance Procedure.

The RO will be responsible for collecting and maintaining investigation records. Such records shall be kept for a period of seven years.

310.00 Immediate Action and Interim Remedial Action

The University may take interim measures to assist or protect the parties during the grievance process, as necessary and with the Complainant's consent. Remedial Actions such as those described in Section 340.00 may be taken on an interim basis.

320.00 Resolution

If a Complainant chooses to file a complaint, there are two avenues for resolution of an alleged Policy Violation: formal and informal resolution. The Complainant has the option to proceed informally, except cases involving allegations of sexual misconduct. In cases involving allegations of sexual misconduct, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.² The RO is available to explain the informal and formal resolution procedures.

All references to days shall mean calendar days unless otherwise noted.

A. Informal Process and Resolution

If the Complainant, the Respondent, and the RO all agree that an informal resolution should be pursued, the RO shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the RO shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the University and the community. Typically, an informal investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Complainant or Respondent always has the option to request a formal investigation. The RO also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the RO wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below in Section B will be initiated.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent, and the overall intent of the University to stop, remedy and prevent Policy Violations. Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination or hostile environment harassment; having a confidential conversation with a supervisor or instructor; or taking appropriate personnel action.

B. Formal Process

Step 1: The RO discusses concerns with Complainant, and the Respondent as appropriate, including providing information about the policy and procedures and other helpful resources. RO also considers whether immediate or interim actions or involvement of other University offices is appropriate. The RO determines whether the office has jurisdiction to investigate the matter. The RO's jurisdiction is limited to reports of Policy Violations.

Option 1: If the RO determines that there is no jurisdiction, the RO will offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

Option 2: If the RO determines that there is jurisdiction, the RO will proceed to Step 2.

Step 2: The RO conducts or oversees the conducting of a fair and impartial investigation of the alleged Policy Violation and proceeds to Step 3. Typically an investigation will be completed within forty (40) days of receipt of the complaint unless it is necessary to extend the time because of the complexity of the case, availability of witnesses, or other factors which unavoidably delay the investigation. If the investigation is extended, both parties will be promptly notified of a revised expected resolution timeframe.

The RO will notify and update both parties of the timeframe for the investigation, their right to identify witnesses, provide any supporting evidence at any time during the investigation, and the opportunity for appeal. The RO will provide a written update to the parties if the investigation is not complete within 30 days.

The RO will advise both parties of the right, at their own expense, to have an attorney or other advisor (including a union representative for union employees) with them during their interviews and during any stage of these procedures. Such advisor may be present at interviews, meetings, or hearings only to advise the parties; he/she may not participate directly.

The RO will confer with and interview the Complainant to clarify the allegations, identify desired outcomes and obtain detailed information about the allegations.

The RO will provide the Respondent with a written summary of the allegations and the Respondent shall have the opportunity to respond to the allegations during the investigator interview and, if desired, in writing.

The RO will collect and review written documents, interview the Complainant, the Respondent (unless a party is unwilling or unable to be interviewed), identify and interview relevant witnesses, and collect such other evidence as may be relevant to the investigation.

Step 3: The RO determines whether there is a preponderance of the evidence to believe that an individual engaged in a Policy Violation. This "preponderance of the evidence" standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it; that is, it is more likely than not that the alleged conduct occurred.

The RO's decision shall be presented in the form of a written Report of Findings which:

1. Presents the contentions of the parties;
2. Describes the evidence considered, including general testimony of witnesses, if any;
3. Sets forth the analysis and findings and summarizes the basis for each; and
4. Makes recommendations for remedial actions, if any.

Option 1: If the RO finds a Policy Violation did not occur, the investigation is complete; in this case the Complainant may file an appeal of the finding to the President or CEO in accordance with the Appeal Procedure.

Option 2: If the RO finds that a Policy Violation occurred, the RO's written Report of Findings will include steps to take to prevent recurrence of any such violation, including, as appropriate, remedial actions described in Section 340.00. The Respondent may appeal the finding to the President or CEO. If the Respondent does not appeal the Report of Finding within the time period for appeal, the Report will be forwarded to the Discipline Authority for a determination of appropriate sanctions. In the case of student Respondents, the Discipline Authority is the Dean of Student Engagement or other University official with the authority to impose discipline on students in accordance with applicable policies and procedures. In the case of employees, the Discipline Authority is the University administrator with the authority to impose discipline in accordance with applicable employment policies and procedures and collective bargaining agreements. The Discipline Authority must inform the RO of the ultimate sanctions imposed upon a Respondent. The RO will inform the Complainant of the sanctions to the extent permitted by Title IX and applicable privacy laws.

Each party will be provided with a copy of the Report of Findings, subject to the protection of confidentiality as may be

appropriate under the circumstances and as may be required by laws or regulations, including Family Educational Rights and Privacy Act (FERPA).

330.00 Relation to the Student Code of Conduct

The student Discipline Authority is charged with imposing sanctions on students who are found to have violated the policy. Sanctions may include a warning, probation, eviction from campus housing, suspension, expulsion, or any other sanction set forth in the University's Student Conduct Code. Disciplinary records for policy violations are maintained in the same manner as other disciplinary records, as described in the Student Conduct Code.

340.00 Remedial Action

Remedial action means the administrative steps taken to remedy a situation that has led to a complaint. The purpose of remedial action is to:

- Prevent serious and immediate harm to the complainant and others;
- Prevent retaliation against any party;
- End discriminating or harassing behavior and prevent its recurrence; and
- Provide appropriate training in preventing discrimination.

At any time during the complaint process, the RO and/or other responsible administrators may take appropriate remedial action to ensure that these purposes are achieved.

Remedial action may include, but shall not be limited to:

- Altering the Complainant's or Respondent's work or academic environment;
- Providing training on preventing discrimination or harassment;
- Meeting with Respondent and his/her supervisor to discuss changes of behavior;
- Reassignment or transfer;
- Changes in residence hall assignments;
- Changing advisors, mentors, supervisors or evaluators;
- Providing academic support services such as tutoring;
- Obtaining counseling or medical services;
- Providing escort service for a party's safety in moving about campus;
- Arranging for re-taking or course withdrawal without penalty; and
- Suspending an employee pending investigation.

400.00 Appeals to the President or CEO

410.00 Filing an Appeal

An appeal requesting a hearing must be filed within five (5) days of the receipt of the RO's Report of Findings. At MSU Bozeman, the request for a hearing shall be submitted to the President; for all other campuses the request for hearing shall be submitted to the campus CEO. The President or CEO may designate in writing another University official to receive appeals, and in such case, the RO shall advise the parties of the Designee to whom appeals must be submitted. A copy of the request for hearing shall be provided to the RO, who shall provide a copy to the non-appealing party.

The request for hearing must be in writing and must describe the appellant's desired outcome and a statement of one or more of the following grounds for appeal:

- The investigation was not conducted in compliance with the procedures and the non-compliance materially affected the outcome of the investigation;
- The RO failed to conduct an adequate investigation;
- The RO had a conflict of interest which resulted in unfair bias against the appellant; and
- The appellant has discovered new evidence, not previously available, which would have materially affected the outcome of the investigation.

The RO may continue to impose interim remedial measures during the pendency of the appeal, as required by the circumstances.

420.00 Appointment of Hearings Officer

Within five (5) days of receipt of the request for appeal, the President, CEO, or Designee shall appoint a Hearings Officer to consider the appeal and submit a decision. The President, CEO, or Designee may remove and replace the Hearings Officer in response to a request from a party who timely objects regarding a conflict of interest (as provided in Section 600.00), or

if the Hearings Officer cannot perform the duties assigned.

A copy of the Report of Findings shall be provided to the Hearing Officer concurrent with his/her appointment. The RO will forward copies of any additional evidence relevant to the matter to the Hearing Officer and parties within five (5) days of appointment.

430.00 Standard of Review

The Hearings Officer may determine that the RO's Report of Findings be approved, overturned, or modified if it finds that the appellant has established one or more of the grounds for appeal stated in Section 410.00.

440.00 Hearing

440.10 Notice of Hearing

Within ten (10) days of receipt of the written request for a hearing, the Hearings Officer will notify, in writing, the Complainant and the Respondent of the time and place of the hearing. The hearing will normally be held within thirty (30) days of receipt of the written appeal, unless it is necessary to extend the time because of the complexity of the case, availability of witnesses, or other factors requiring additional time. The parties will be notified, in writing, of any extension.

440.20 Preparation for and Conduct of the Hearing

440.21 Written Statements on Appeal

Within ten (10) days of the filing of the appeal, the party appealing the decision must submit to the Hearing Officer the following information: (a) detailed statement of facts relevant to the complaint or report of discrimination, hostile environment harassment, sexual misconduct, dating violence, domestic violence, stalking, or retaliation; (b) names and contact information and anticipated testimony from witnesses proposed to be called; (c) copies of any documents which will be submitted as evidence; (d) any additional evidence not available at the time of the investigation that the party believes should be considered at the Hearing; (e) reference to the portion of the policy or procedure alleged to be violated; (f) specific remedy(ies) requested; and (g) whether the party will be represented by legal counsel and the identity of the counsel.

Within ten (10) days of his/her receipt of a copy of the appeal, the non-appealing party may also submit the information described in (a) through (f), above. If the non-appealing party chooses to participate in the hearing, that party must notify the Hearings Officer as described above at (g) whether he or she will be represented by legal counsel and the identity of the counsel.

The RO will provide to the Hearing Officer and the parties, in addition to the written investigation report, any additional documents or other materials, and names and contact information of any witnesses the RO proposes for the hearing. The Hearing Officer shall provide the parties and the RO copies of any materials submitted pursuant to this section.

440.22 Legal Counsel Representation

If either party chooses to be represented by legal counsel, University Legal Counsel will be present to ensure that the rights of all interested persons and the University are respected. A party's attorney may not speak at the hearing but may consult with the attorney's client and client witnesses.

440.23 Pre-hearing Conference

At any time but no later than five (5) days prior to the date of the hearing, the Hearings Officer may call a pre-hearing conference. Topics discussed at a pre-hearing conference may include, but are not limited to: (a) witnesses and other evidence to be presented; (b) issues to be addressed; (c) time limits and order of presentation of evidence at the hearing; and (d) other matters concerning the conduct of the hearing. At the request of any party, the Hearings Officer will conduct separate meetings with the appellant and the non-appealing party for purposes of the pre-hearing conference. The Hearing Officer may decide to extend the hearing date for good cause.

440.24 Conduct of the Hearing

The Hearing Officer will conduct the hearing. The hearing is a non-adversarial proceeding and courtroom rules of evidence,

procedure, and discovery do not apply. The Hearing Officer shall determine the evidence and witnesses which will be presented and may limit or refuse to allow evidence or testimony that is not reasonably related to a determination of whether a violation of the policy occurred.

The hearing will be conducted in a manner to assure fairness and accuracy in fact-finding. The parties and witnesses will address only the Hearing Officer rather than each other. The Hearing Officer will be the final arbiter of all matters of evidence and procedure. All hearings are closed to the public.

As he or she deems appropriate (for example, in cases of sexual assault, dating violence, domestic abuse, or stalking), the Hearings Officer may take steps such as allowing remote testimony or protective screening, as necessary, to protect parties or witnesses. Further, in such cases the Hearings Officer may conduct questioning of the witnesses; that is, questioning of the witnesses by the parties would not be allowed.

450.00 The Decision

Within twenty (20) days of the conclusion of the Hearing, the Hearings Officer will submit a decision in writing to the President, CEO, or Designee approving, overturning, or modifying the Report of Findings. The written decision will include the following:

1. A summary of the allegations;
2. A summary of the response to the allegations;
3. A statement of the relief sought by the Complainant if known, or of the recommendation of the RO, if applicable;
4. Specific reference to the portion(s) of the policy or procedures alleged to have been violated;
5. Analysis of whether the alleged grounds for appeal have or have not been substantiated; and
6. Remedial action, if any, regarding redress of the complaint as well as any other recommendations, as applicable, for precluding further policy violations.

The Hearing Officer is not responsible for determining sanctions or discipline to be taken against a person determined to have violated the policy.

450.10 President or CEO Action on Hearing Officer Decision

The President, CEO, or Designee will review the Hearing Officer's decision. The review is limited to determining: (1) Whether the evidence provides a reasonable basis for the resulting decision; and (2) Whether specified procedural errors were so substantial as to deny a fair hearing to either party. Within ten (10) days of receipt of the Hearing Officer's decision, the President, CEO, or Designee will notify the Hearing Officer, the RO, and the parties, in writing, of his/her decision upon review, including providing a copy of the Hearing Officer decision to the RO and the parties.

If the President, CEO, or Designee upholds a finding of Policy Violation, a copy of the decision and Hearing Officer decision shall be forwarded to the appropriate Discipline Authority for disciplinary action in accordance with applicable University policies, procedures, and collective bargaining agreements.

500.00 Training

All University officials who are involved in the discrimination grievance process, including the RO, designated investigators, Hearings Officer, and Discipline Authorities, will have adequate training. Training will address, but is not limited to, recognizing and appropriately responding to allegations of discrimination, harassment, including hostile environment harassment, sexual misconduct, domestic violence, stalking, and retaliation, conducting investigations, protecting confidentiality, and recognizing the link between alcohol and drug use and Policy Violations.

The RO, Discrimination Grievance Procedure investigators, and Hearings Officers shall receive annual training on sexual misconduct, domestic violence, and stalking and on how to conduct investigations and appeal processes that protect the safety of victims and promote accountability.

600.00 Conflict of Interest

Upon their assignment to an investigation or appeal, the names of the investigator and the Hearings Officer will be provided to the parties. These officials must promptly disclose any potential conflict of interest they believe they might have in a particular case. In the rare situation in which an actual or perceived conflict of interest arises between an Investigator, or the Hearings Officer, that conflict must be disclosed to both parties. If a party objects to the investigator or Hearing Officer on the basis that there is a conflict of interest which would bias the official's judgment, the party must submit the written objection to the RO, in writing, within five (5) days of learning of the conflict of interest. Determination of such objections will be made by an impartial University official appointed by the President, CEO, or Designee. Objections not timely made are waived.

700.00 Employee Participation

Employees shall participate in this Grievance Procedure as required and failure to participate as requested may be grounds for discipline.

800.00 Complaints to Federal and State Agencies

A party who is dissatisfied with the University's response to a complaint, or otherwise believes he/she has been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability age, or retaliation, may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.

Students or employees who are dissatisfied with the University's response to a complaint, or otherwise believe they have been discriminated against by the University on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, may file a complaint with the Montana Human Rights Bureau.

TOBACCO FREE ENTERPRISE

(Campus Policy 1001.1)

100.0 Introduction and Purpose:

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

200.00 Policy

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

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

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

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

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

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

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

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

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

300.00 Procedures

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

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

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

400.00 Resources

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

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

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

[Montana Code 50-40-102](#)

500.00 References

600.00 Definitions

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

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

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

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

ANNUAL SECURITY REPORT AND CRIME STATISTICS

Phone: 406-265-4113

Dean of Students

Location: Cowan Hall, Rm. 213F

The Annual Security and Campus Safety Report (including crime statistics) is available on the MSU-Northern web site. Paper copies may also be requested in SUB or by calling (406) 265-3561.

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires that colleges and universities inform prospective and enrolled students of campus security policies and that crime data are collected, reported and disseminated to provide students and their families with accurate, complete and

timely information about safety on campus. We urge you to familiarize yourself with this report and our policies.

Fire Safety Report

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

Missing Student Policy

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

Timely Warning and Emergency Notification Policy

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

- Text messaging through Wireless Emergency Notification System (WENS)*
- University e-mail list serves (All users and Current Students)
- Campus voice mail
- Message on all campus computers
- University web page
- MSUN Switchboard Message (265-3700)
- Telephone Tree
- Electronic message boards
- Campus & local radio
- Hand held public address systems
- Campus Social Media

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

Participation

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

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

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

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

Participation does not constitute any form of guarantee of safety.

Registration

The only emergency communication component that requires registration is the text / electronic messaging of mobile devices. There shall be a link to the Telecommunications registration page on Northern's internet home page. The Northern

Network News and campus social media site will have ads/articles from time to time to increase awareness of the service and facilitate the registration process. Incoming freshmen and transfer students will be offered the opportunity to register during their orientation sessions.

Acceptable Use of the Emergency Notification System

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

- **Bomb Threat** - There is reason to indicate the threat is credible (e.g., potential device has been located).
- **Civil Disturbance** - A demonstration by a large group that is disrupting normal activities and/or showing signs of aggressive behavior.
- **Fire** - Any fire that is potentially placing lives in danger.
- **Hazardous Material Release** - A dangerous material (i.e. chemical, biological, or radiological) that is spreading from a contained area and/or causing lives to be placed in danger.
- **Major Road Closing** - An unanticipated closure that could disrupt safe passage to and from campus.
- **Medical Emergency** - Confirmed contagious disease constituting a campus wide threat (i.e. pandemic).
- **Physical Assault** - Weapons used, significant violence, perpetrator(s) at large (e.g. active shooter; hostage situation).
- **Suspicious Package** - A package that is believed to have the potential to cause injury to a wide spectrum of lives or property.
- **Utility Failure** - A major disruption of utilities and or possible damage (i.e. gas, electrical, water, etc.).
- **Severe Weather** - Any severe weather that has the potential to cause injury to lives or property (i.e. flooding, thunderstorm, wind, tornado, snow/ice/cold, etc.).
- **Missing Person** - If activation of the system has the potential to assist in locating the missing person. Alert for this type of incident shall be limited to the communication devices most appropriate for disseminating information.
- **Other, Life Threatening** - Any other condition where lives are in immediate danger and the Emergency Alert System has the potential to reduce the potential of harm.
- **“All Clear” and/or additional follow-up messages will be used when appropriate.**

Activation of the Emergency Notification System

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

Administrative Activation

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

911 Activation

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

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

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

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

Drills

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

- **Administrative test** - assesses how much time it takes to get emergency information from the dispatcher to a person

receiving a text. This test will be done to a limited number of people.

- **Functional test** - assesses the Emergency Alert System by broadcasting to students, staff, and faculty a non-emergency message informing them of the test and providing information regarding what to do if this had been an actual emergency.

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

Privacy and Confidentiality

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