

# SERVICES FOR STUDENTS

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## STUDENT SUCCESS CENTER

**Phone: 265-3760**

**Location: Cowan Hall, Room 213**

It is the mission of the Northern Student Success Center to provide a comprehensive range of career, academic, testing, placement, counseling, guidance, disability, and other programs to enhance student personal and professional preparation for a successful future.

The Student Success Center professional staff is trained to assist students with a variety of questions and needs. The Student Success Center supports intellectual, social, cultural, physical, emotional, and vocational development to prepare students for their upcoming leadership roles in this rapidly changing world. Services and programs, which can be accessed through the Student Success Center in Cowan Hall, include:

**CARL PERKINS COMPUTER LAB:** Nine computers with current software systems are available for student use in Cowan Hall 213, with Carl Perkins student users having first priority. Tutors/monitors are available.

**CARL PERKINS VOCATIONAL PEER MENTORING:** Students enrolled in the first two years of a vocational program will be assigned a peer mentor.

**CULTURAL AND GENDER EQUITY:** MSU-Northern is committed to education in a culturally sensitive and gender fair environment. Personal support for students entering MSU-Northern may include assistance in meeting students, in obtaining campus and community services or referrals, and access to educational programs, workshops and campus activities which promote appreciation of cultural diversity. Assistance may be obtained for filling out financial aid forms, handling personal or family crises, obtaining counseling, tutoring, advice and personal assistance when equity is threatened to resolve it quickly and fairly. Informational workshops on sexual harassment, date rape, or other gender related issues are supplemented with individual support and assistance through the Multicultural Coordinator (located in Cowan Hall, Room 308) and the Student Success Center.

**DISABILITY SERVICES:** Students with disabilities are encouraged to submit documentation and register in the Student Success Center. Accommodations are determined on a case-by-case basis, based on the documentation provided.

**TESTING AND PLACEMENT OPPORTUNITIES:** Standardized Assessments available to students through the Student Success Center at MSU-N include: GED (High School Equivalency Examinations), CLEP (University Level Examination Program), and a variety of other instruments designed to aid in academic evaluation and success.

**TUTORING SERVICES:** Any student enrolled at Northern whose motivation is to succeed in a course, which is difficult for him/her, may request free tutoring for that course through the Student Success Center. Group sessions and walk in open lab tutoring are available throughout the semester in Cowan Hall 213.

## **STUDENT SUPPORT SERVICES**

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

**Phone: 265-3783**

**Location: Cowan Hall, Room 213**

Student Support Services, a federally funded grant TRIO Program (Department of Education), is located in the Student Success Center and offers a host of personalized services. This federally funded support program is intended for students who meet the following criteria: first-generation college student, low income, and/or disabled. The Student Support Services Program is designed to provide basic skills instruction, Math/English Lab, individualized tutoring, personal and career counseling. The services mentioned are free to qualified students. Transitional Studies courses are available to Student Support Services students. These are college exploration courses designed to examine academic expectations and increase student success, promote better study skills and address life skills and career preparation. The learning/disabilities specialist in the program is available to assist physically and learning disabled students in successfully completing university course work.

The grant provides funding to serve 240 students attending Montana State University-Northern each year. We encourage you to come into Cowan Hall Room 213 to apply for the Student Support Services program.

## **NEW STUDENT ADVISING CENTER**

**Phone: 265-3760**

**Location: Cowan Hall, Room 213**

The New Student Advising Center is staffed by peer mentors who can help new students learn more about the services available to them, assist them in filling out any necessary forms, and connect them with a faculty advisor.

New students will receive information regarding General Education requirements and worksheets related to his/her major and minor programs. Students who have not yet selected a major will be given general education worksheets and referred to the Educational Opportunity Center where they will be assisted in exploring career interests. Students who have selected a major will receive worksheets outlining the courses for their major. All new students will be referred to a faculty advisor who will help them plan their course of study.

## **EDUCATIONAL OPPORTUNITY CENTER (EOC)**

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

**Phone: 265-4141**

**Location: Cowan Hall, Room 213**

The Educational Opportunity Center is a federally funded program designed to assist eligible (low income, first generation college, adults - 19 years or older). EOC provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. An important objective of EOC is to counsel participants on financial aid options and to assist in the application process. The goal of EOC is to increase the number of adult participants who enroll in postsecondary education.

*Unsure about a career or choice of major?* Interested in finding out about colleges and training programs throughout Montana or the nation? In need of scholarship or financial aid application information? EOC can help. EOC assists individuals in learning about educational opportunities, knowing what to expect from educational choices, and getting connected with support services at the University. For qualified Northern students, EOC can help with:

- Exploring career options
- Clarifying a choice of major
- Finding out about scholarships, grants, and other forms of financial aid
- Filing financial aid applications electronically
- Providing assistance in transferring to another college (contact us early!)
- Connecting with other support on campus and in the community

EOC offers these services to students and the public without charge.

Based at MSU-Northern, EOC is located at ten sites throughout Montana including Billings, Browning, Great Falls, Helena, Lewistown, Pablo, Poplar, Rocky Boy, and Wolf Point.

## **STUDENT HEALTH CENTER**

**Phone: 265-6653**

**Location: 200 Tiber Dr.**

The Student Health Center, located at 200 Tiber Drive as you first enter campus by the Residence Halls, is staffed by a part-time nurse/director and has an advisory board composed of community health professionals as well as faculty, staff and student representatives. Services are geared to help students assess their own level of wellness and to learn how to maintain or improve that level. A nurse practitioner is employed through the Northern Montana Medical Group and is on campus three hours per week. Most services are free to students taking seven or more credits.

Non-student spouses or dependents can also use the service for a fee of \$10.00 per semester, per person payable at the Business Office. The Student Health Center is open from 9 a.m. to 3 p.m., Monday through Thursday when classes are in session during Fall and Spring Semesters.

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

## **CAREER CENTER**

**Phone Number: 265-3708**

**Location: Donaldson Hall**

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

**Appointments.** Career Center staff will help the exploration of career options in selected majors, and job search information.

**Cooperative Education.** Co-op is a part-time or full-time work experience in appropriate areas of business, industry, government, or other allied professions. Students can earn academic credit for this structured work experience, in their major or minor field of study. The work experiences are tailored to become an integral part of the student's education and enhance their academic knowledge, personal development and professional preparation.

**On-Campus and Off-Campus Part-Time Student Employment.** The Career Center assists students seeking part-time employment. Work/Study is a federal student financial aid program which provides jobs for students based on financial need. Work/Study is awarded through the Financial Aid Office on-campus. Students that qualify for work/study and students seeking part-time employment register with the Career Center for referral to part-time positions both on and off-campus. Students working on campus complete appropriate employment paperwork (W-4's and I-9's) through the Career Center.

**Credential Assistance.** Students and alumni requesting this service may establish a credential file summarizing employment qualifications and including letters of reference. Upon request of the student, copies of his/her credentials are sent to employers.

**Career Library.** The Career Center provides a variety of career related material including job listings, career information, employer directories, and company annual reports.

**Career Search Workshops.** Workshops are offered to students on topics such as resume writing, interviewing, establishing a credential file, and networking.

**On and Off-Campus Interviewing.** Employment recruiters interview students for permanent and Cooperative Education positions. The Career Center coordinates the interview schedule and assists students in preparation for the interview.

The top priority of the Career Center is to help students learn about the world of work and find a successful place in it. The professional staff is involved daily with contacts in business, industry, and education in order to maintain Montana State University - Northern's visibility and market Northern students and graduates.

## **CHILD CARE CENTER**

**Phone: 265-8954**

The Child Care Center, located on campus, provides quality childcare for children between the ages of zero and twelve. The Center provides an opportunity for growth and development through individual and group activities under the supervision of a full-time director, primary caregivers, and aides. The Center has a pre-school curriculum and areas for children to develop large motor skills, build with blocks, work with manipulative toys, create with art media, enjoy literature, enhance their imagination through role playing, and explore with sand, water and rice. The Center is licensed by the State of Montana as a Child Care Center, participates in the USDA food program, and primarily serves children of MSU–Northern students. If space permits, children of faculty and staff may be enrolled.

## **MONTANA CAMPUS COMPACT**

Montana State University-Northern is a member in good standing of the Montana Campus Compact. Through this affiliation MSU-Northern has shown its commitment to creating a supportive campus environment for the civic engagement of MSU-Northern students, faculty, and staff.

The Montana Campus Compact is a coalition of college and university presidents, chancellors, and deans committed to fostering the values and skills of citizenship in Montana students through active involvement in civic engagement activities. To meet this goal, the Montana Campus Compact works to:

- Award student scholarships, faculty grants, and resources to member campuses to support civic engagement activities;
- Organize conferences, forums, and workshops to develop civic engagement initiatives;
- Foster partnerships between campus, business, community, and government leaders;
- Provide timely research and service related to its member campuses; and
- Assist in state legislation promoting public and community service.

For more information regarding Montana Campus Compact programs and member benefits, contact the state office at (406) 243-5177, or go to website: [www.umn.edu/mtcompact](http://www.umn.edu/mtcompact).

Email: [mtccinfo@yahoo.com](mailto:mtccinfo@yahoo.com)

# SERVICES FOR VETERANS

## VETERAN'S BENEFITS COORDINATOR

Phone Number: 265-3787

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

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

## VETERANS BENEFITS SERVICES

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

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

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

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

## CENTER FOR VETERAN'S EDUCATION & TRAINING SERVICES

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

Phone: 406-657-2075 or 1-877-356-VETS

[www.msubillings.edu/vub/index](http://www.msubillings.edu/vub/index)

Begun in 1992 through a grant from the U.S. Office of Education, Northern's Veterans' Upward Bound (VUB) program was the state's first comprehensive educational outreach and instructional program solely for veterans. Since that time, additional grants for programs have broadened our services and geographical area. The MSU-Northern's Center for Veterans' Education and Training Services was created to reflect the various VUB programs and Northern's commitment to the educational needs of veterans.

As part of a nationwide network of 54 programs, Northern's VUB provides two educational assistance programs:

### College Transitional Assistance Program (CTAP)

The College Transitional Assistance Program (CTAP) offers non-credit college preparatory instruction on the MSU-Billings campus. The fourteen-week semester program offers day and evening courses. Students enrolling in this program are offered the following comprehensive services:

- Pre-assessment of reading, writing, and math skills
- Career assessment of interests
- Individual development of an education or career plan
- Placement in appropriate instruction
- Tutorial assistance
- Cultural and social opportunities
- Financial aid and veterans' benefits application assistance
- Referral to community agencies and services for supportive services

- Individual and program counseling and advisement
- Post-assessment, college application and placement assistance
- Registration and class scheduling
- Continued use of the Center's learning center resources including texts, software, computers, and a good cup of coffee!

### **Tribal College Academic Bridge Program (TCAB)**

VUB also offers an educational opportunity for American Indian Veterans residing on each of Montana's seven (7) reservations. The Tribal College Academic Bridge Program (TCAB) provides up to \$360 in tuition assistance for veterans to attend tribal college for one semester. Through the use of the Center's toll-free number and a program newsletter, veterans at the tribal colleges are kept informed and are provided assistance. Veterans obtaining a 2.50 GPA their first semester are eligible for an additional semester of tuition assistance during their final semester.

## **VETERANS' MATH-SCIENCE REGIONAL CENTER (MSRC)**

[www.montana.edu/~uadmf/vets/mslweb.htm](http://www.montana.edu/~uadmf/vets/mslweb.htm)

Northern's Veteran's Math-Science Regional Center is one of two veteran's programs in the nation that provides veterans enrolled in college or beginning college the opportunity to explore career fields and academic study in the areas of math and science. The Regional Center provides six weeks of hands on instruction in four science disciplines: Agricultural Science, Engineering, Allied Health Studies, and Water Quality/Environmental Health. The program is limited to 40 students each year. Students selected for agricultural science will study at Montana State University in Bozeman; students selected for engineering will study at Montana Tech in Butte; students selected for allied health will study at Montana State University College of Technology in Great Falls, and students selected for water quality will study at Montana State University-Northern in Havre. Information can be obtained by calling or writing the Center.

The Math-Science Regional Center offers:

- Six weeks (mid-June, July) of credit instruction
- Hands-on field work and experience with department faculty
- Free room and board
- Developmental courses, credit/non-credit
- Math assessment
- Career and academic planning
- College placement and registration assistance
- Cultural and social activities
- Year-round support
- Program newsletter
- Faculty mentoring

# ***RESIDENCE LIFE***

## **HOUSING**

**Phone: 265-4113**

**Location: Office of Student Life, Student Union Building**

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

Each resident is expected to consider how his or her behavior affects other residents in the Residence Halls or Student Family Housing apartments. Our Residence Life program personnel consider each resident an adult, capable of making mature, adult decisions. Rules and procedures governing campus life reflect this policy.

Northern's Residence Life program facilities includes a Residence Hall for single students (MacKenzie) and an apartment complex shared by both married student and single parent families. MacKenzie Hall is equipped to house up to 200 students.

All Residence Halls and Family Housing Apartments are managed by the Director of Student Life, the Resident Assistants (RAs), the Family Housing Manager, and the staff. They are responsible for the implementation and enforcement of Residence Life policies, as well as the care and protection of residential facilities. Our staff is trained as campus resource people and provides assistance and personal help to individual students. Cooperation between each resident and the Residence Life staff is essential to establishing a pleasant and productive communal atmosphere. We urge all residents who desire help or information to utilize these resource students. Should behavioral or disciplinary problems occur, the University may exercise a range of options from a warning to removing a student from campus housing. Removal from housing is used as an option of last resort when it has been determined that the student has made no effort to comply with policies and procedures or when the student is engaged in behavior that is dangerous or disruptive to the comfort or education of other residents.

## **ON CAMPUS RESIDENCY REQUIREMENT**

Students who have fewer than 30 total credit hours are required to live in the residence halls. All requests for exemption must be made to the Office of Student Life. These requests must be in writing and must accompany an on campus housing exemption form. This form can be obtained from the Student Life Office.

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

1. Married student
2. Single parent
3. Student register 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.

## **STUDENT FAMILY HOUSING**

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

Laundry areas and storage rooms for Student Family Housing are available to tenants and adequate parking is readily accessible outside of the units, with a limited number of outlets for plugging in cars. No pets or firearms are allowed in the apartments, but guns can be stored in the Family Housing gun cabinets. Tenants are expected to follow all MSU-Northern guidelines for residence living. A Resident Manager lives in Family Housing and is responsible for checking

tenants in and out of their apartments. The Manager also works closely with the Student Family Association (SFA) in programming events for the families and strengthening community ties among them. Such activities as potluck dinners, swim nights, sledding parties, picnics, Halloween and Christmas parties plus bowling nights have been planned by the SFA, which is also responsible for the children's playground and community garden in the Student Family Association area. Cost, convenience and camaraderie usually attract a number of people to live on campus. Because of the high demand for these apartments, eligible students are requested to apply early and may be put on a waiting list until space becomes available.

The campus Child Care Center is also located near the student family housing apartments. For more information about this facility please see the Child Care Center listing in the Services for Students section.

## **RESIDENCE HALLS**

The Residence Halls are equipped with study rooms, TV lounges, recreation areas and laundry rooms with pay phones on each floor. Mail is delivered daily, Monday through Saturday, except holidays.

RAs are available on each floor to help students with any needs they may have. RAs also staff the desk at MacKenzie Hall during evening hours. They serve as advisors to House Council, which governs the Halls and plans various events.

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

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

## **REFUNDS**

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

### **FALL SEMESTER**

- 1) 100% if the student notifies the Office of Student Life in writing by July 15.
- 2) 50% if the student notifies the Office of Student Life 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 Office of Student Life prior to the first day of classes.
- 2) **NO** refund will be paid for notices received after the semester starts.

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

## **MEAL PLAN**

All on-campus residents who reside in the Residence Halls must take their meals in the University Food Service. When a student checks into a Residence Hall, his/her name is immediately placed on the meal ticket list. Students are required to choose a meal plan each semester, whether or not they eat the meals that are served. Please see the Dining Services section for more information.

## **ROOM AND BOARD REFUNDS**

Refunds are NOT made for meals not eaten, but refunds are made to students who withdraw from school for their unused meal ticket balances, except for the week of withdrawal. No refunds are made on room rents to students who withdraw from school or move out of the Residence Halls after 5:00 P.M. of the fifth day of class. Students who are removed from the Residence Halls for disciplinary reasons will not receive a room and board refund.

## **HOUSEKEEPING AND MAINTENANCE**

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



Under no circumstances is University furniture to be removed from student rooms, apartments or public areas without the permission of the Director of Student Life.

Residents must live only in the room assigned to them.

## **QUIET HOURS**

Quiet hours are from 9:00 p.m. to 9:00 a.m., Sunday to Friday and 10:00 p.m. to 9:00 a.m. Friday and Saturday. It is important that everyone observe these hours. During this period, all activities that might be disturbing to others must be suspended. Quiet hours also include the areas outside the Residence Halls and Family Housing buildings. During finals week, quiet hours are to be observed 24 hours a day.

### **QUIET HOUR GUIDELINES**

1. Radio and stereo volume should be low enough that it cannot be heard outside the room. Use headphones if necessary.
2. Musical instruments are to be played in the Hall music room or in areas of Pershing Hall.
3. Large group gatherings should be held in one of the lounges to prevent unwanted noise from loud conversations.
4. Because of possible injury to bystanders, potential damage to university property or disturbance to residents, water fights, wrestling and outdoor games are to be held outside, in such places as the SUB lawn or the East Hall lawn.
5. The rights of a roommate or floor resident to study and sleep have priority over the visitation privilege. All residents are expected to be reasonably quiet at all hours in the Residence Halls.

## **PERSONAL PROPERTY**

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

## **GUEST AND VISITATION POLICY**

### **Individual Responsibility**

- A. The host or hostess shall assume responsibility for his/her actions as well as for the guest's actions.
- B. The host/hostess and guest(s) shall observe local, state, and Federal laws, as well as University policies.
- C. It is expected that roommates will openly discuss their attitudes on the use of visitation and come to a working agreement prior to visitation.
- D. The Residence Halls have bathrooms designated for males and females.
- E. Definition of terms relating to the following policies:
  1. Visitation: the privilege of having other people in Residence Hall rooms and Family Housing apartments.
  2. Cohabitation: an extended length of visitation by someone other than the designated occupants of the room or apartment or the frequent unpaid use of facilities over a period of time (not necessarily consecutive nights).
  3. Guest/Visitor: one who stays in a particular room for a short period of time and is expected to pay the minimal guest rate of \$12.00 per night. The guest/visitor is in the Hall at the invitation of a student resident and is responsible for following the Hall rules at all times.
  4. Occupant/Resident/Tenant: one who has contracted, paid for, and has been assigned a particular room or apartment.

### **Visitation Procedure**

- A. All residents shall decide at the start of Fall Semester when their individual floors shall be open to visitors. They have the option to limit visitation to the following hours: Sunday through Thursday, 10 a.m. to midnight plus Friday and Saturday, 10 a.m. to 2 a.m. OR to choose open visitation allowing for 24-hour visitation privileges.
- B. The decision on visitation policies for every floor is an important one, which must be taken seriously. Voting for visitation will be by secret ballot under the supervision of the RA. Each floor visitation policy must be approved by a vote of not less than 75% of the floor residents, with at least 75% of those voting in favor of the schedule. If an agreement cannot be reached, limited visitation will go into effect for that floor.
- C. All visitation policies are subject to the approval of the Director of Student Life. If the Director of Student Life determines it is necessary, visitation policies may be altered.
- D. ESCORTS: After 6 p.m., any guest or visitor in a Residence Hall must be escorted. There is a limit of two visitors per escort/resident. In MacKenzie, visitors must check in at the main office so an escort can be contacted. Escorts must be from the floor that the visitor is visiting. After 11:00 p.m., the visitor and the resident must sign in at the front desk. Visitation privileges may be taken away if escort policies are not followed.

- E. **GUESTS:** Any student wishing to have an overnight guest on campus in the Residence Halls must register that guest at the Residence Hall office and notify the floor RA. When space is available, a guest can be accommodated in a single room for \$15.00 per night, or with his/her host or another student for \$12.00 per night. Charges are made to cover basic costs of using Hall linen and utilities. A guest is limited to a maximum visitation of three days. Guests under the age of 16 are not permitted to spend the night in the Residence Halls. Those guests under the age of 16 may only be in the Residence Halls if they are with their legal guardian. Guests between 16 and 18 may visit during the hours of 9:00 a.m. to 6:00 p.m.
- F. **BABYSITTING:** Babysitting is **NOT** allowed in the Residence Halls at Montana State University–Northern.

## **GOVERNANCE**

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

## **KEY POLICY**

Upon checking into one of the Residence Halls, a student will indicate that he/she has received keys from the Residence Hall staff by signing a check-in form. When a student terminates residence, either at the end of a term or by withdrawing from the University during a term, the keys will be replaced or returned during check-out. If keys have been lost or stolen, the Business Office will charge accordingly. If a key is lost, it should be reported immediately to the Residence Hall staff. There is a fee of \$20.00 per replacement key to be paid from the damage deposit.

It is unlawful to duplicate University keys. When an unauthorized person is allowed to use a University key, sanctions as determined by Director of Student Life may be imposed.

## **DAMAGE POLICY**

Upon check-in, students' rooms or apartments will be inventoried and the condition of the room(s) noted. Upon check-out, damage from abnormal use will be charged to the student, as will the cost of any missing furnishings.

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

Students who move out of the Residence Hall or leave school are required to check-out properly with an RA and to sign a check-out sheet, return the room key and linen, and give a change of address. Failure to check out will result in a \$25.00 fine.

No resident withdrawing from the University will receive a room/board damage deposit refund until the check-out procedure from the Halls has been completed. The damage deposit will be refunded minus any check-out charges and/or other bills owed to the University.

The resident is obligated to leave his/her room clean and the furnishings intact. The RA must check the resident's room. In order to permit Residence Hall staff to reassign space, any student moving off-campus at the end of Fall or Spring Semester must vacate his/her room and remove all personal belongings from the Residence Halls by the closing date of that semester. Failure to do this will result in a \$20.00 storage fee. At the end of each semester all residents are to check out of the Residence Halls. Failure to do this will result in a \$10.00 fine.

## **ELECTRICAL APPLIANCES**

The following appliances may be used in student rooms: coffee makers, popcorn poppers, electric blankets, clocks, stereos, TV sets, hair dryers, electric shavers, and small refrigerators. **Small energy conserving microwaves and certain fire-safe appliances are allowed with permission from the Director of Student Life.** Because of fire hazard, the following items may NOT be used: candles, hot plates, waffle irons, hot pots, or any cooking utensils with exposed heating elements.

## **FIRE SAFETY**

University personnel will conduct fire drills on a scheduled basis each year. Members of the campus community and guests are required to cooperate and participate fully in such drills. Fire-fighting equipment must be present and operational at all times in University buildings. Individuals are subject to fines, suspension, expulsion, and/or civil prosecution for tampering with fire-fighting equipment or fire alarms.

## **PETS**

Pets are not permitted in University buildings, and students are not permitted to bring pets on campus. Pets will be removed at the owner's expense, and individuals are subject to being fined.

## **INCENSE/CANDLES**

We know some of you like incense and candles, but for some people, it causes allergic reactions. The open burning of candles and incense is also a fire hazard. Therefore the use of incense and candles on campus is prohibited.

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

See the Montana State University-Northern policy on firearms, weapons, etc. on page 66 of this catalog.

## **PAINTBALL GUNS**

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

## **DECORATIONS**

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

## **INSPECTION OF STUDENT HOUSING**

The University reserves the right to make routine inspections of Residence Hall rooms or apartments. Students will be advised of such inspections.

## **EMERGENCY ACTIONS**

When it is judged that a student's continual presence on campus is a danger to him or her, to the welfare of the campus, or to other students, the Chancellor may temporarily suspend a student pending disposition of the complaint.

## **SOLICITATION**

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

## **ALCOHOLIC BEVERAGES**

1. The possession and the use of alcoholic beverages in the Residence Halls and Family Housing apartments for all those under the age of 21 is prohibited.
2. For those of legal age, alcoholic beverages are allowed to be consumed only in the confines of a resident's room or apartment.
3. Alcoholic beverages are not permitted in the corridors, lobbies, parking lots or any other public place on campus.
4. Large quantities of alcohol are prohibited (examples: kegs of any type, jungle juice, etc.)
5. Alcohol that is being taken into the Residence Halls or Family Housing apartments may be confiscated if it is believed to be for illegal consumption.
6. Violations of the above rules may result in the confiscation of the alcohol and/or disciplinary sanctions.
7. Alcohol that is thought to be for illegal consumption may be confiscated at any time.
8. If it is suspected that people under the age of 21 are drinking alcohol, the Havre Police Department will be called.
9. For additional information regarding the use of alcohol on campus, refer to "Alcoholic Beverage, Campus Policy Series 1003.1".

## **TERMINATION OF OCCUPANCY**

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

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

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

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

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

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

### **HISTORY, TRADITION, AND CONTEXT**

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

### **SAFETY**

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

### **SPECIFIC MANNER OF USE**

#### 1. *SAGE*

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

#### 2. *SWEETGRASS*

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

#### 3. *CEDAR*

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

### **RESPECT FOR THE RIGHTS OF OTHERS**

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

### **RECOGNITION OF THE SACRED ASPECT**

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

### **RESOLUTION OF POSSIBLE CONFLICTS**

While one would not anticipate much conflict concerning the spiritual and religious practices of students, it is possible that some problems concerning sage, sweetgrass and cedar smoke might arise, in the same manner that problems concerning tobacco smoke have arisen in the past. If conflicts do arise, they can be channeled through the Residence Hall representatives and staff, much like any other conflict in the MSU-Northern Residence Halls. If the conflicts involve specific Native American spiritual practices, they will be referred to a special advisory committee which will consist of a faculty member who is knowledgeable in Native American practices, the Director of Student Life, the Multicultural Coordinator, a Native American elder or a spiritual leader, the president of the Sweetgrass Society, and the president of the Residence Hall House Council. Hopefully these people will continue to assist cross-cultural communication and education in this and in similar matters, as the need arises. Further information and/or referrals can be obtained by consulting the following:

1. MSU-Northern, Director of Student Life  
Address: P.O. Box 7751, Havre, MT 59501 Phone: (406) 265-4113
2. MSU-Northern, Multicultural Coordinator  
Address: P.O. Box 7751, Havre, MT 59501 Phone: (406) 265-3525
3. MSU-Northern, Sweetgrass Society  
Address: P.O. Box 7751, Havre, MT 59501 Phone: (406) 265-3525
4. 1978 Native American Religious Freedom Act

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

## **DINING SERVICES**

**Phone: Food Service Office: 265-3796**

**Location: Student Union Building**

### **SUB Dining Room**

The SUB Dining Room is the main eating facility on campus with service available to all students, faculty, staff, and guests. The Dining Room serves lunch and dinner Monday through Friday, and brunch and dinner on the weekends.

With a variety of selections including a salad bar, deli bar, fresh grilled sandwich selections, a theme bar (i.e. Mexican, Italian, Oriental), a daily entree, and fresh bakery desserts there are choices sure to please you. Dining Room hours are:

Monday through Friday

Lunch: 11:30 a.m. to 1:45 p.m.

Dinner: 5:00 p.m. to 6:45 p.m.

Weekends and Monday Holidays

Brunch: 11:00 a.m. to 1:00 p.m.

Dinner: 5 p.m. to 6 p.m.

### **Northern Grille:**

Located adjacent to the Dining Hall, the Northern Grille offers a selection of full breakfasts, fresh sandwiches, burgers, pizza, coffee, and fresh bakery items. This affordable option provides students with a great place to grab snacks and meet with friends and faculty. For even more convenience, the Northern Grille also offers declining balance accounts at discounted rates that are available separately or as part of a meal plan. Purchases are deducted from your account balance at the cash register and the new account balance is displayed after each transaction. Grille hours are:

Monday through Friday 7:00 a.m. to 9:00 p.m.

Sunday through Thursday 9:00 p.m. to 11:00 p.m.

Saturday and Holidays Closed

### **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. Students may select one of three meal plans to best fit their needs. In making your selection, please keep in mind that unused meals are not transferable and do not carry over to subsequent semesters. Cash is also accepted in both the Dining Room and the Grille.

Meal Plan Types:

#### **A - Maroon and gold plan**

This is the ultimate meal plan in that those on this meal plan have the ability to eat in the dining hall or the Northern Grille as many times as they want and be able to eat all they want. There are a few stipulations, in that food is to be eaten only in the Northern Grille or the dining hall, the food cannot be taken out of these areas and only the person on this meal plan can eat off of it. There will also be a limit on the espresso and specialty coffees.

#### **B - Gold Plan**

7 board meals/week (for dinner) + \$500.00 per Semester on account for use in the Northern Grille anytime and for lunch in the dining hall.

#### **C - Maroon Plan**

5 board meals/week (for dinner) + \$500.00 per Semester on account for use in the Northern Grille anytime and for lunch in the dining hall.

# ***STUDENT UNION BUILDING***

**Phone: 265-3732**

The Student Union Building is the hub of campus activity and provides many services to students, faculty, staff and community. The building is home to the Food Service, Northern Grille Snack bar, Bookstore, Art Gallery, Student Government, Student Activities, Information Desk, Video Arcade, Pin-n-Cue, Residence Life, and meeting and conference rooms. Currently the Student Union's hours are 8:00 a.m. to 9:00 p.m. Monday through Friday, and 11:00 a.m. to 8:00 p.m. on Saturday and Sunday. Summer hours are 7:30 a.m. to 4:00 p.m. Monday through Friday.

**ART GALLERY**

In cooperation with the Fine Arts and Theater programs, periodically scheduled art exhibits are displayed on the second floor of the Student Union Building in the Art Gallery.

**RENTAL AND BOOKINGS**

The SUB offers a variety of meeting and conference rooms for parties, dances, socials, dinners and conferences. In addition the Pin-n-Cue recreation area is available for weeknight and weekend bookings.

**PIN-N-CUE RECREATION AREA**

The Pin-n-Cue is located downstairs in the SUB. There are bowling alleys, pool tables, ping-pong tables, darts, pinball machines, and a variety of video games. The Pin-n-Cue is open 5 p.m. to 9 p.m. Monday through Friday, and 4 p.m. to 8 p.m. Saturday and Sunday. Reservations can be made for private parties.

**VIDEO ARCADE**

Video games are located in the main lobby of the SUB.

**STUDENT INFORMATION DESK**

Located in the main lobby of the SUB, the Information Desk is staffed by MSU-Northern students and is open from 8 a.m. to 9 p.m. Monday through Friday, and 11 a.m. to 8 p.m. Saturday and Sunday. Information is provided on campus services and programs, yearbook, and student IDs. In addition candy, stamps, newspapers, and magazines are sold. The school newspaper can also be picked up here.

**TRAVEL BOARD**

The Travel Board located next to the Information Desk is intended to match up drivers, riders and destinations. Check the board when you need a ride somewhere or a rider to share gas expenses.

**STUDENT IDs**

All students are required to have an MSU-Northern student ID card. ID pictures are taken at the beginning of each semester and periodically throughout the semester. For more information stop by the Information Desk.

## ***BOOKSTORE***

**Phone: 265-3728 Fax: 406/265-3555**

Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m. (Fall and Spring)

Evening hours during registration week

Open Graduation Day from 11:00 a.m. - 1 p.m.

VISA/MASTERCARD, and DISCOVER accepted

The MSU–Northern Bookstore welcomes the opportunity to serve students through a variety of products sold in the Student Union store. Its services include Book Buy Back, incoming and outgoing FAX service, check cashing up to \$25.00, magazine subscription cards, credit card applications for VISA/MASTERCARD/DISCOVER, class rings from Herff Jones, gift certificates, and graduation apparel/announcements by Collegiate. The staff will take special orders for books and supplies. Gift wrapping of purchases is provided, and campus clubs and organizations have the ability to charge merchandise to their respective accounts.

The MSU–Northern Bookstore is the students' source for textbooks, reference books, computer software at educational discounts, and general supplies, including technical supplies as required for electronics, drafting, art and science as well as MSU–Northern insignia merchandise and a variety of gift selections.



# ***FINANCIAL AID***

## **Phone Number: 265-3787**

Student financial assistance at Montana State University–Northern is available in the form of loans, scholarships, fee waivers, grants and work opportunities. A typical Financial Aid package is a combination of several of these sources.

Financial assistance is based on financial need and academic ability, although some scholarships are given on the basis of academic achievement only. All forms required to apply for Financial Aid may be obtained through the Financial Aid Office.

To apply for aid, students must complete a Financial Aid Application. This form can be obtained from the Financial Aid Office and is used in determining the total amount of aid, which a student may be eligible to receive. Aid eligibility is determined through an analysis of the student's family financial strength.

## **DETERMINING ELIGIBILITY**

The three components used to determine your eligibility for financial aid are:

- 1) Cost of Education or allowable expenses
- 2) Expected Family Contribution, and
- 3) Other Financial Resources available to you.

**COST OF EDUCATION:** This is the estimated average amount for expenses at Northern according to your residency classification, hours enrolled, and program of study. This budget uses average costs and includes everything from tuition and fees to miscellaneous expenses. Expense budgets may also include adjustments for childcare, and costs related to a disability or other non-discretionary expenses.

Since expense budgets reflect average costs, you may spend more or less than the amounts allowed. For example, you may only spend \$500 on books and supplies even though the amount budgeted is \$800. However, you may pay more for your personal expenses than the amount budgeted. The amount you spend, except for tuition and fees, is up to you and depends on your own individual lifestyle, priorities, and obligations.

The estimated expense budget for the 2001-2002 (nine months for students not living with parent) academic year includes the following (fees will vary for graduate students):

	RESIDENT	NON-RESIDENT
Tuition/fees	\$ 3200.00	\$ 8400.00
Room/Board	\$ 5400.00	\$ 5400.00
Books/Supplies	\$ 800.00	\$ 800.00
Misc/Travel	\$ 1400.00	\$ 1400.00
<b>TOTAL:</b>	<b>\$10800.00*</b>	<b>\$16000.00*</b>

\*All amounts subject to change without notice.

**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:** A modest allowance for non-local transportation, such as a trip from campus to home.

**Personal Expenses:** 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.

**EXPECTED FAMILY CONTRIBUTION:** Since financial aid is designed to assist with your educational expenses, Expected Family Contribution is the amount that you and your parents (if applicable) are expected to contribute toward your costs. This amount is determined from information provided on your Free Application for Federal Student Aid (FAFSA) according to a formula established by Congress.

**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.

Your eligibility (financial need) is calculated by subtracting your Expected Family Contribution and Other Financial Resources from your allowable Costs of Education.

## **HOW AID IS AWARDED**

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

The Federal Pell Grant is the first program awarded, if you are eligible. The next programs awarded are grants (federal, state, institutional) and scholarships. Some awards stipulate further restrictions such as residency. MSU-Northern funds are limited and awarded until funds are committed. Work-study funds are awarded after grants. Stafford loans are awarded after Nursing Student Loans and 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 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 return the document by the deadline date. If you want to accept a lesser amount than the amount awarded, cross out the amount offered and write in the amount you wish to accept. 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.

You 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

Awards will be canceled if no response is received by the reply date indicated on your letter.

## **FINANCIAL AID PROGRAMS**

Financial aid is money in the form of loans, grants and employment available to students to help pay the cost of attending the institution of their choice. Financial aid comes from the Federal Government, which is the largest provider of aid, as well as state governments, the schools themselves, and a large variety of other public and private sources.

The following is a source of information concerning Federal financial aid for which you may be eligible. Please refer to the current edition of "**THE STUDENT GUIDE**" published by the U.S. Department of Education. The booklet is

available from in the Financial Aid Office in Cowan Hall 216 or on the web at:  
[http://www.ed.gov/gov\\_info/SFA/StudentGuide/](http://www.ed.gov/gov_info/SFA/StudentGuide/)

### **ACCESS GRANT**

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

### **BAKER GRANT**

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

### **FEDERAL PELL GRANT**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant for the 2001-2002-award year is scheduled to be \$3750. You can receive one Pell Grant in an award year. How much you receive will depend on your cost of attendance, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. Pell Grant funds will be credited to your student account in the registration process in the Business Office.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

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

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

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

### **STUDENT EMPLOYMENT & WORK-STUDY**

The Career Center located in Donaldson 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.

Work-study awards are not credited to your expenses in the Business Office. You are paid on scheduled pay days for the actual hours worked during the preceding month. When you have earned the amount of your work-study award, your employer may decide to continue your employment as a regular student employee.

### **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 FAMILY EDUCATION LOANS**

FFEL's (Stafford Loans) are either subsidized or unsubsidized. With a subsidized loan, the Federal Government pays interest on the loan until you begin repayment and during authorized periods of deferment. If you receive an unsubsidized loan, you will be charged interest from the time the loan is disbursed until it is repaid in full. If you allow the interest to accumulate, it will be capitalized (added to the principal which means the loan "grows") and the amount

you repay can become very expensive. If you choose to pay the interest as it accumulates, you will repay less over the life of the loan. You can receive both a subsidized and an unsubsidized loan for the same enrollment period.

The interest rate is variable but will never exceed 8.25%. You will also pay up to 4% in fees, which are deducted from each disbursement. These fees are paid to the lending institution from which you borrowed the funds.

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 PLUS LOANS (PARENT LOAN)**

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

The interest rate is variable, but it will never exceed 9%. The interest is charged on the loan from the date that the first disbursement is made until the loan is paid in full.

The borrower must also pay a loan fee of 4% of the amount borrowed, which is deducted from each disbursement. The loan fee is paid to the lending institution.

Repayment generally begins within 60 days after the loan disbursement. There is no grace period. This means that interest begins to accumulate at the time of the first disbursement and repayment of both interest and principal begins while the student is in school.

Contact the Financial Aid Office for information on how to process this type of loan.

PLUS Loan checks are usually co-payable to the institution and borrower. After required endorsements have been processed, funds that exceed expenses are returned to the borrower.

### **SCHOLARSHIPS**

Primarily two departments - the Admissions Office and the Financial Aid Office award scholarships. Committees make selections and application information is available at each office.

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

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

### **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 delivered to you after you obtain a release card from the Financial Aid Office. Generally, scholarships of more than \$300 are divided equally between fall and spring semesters. Scholarships totaling less than \$300 will be disbursed in full and applied to your current enrollment semester. If your scholarship is not available at the time of payment deadlines, you must make other arrangements to pay your bill to avoid cancellation of classes or late charges.

### **DISBURSEMENT OF FUNDS**

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

If financial aid credited to your expenses exceeds allowable charges due for the term, a check will be prepared for the difference and will be available to be picked up on completion of processing. The check will usually be available approximately 10 days after the first day of classes of each term.

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

Other aid, such as BIA grants, some Stafford loans and 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.

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

## **YOUR RIGHTS AND RESPONSIBILITIES**

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

## **HOW TO AVOID PROBLEMS**

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

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

Be sure to complete a loan/debt management counseling session if you are a first-time borrower at MSU-Northern.

This may be completed online at [www.eduloans.com](http://www.eduloans.com) or at the Financial Aid Office. Your funds will be delayed until you complete this requirement.

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

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

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

## **DROPPING OR ADDING CREDITS**

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

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

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

## **DROPPING CREDITS AFTER THE 15TH CLASS DAY**

If you drop credits after the 15th day of classes, you may not be required to repay aid funds. You may, however, have deficient credits at the end of the semester. Please refer to the following section in this guide on "Satisfactory Progress Requirements".

## **SATISFACTORY PROGRESS REQUIREMENTS**

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

1. Students who receive financial aid assistance must complete the appropriate number of credit hours based on their aid funding level (credits funded). Failure to do so will result in one of two financial aid statuses, CAUTION or TERMINATION. See the "Satisfactory Academic Progress" policy enclosed with your award letter for complete details.
2. A student's eligibility is terminated at the point when maximum time frame parameters have been met. Generally, limitations are: 98 semester credits for an Associate degree, 186 semester credits for a Bachelor's degree, or 45 semester credits for an undecided degree seeking student. Graduate student eligibility expires at 68 semester credits. Transfer credit will affect these time frames.
3. Students must meet a Grade Point Average (GPA) and a percentage of credits attempted (usually 67%) requirement to continue their eligibility. Minimum GPA is 2.00 for undergraduates and 3.00 for graduates. Satisfactory completion means a student has received a minimum grade of 'D' or 'P' (pass). Grades other than A, B, C, D, or Pass do not meet satisfactory academic progress requirements.
4. At the end of the second academic year (61 semester credits earned) the student must have at least a 2.00 accumulative grade point average or immediate termination of eligibility will occur, and the student will no longer be eligible to receive further funding.
5. Students whose status is "Termination" will not be considered for aid while in the "Termination" status. A student's file will be reviewed and an award letter produced when a student is re-instated.
6. This policy is applicable to all students receiving institutionally administered aid. Any federal, state, and institutional aid (including scholarships, fee waivers, work-study and loans) are included in this policy. MSU-N Staff waivers are the only exception. The eligibility of students may be reviewed at any time during the semester.
7. Students declared ineligible for financial aid under this policy will have the opportunity to appeal. The appeal procedure must be initiated by the student by completing an appeal form and returning the form with appropriate documentation to the Financial Aid Office (Cowan Hall, Room 216).

A copy of the "Satisfactory Progress" policy is included with your award letter and will also be enclosed with any

'Caution' or 'Termination' notice mailed from the Financial Aid Office. 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 or servicer will be notified of your enrollment status change and you may enter a "grace period" or repayment status. In keeping with the terms of your loans, you are required to inform your lenders of changes in your enrollment status.

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

### **SPECIAL CIRCUMSTANCES**

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

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

### **REPORTING CHANGES IN CIRCUMSTANCES**

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

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

### **VERIFICATION OF INFORMATION**

Some applicants are selected at the federal level for verification of information contained on their application (FAFSA). This means that the Financial Aid Office needs additional information from you in order to determine your eligibility. You will be asked to supply a signed copy of the current year's tax return(s) of the student (and parent or spouse) when applicable. Failure to provide this requested documentation would stop further processing.

### **ADDITIONAL INFORMATION**

Our goal is to provide information for you the student, to enable you to meet your educational objectives and longer 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 216 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.



# ***VANDE BOGART LIBRARY***

**Phone Number: 265-3706**

The Vande Bogart Library is centrally located on campus. This two-level structure houses a 118,256 volume book collection, a 895,455 volume microform collection, and a serials collection of 1680 titles. Other collections include the depository of selected U.S. Government and Montana State documents, maps, audio-visual materials, historical photographic archives, and the MSU–Northern archives. The Vande Bogart Library is a member of MUS/ OMNI Consortium, giving students online access to holdings of seven additional academic libraries within Montana. The library is also a member of OCLC, a bibliographic utility that connects it to thousands of libraries nationwide.

Some special features of the library include indexes and databases, inexpensive care-operated photocopy services, state of the art microform reader-printers, a video viewing room, and an Arkenstone Reader for the visually handicapped. The student is provided with an excellent study environment that consists of study room facilities and private study carrels. Reference and Inter-library Loan, and Library Instruction services are available to both students and faculty.

MSU (Northern, Bozeman, Billings, and Great Falls) faculty, students and staff may check out Library material upon presentation of a valid MSU identification card.

Students from Montana colleges and universities may check out books and microforms. Return of Montana State University–Northern books may be made at any Montana college or university library. Likewise, MSU–Northern students and faculty may check out books at any Montana college or university upon presentation of a valid MSU–Northern student or faculty identification card.

**LIBRARY SCHEDULE:**

Fall & Spring Semesters:	Sunday:	1 p.m.-10 p.m.
	Monday-Thursday:	7:30 a.m.-10 p.m.
	Friday:	7:30 a.m.-5 p.m.
	Saturday:	Closed
Vacation Periods:		Hours will be posted
Summer Semester:	Schedule varies.	Hours will be posted

# ***EXTRACURRICULAR ACTIVITIES***

## **INTERCOLLEGIATE ATHLETICS**

**Phone: 265-3761**

**Location: Northern Gym**

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

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

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

## **INTRAMURALS AND RECREATION**

**Phone: 265-3761**

**Location: Northern Gym**

Intramural and Outdoor Recreation is the primary organization for social, educational and recreational programs for students. Comprised of three distinct components, Intramural and Outdoor Recreation presents many events during the week, on evenings, and weekends. The three components are:

1. **Intramural Sports:** Intramurals are structured, competitive, officiated events. Activities range from the traditional (basketball, softball, etc.) to the trendy (pickleball, All-Nighter, etc.) and are offered in men's, women's, and co-rec divisions of play.
2. **Recreation:** Outdoor activities at Montana State University–Northern run the entire spectrum of available outdoor pursuits: canoeing, rock climbing, hiking, mountain biking, etc. Outdoor activities take the form of guided trips, slide presentations, skill workshops, and other events of student interest. Indoor activities range from wall climbing to water polo to the popular Super bowl Sunday shuffle, etc. A rental shop is also maintained in the gymnasium providing all the necessary equipment for the various programs.
3. **Open Recreation:** The Northern Gym is open each day for jogging, aerobics, weightlifting, swimming, and free play on the basketball/volleyball courts. Recreational hours are tailored to student demand and are revised each semester.

Information and schedules for any of the above items are available at the HPER/A office in the Northern Gym.

## **NORTHSTAR STUDENT AMBASSADOR TEAM**

**Phone: 265-3704**

**Location: Cowan Hall, Room 211**

The Northstar team is a select group of students sponsored by the Admissions Office. Members work on a volunteer basis. Some of the responsibilities and activities include assisting with Preview Days, giving campus tours, talking with prospective students at college fairs and high school visits, promoting Montana State University–Northern, serving as orienteers during orientation programs, contacting interested students, and learning to work, lead, and have fun as a team. To join, interested MSU–Northern students must apply and go through an interview process during the team's membership drive each year. For more information, please contact the Admissions Office or drop by during office hours.

## **ASMSU-N STUDENT SENATE**

**Phone: 265-3714**

**Location: Student Union Building**

The ASN Student Senate is the governing body of the Associated Students of Montana State University–Northern (also referred to as ASN). All full-time students of MSU–Northern are granted active membership and all part-time students are granted associate membership. The Student Senate consists of three Executive Officers, nine Senators-at-Large, two Freshman Senators, one Recreation Council Coordinator, one Program Council Coordinator, and one Media Council Coordinator. The primary activities of the Student Senate include allocation of Student Activity Fees and representation of MSU–Northern students to the campus administration, the Montana Associated Students (MAS), and the Board of Regents. The Student Senate meets weekly on Mondays at 5:00 P.M. in the Student Union Building (SUB). Senate meetings are open and everyone is welcome to attend. The Student Senate offices are located across the hall from the Bookstore in the SUB. A variety of students' rights are listed in the ASMSU-N Constitution and Bylaws, which can be requested at any time by stopping in at the Senate Offices. The Student Senate encourages anyone with questions or concerns about student government or the MSU–Northern campus to drop by any time.

## **ASMSU-N COUNCILS**

### **PROGRAM COUNCIL**

*Phone: 265-3714 (Senate Offices)*

*265-3732 (SUB)*

Program Council is one of the primary organizations responsible for coordinating student-sponsored programs on campus. As the entertainment programmer for the Student Senate, Program Council provides activities, which fall into three categories: social, cultural, and educational. Program Council sponsors many events including lip syncs, Royalty Week, concerts, and dances. Activities are handled by the standing committees of the Council: Concert/Dance, Lectures, Special Events, and Royalties. Events are presented weekly throughout the semester. Program Council activities are open to everyone. If you have questions, comments, or suggestions, please contact the Program Council Coordinator.

### **MEDIA COUNCIL**

*Phone: 265-3714 (Senate Offices)*

*265-3732 (SUB)*

Media Council is the liaison between ASMSU-N Senate and campus media: the *Northern Light* campus newspaper; KNMC campus radio; and the Northerner campus yearbook. The Media Council is responsible for producing the semester calendar of activities and events. Media Council is also responsible for publicity and advertising for the Student Senate. If you have questions, comments or suggestions, please contact the Media Coordinator.

The *Northern Light* is the official on-campus student newspaper published weekly by the Associated Students. Any member of the student body is eligible for staff assignment and may receive English credits for his/her journalistic work. A student does not have to be a member of the staff to submit articles or comments to the *Northern Light*. The office is located in the basement of the Student Union Building, next to the Pin-N'-Cue recreational area.

The *Northerner* is the official pictorial record of college and campus activities during the year. Any member of the student body is eligible for staff assignment. The *Northerner* office is located in the basement of the Student Union Building, across from the Pin-N'-Cue.

The university radio station, KNMC-Northern, provides music and educational programming for the campus and community. The radio station is located upstairs in Cowan Hall in the tower. KNMC-Northern broadcasts public radio for MSU–Northern and the Havre community.

### **RECREATION COUNCIL**

*Phone: 265-3714 (Senate Offices)*

*265-3761 (Gym)*

Recreation Council is the primary organization responsible for coordinating recreational activities. The Rec Council offers a variety of activities from recreational sports to various tournaments to competitive races to educational workshops. Recreation Council sponsors numerous events throughout the semester. Its activities are open to everyone. Any questions, comments, or suggestions, should be directed to the Rec Council Coordinator.

### **INTERORGANIZATIONAL COUNCIL**

*Phone: 265-3714 (Senate Offices)*

The Inter-organizational Council (IOC) is the communication network for the ASN Councils, Student Senate, and campus clubs and organizations. IOC registers all clubs and organizations with the Student Senate and the Business Office. IOC encourages all clubs and organizations to provide campus-wide activities and events. IOC provides campus activities such as the MSU–Northern Holiday Party and Campus Improvement Day. IOC promotes the

creation of new clubs and is chaired by the ASMSU-N Student Senate Vice President. Questions, comments, or suggestions, should be directed to the Vice President.

## CLUBS AND ORGANIZATIONS

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

- **ADDA (Student Chapter of American Design and Drafting Association):** Organizational group for drafting majors who work together to try to improve the drafting program.
- **Business/Students In Free Enterprise (SIFE) Club:** Offers an opportunity for students interested in business to meet, organize activities, and share ideas.
- **AITP (Association of Information Technology Professionals):** Offers a greater knowledge and understanding of computers along with actual hands-on experience.
- **English Club:** Organizes, plans and oversees language and literature related activities.
- **Excaliber Club:** Organizes events and offers support for non-traditional students.
- **Level II Nursing Club:** Organizes, plans, and oversees nursing club activities and events. Also offers nursing students an opportunity to gather and exchange ideas.
- **Level I Nursing Club:** Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- **History Club:** Organizes and oversees history club activities and events. Provides a meeting place for history students or any interested student to get together. Participates in Model UN activities.
- **KNMC:** Supports activities of the radio station on campus.
- **MSU–Northern Electronics Branch of the Institute of Electrical and Electronics Engineers Inc.: (MSU–Northern IEEE):** Promotes circulation of knowledge of the theory and practice of all aspects of electrical engineering, technology, electronics, radio, allied branches of engineering or the related arts of sciences, as well as the furtherance of the professional development of members.
- **MSU–Northern International Club:** Assists, strengthens, and enriches foreign students’ experience on campus. Also provides cultural enhancement to the educational environment at Montana State University–Northern.
- **MSU–Northern Karate Club:** An introductory class in 15th century Shorinryu-Okinawa Karate. Karate helps to develop lifetime physical fitness skills for strength, flexibility, aerobic fitness and mental health.
- **MSU–Northern Rodeo Club:** For anyone interested in organizing and working a rodeo and participating in activities to support the club and the team.
- **MSU–Northern Science/Math Club:** Sponsors events and generates funding for scholarships for the benefit of the students, faculty, and staff of MSU–Northern. Also works to increase awareness and interest in the fields of math and science.
- **MSU–Northern Student Education Association (MSU–Northern SEA):** To inform students regarding educational matters and provide personal and professional growth to its members.
- **MSU–Northern Veterans’ Association:** Provides Veterans, their families, and those eligible for veterans’ benefits assistance in making the adjustment to college and assists throughout their education. Promotes fellowship, advancement, and opportunities for Veterans.
- **Northern Christian Fellowship (NCF):** A non-denominational Christian club. The focus of the group is on Christian fellowship and the Christian viewpoint in topics of interest.
- **Post-secondary AG Students (PAS):** Designed primarily for students interested in an agriculture related field of study (Ag Technology, Mechanics, Ag Business, etc.)

- **Residence Hall House Council:** House Council is a student organization made up of students who live on campus. Meetings are held weekly to discuss and vote on issues which affect the quality of life for students residing in residence halls. Anyone is welcome to attend the meetings.
- **Society of Automotive Engineers (SAE):** Provides its members opportunities to gain broader insight into the engineering profession.
- **Society of Manufacturing Engineers (SME):** Provides a broader understanding of the manufacturing department. Offers a place for interested students to meet and share ideas.
- **Sweetgrass Society:** Assists Native American students in their adjustment to college life, promotes better scholarship through group encouragement and supervision, and encourages other students to attend college.
- **Vocational Industrial Clubs of America (VICA):** Develops leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- **Northern Ambassadors:** Recruits new students (NARNS).

*All of these clubs can be contacted by leaving messages in their mailboxes in the Student Senate offices in the Student Union Building or by contacting the Senate Vice President at 265-3714 for more information.*

# ***CAMPUS POLICIES REFERENCE GUIDE***

<http://www.msun.edu/admin/policies>

## **ACADEMIC MISCONDUCT**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 601.2**

**Contact: College Chairs/ Deans; Roger Barber, Provost, 265-3726**

#### **I. INTRODUCTION:**

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.

#### **II. ACADEMIC MISCONDUCT:**

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.

#### **III. DESCRIPTIONS AND EXAMPLES:**

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

##### **A. 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.

##### **B. 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.

##### **C. 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.

##### **D. Facilitating Academic Dishonesty:**

Giving assistance or attempting to assist another in the commission of academic misconduct.

##### **E. 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.

**F. 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.

**G. 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.

#### **IV. SANCTIONS**

The following sanctions may be imposed for academic misconduct:

**A. Academic Sanctions:**

- 1) Oral reprimand
- 2) Written reprimand.
- 3) An assignment to repeat the work, or an alternate assignment.
- 4) A lower or failing grade on the particular assignment or test.
- 5) A lower or failing grade in the course.
- 6) A grade of "PF" which is recorded on the student's transcript with the notation "failure due to academic dishonesty."
- 7) Removal of the student from the course.

**B. Disciplinary Sanctions:**

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

#### **V. ACADEMIC SANCTIONS**

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

**A. 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 chair/dean and the Vice Chancellor for Finance and Administration/Student Affairs.

**B. 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 chair/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.

**C. 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.

## **VI. DISCIPLINARY SANCTIONS**

- A. 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.
  
- B. 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.





## Academic Misconduct Notification Form

The Academic Misconduct Policy at Montana State University-Northern requires that an instructor complete this form if he/she decides to impose academic sanctions against a student because of a violation of the policy. The instructor should complete the following information, keep the original in his/her files, and give a copy to the student, the appropriate chair/dean and the vice chancellor for finance and administration/student affairs:

- 1) Name of Student: \_\_\_\_\_
- 2) Semester when misconduct occurred: Fall / Spring / Summer (*circle one*) Year: \_\_\_\_\_
- 3) Class in which misconduct occurred: \_\_\_\_\_  
Course Prefix & Number: \_\_\_\_\_ Course Name: \_\_\_\_\_
- 4) Date when the misconduct occurred, or date when the misconduct was discovered by the instructor: \_\_\_\_\_
- 5) A description of the facts surrounding the incident of academic misconduct. Please attach additional pages if more room is needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) The academic sanction(s) imposed on the student for this incident. Please see IV a.) of the policy for permissible sanction(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Name of instructor: \_\_\_\_\_
- 8) Date: \_\_\_\_\_ 9) Signature: \_\_\_\_\_

## **AIDS**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1003.3**

1. 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.
2. Specifically, as recommended in that report, the University will take the following actions:
  - a. The Student Health Service Director, under the recommendations of the Student Health Advisory Board and the Hill County AIDS Task Force, will collect and disseminate relevant AIDS information to the campus community.
  - b. The Student Health Service will offer anonymous AIDS counseling and testing in accordance with Montana Statute 50-16 Part 10, AIDS Prevention Act.
3. Also, as recommended by the American College Health Association, the University shall not:
  - a. engage in mandatory testing of employees or students;
  - b. dismiss employees based on the fact that they have AIDS or the AIDS virus;
  - c. exclude from enrollment or deny financial aid to students based on the fact that they have AIDS or the AIDS virus; disclose the identity of students or employees who have AIDS or the AIDS virus, except as authorized by law or as recommended by the relevant guidelines of the American College Health Association.

## **ALCOHOLIC BEVERAGE**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1003.1**

#### **POLICY:**

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

**PROCEDURES:**

1. Request forms from Business Office for scheduling a facility and serving alcoholic beverages.
2. Read the alcoholic beverage policy statement and sign that you agree to abide by the alcoholic beverage policy. Student organizations must have an advisor sign that they have read and will abide by the policy statement.
3. Fill out the request for facility use and the request for serving alcoholic beverage form, in triplicate.
4. Submit forms to the appropriate building supervisor for recommendation (the name and location of the building supervisor can be obtained from the Business Office). Forms must be submitted to the building supervisor at least one calendar month prior to the event.
5. Submit the proposal to the Chancellor, if a student organization has received a recommendation of approval from the building supervisor.
6. Submit the request to the Chancellor or his designee if a non-student organization has received a recommendation of approval from the building supervisor.

**DRUG-FREE WORKPLACE****MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1003.2****I. POLICY:**

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

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

- A. 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.
- B. 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.
- C. 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.

**II. PROCEDURES:**

- A. 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.
- B. 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.

## **FIREARMS, MISCELLANEOUS WEAPONS, FIREWORKS, and EXPLOSIVES**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1004.4**

**Contact: Bill Lanier, 265-4113**

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

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

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

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

## **FREEDOM FROM DISCRIMINATION**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1001.1**

**Contact: Margaret Meggs, Investigator, Grievance Officer, 265-3710**

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

- Title VI of the 1964 Civil Rights Act — “No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity receiving Federal assistance.”
- Title IX of the 1972 Educational Amendments — “No person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”
- Section 504 of the Rehabilitation Act of 1973 — “No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The section 504 officer for the campus is Margaret Meggs. Her office is located in Cowan Hall 203B.

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

In addition to the Federal and Montana laws cited above, Montana State University-Northern has adopted its own institutional policy concerning discrimination. That policy is as follows:

Montana State University-Northern believes that one of the essential functions of a university is to help all individuals realize their potential and to this end has committed itself by adopting the following Equal Opportunity Policy Statement:

Montana State University-Northern does not discriminate on the basis of race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its educational programs and activities and in its employment policies and practices. Equal opportunity for employment, education, and education-related activities is granted to all persons, and extends, but is not limited to the following areas: opportunity, recruitment, retention, tenure, promotion, compensation, benefits, transfers, layoffs, return from layoff, university sponsored training, education, tuition assistance, and social and recreational programs. Harassment based on race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran is a form of discrimination and is prohibited.

Montana State University-Northern also endorses a policy of affirmative action. To this end the University will enact a plan that will facilitate educational workshops for university employees, conduct a periodic review of administrative employment practices, develop a timetable that establishes reasonable employment goals for disadvantaged or underutilized groups as well as mechanisms for ongoing evaluation.

Employees or students who commit or supervisors who knowingly condone or fail to report incidents of discrimination are subject to disciplinary actions when instances of discrimination are identified and confirmed. Knowingly filing false complaints of discrimination will likewise result in disciplinary or corrective action when instances of such conduct are identified and confirmed. Retaliation against persons who file complaints or serve as witnesses is also a violation of laws prohibiting discrimination and will lead to appropriate disciplinary action against offenders.

Montana State University-Northern affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination. Complaints of discrimination, including harassment on the basis of race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran should be reported to the Affirmative Action Officer, or his/her designee.

If you feel you have been discriminated against on any of the above grounds, contact the Student Affairs professional staff for advice on how to follow the complaint resolution procedures.

If you want to know more about Montana State University-Northern's equal employment opportunity/affirmative action policy, you can find it on the institution's web page at the following address: [http://www.msun.edu/admin/policies/1001\\_1nm.htm](http://www.msun.edu/admin/policies/1001_1nm.htm).

## **DISCRIMINATION GRIEVANCE PROCEDURE**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1001.7**

**Contact: Margaret Meggs, Investigator, Grievance Officer, 265-3710**

#### **A. DEFINITIONS**

*"Affirmative Action Officer,"* as stated in policy 1001.1, "The Chancellor will appoint an Affirmative Action Officer to assist university personnel to implement its Affirmative Action and Equal Opportunity policies."

*"Appeals Committee"* means the ad hoc committee to which a respondent may appeal findings of probable cause in a Report of Findings.

*"Applicant"* means any individual who applies for admission to the University or any of its programs or services as well as any applicant for employment.

*"Complaint/Discrimination Complaint"* means a formal or informal statement of facts and circumstances that a complainant believes constitutes a violation of the University's Equal Opportunity/Affirmative Action Policy or any federal or state civil rights law; or any regulation, contractual provision, or other University policy that imposes nondiscrimination requirements upon the institution and its representatives.

*"Complainant"* means the individual bringing a formal or informal complaint of discrimination under these policies and procedures.

*"Corrective Action"* means the administrative steps taken by the University to remedy a complained-of situation, stop alleged discriminatory behavior, preclude the recurrence of discriminatory actions, and prevent retaliation.

*"Designee"* means the Employee Relations Specialist at Montana State University-Northern.

*"Disciplinary Action"* means any steps taken by a respondent's supervisor to reprimand respondent for inappropriate or impermissible behavior which has violated University policy and/or to preclude or prevent further acts of discrimination.

*"Discrimination"* means treating a person differently than other similarly situated individuals because of their race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran in admission, access to or conduct of University programs and employment.

*"Effective Date"* means the date a complaint becomes active, specifically the date the Affirmative Action Officer or designee signs a formal complaint as officially received.

*"Equal Opportunity"* means nondiscrimination on the basis of race, color, national origin, sex, marital status, sexual orientation or preference, age, religion, creed or political belief, mental or physical disability, or status as a Vietnam era or disabled veteran.

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

*"Formal Complaint"* means a signed written statement of allegations of discrimination, which is investigated by an Investigator or the Affirmative Action Officer and about which a formal Report of Findings is issued. Findings of probable

cause that discrimination occurred or University policies and procedures were violated may result in official disciplinary action against the respondent.

*"Informal Complaint"* means an oral statement, which is discussed with an Investigator or the Affirmative Action Officer but is not formally investigated and does not result in official disciplinary action against the respondent.

*"Investigator"* means the individual assigned by the Affirmative Action Officer to conduct the investigation of formal complaints of discrimination, normally the Employee Relations Specialist, but may be the Affirmative Action Officer.

*"Person with a Disability"* means an individual who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

*"Probable Cause"* means reasonable grounds to believe a violation of policy has occurred, based upon a preponderance of credible evidence.

*"Report of Determinations"* means the report prepared by the Appeals Committee after a hearing has been conducted. It summarizes the hearing and makes a determination whether the findings of probable cause and recommendations for disciplinary action, contained in the Report of Findings, were reasonable and based on the preponderance of the evidence.

*"Report of Findings"* means the report prepared by the Affirmative Action Officer or designee which summarizes the investigation of a formal complaint of discrimination, concludes whether there is probable cause to conclude prohibited discrimination occurred, and, if so, makes recommendations for corrective and/or disciplinary action.

*"Respondent"* means the individual against whom a formal complaint of discrimination is filed.

*"Staff"* means any individual who is employed by Montana State University-Northern, including graduate research assistants but excluding student labor.

*"Student,"* for the purpose of this policy only, means any individual enrolled in a course or program of study at MSU-Northern, including student labor.

## **B. PROCEDURES**

The procedures described in this document apply to all complaints of discrimination alleging violations of federal and state civil rights laws and the Montana State University-Northern Equal Opportunity/Affirmative Action Policy (see 1001.1), including complaints of sexual harassment and harassment based on race, color, national origin, sexual orientation or preference, age, religion, or disability. The University has adopted these procedures to provide:

- impartial investigation of complaints alleging prohibited discrimination,
- appropriate due process for any individual against whom a formal complaint of prohibited discrimination is made, and
- prompt and equitable resolution of complaints when prohibited discrimination has been confirmed.

In all cases, Montana State University-Northern seeks to fully meet its dual obligations to stop or prevent discrimination and to provide appropriate due process for any person against whom a complaint of prohibited discrimination is made. These complaint procedures are internal to the University. Individuals may file either informal or formal complaints as outlined below. The Affirmative Action Officer or designee will not investigate or take official action on anonymous complaints.

## **C. JURISDICTION OF THE AFFIRMATIVE ACTION OFFICER**

The jurisdiction of the Affirmative Action Officer or designee is specifically limited to issues of discrimination. The Officer has sole and exclusive responsibility to investigate and recommend remediation of any complaint of discrimination that is filed with him/her by an individual or referred to it by a university official, agent or committee.

The jurisdiction of the Officer is limited to complaints arising under the University's Equal Opportunity/Affirmative Action Policy (1001.1) or any state or federal nondiscrimination law or regulation that imposes non-discrimination requirements.

## **D. COMPLAINANT'S RIGHT TO FILE WITH AGENCIES OUTSIDE THE UNIVERSITY**

Complainants have the right to file charges of discrimination directly with a state or federal government without filing a formal complaint with the University. The state agency where such complaints may be brought is the:

Montana Human Rights Commission  
1236 Sixth Avenue  
Helena, MT 59620  
406/444-2884

Generally, a complaint must be filed with the Montana Human Rights Commission within 180 calendar days of the last act of discrimination, although this deadline may be extended to 300 calendar days if a person has filed a complaint under MSU-Northern policies and procedures.

Depending on the nature of the allegations, complaints of discrimination may also be filed with the Equal Employment Opportunity Commission (EEOC) or the Office of Civil Rights (OCR). Information about filing with these agencies may be obtained from the Montana Human Rights Commission or directly from the EEOC or OCR.

#### **E. UNIVERSITY'S RIGHT TO SUSPEND OR TERMINATE CO-FILED COMPLAINTS**

If an individual files a complaint according to these procedures and simultaneously or subsequently files a similar or inclusive complaint with a government agency, state or district court, the University may elect to suspend or terminate its proceedings pending a decision from or a negotiation with the court or agency.

#### **F. UNIVERSITY'S RIGHT TO INITIATE AN INVESTIGATION**

Since the University may be liable for harassment or discrimination about what it knows or should have known, the University has the right to investigate a complaint at any time when, in the opinion of the Affirmative Action Officer or designee or Chancellor, such action is warranted. The Chancellor may initiate a formal investigation by issuing a written memorandum to the Affirmative Action Officer or designee specifying the charges or allegations to be investigated. The investigation shall follow the procedures for the conduct of a formal investigation outlined below with such modifications as may be appropriate under the circumstances.

#### **G. DEADLINES**

The time frames and deadlines identified in these procedures will be met to the institution's best ability. However, circumstances may require that some time lines be extended. Notice of such extension shall be made in writing to all parties.

#### **H. CORRECTIVE ACTION**

Corrective action means the administrative steps taken by the University to remedy a complained-of situation. The purposes of corrective action are to:

1. prevent serious and immediate harm to the complainant and others,
2. prevent retaliation against the complainant, respondent or any witnesses,
3. end discriminatory behavior,
4. prevent its recurrence, and
5. provide appropriate training in issues related to discrimination.

At any time during the formal or informal complaint procedures described herein, the Affirmative Action Officer or designee and/or other appropriate administrator may take appropriate corrective action to ensure that these purposes are achieved. Respondents may not appeal corrective actions. Corrective action may include, but shall not be limited to:

1. altering the complainant's work or academic environment,
2. conducting workshops on discrimination or harassment for the unit, division or department,
3. meeting with the respondent and his or her supervisor(s) to discuss ways in which the complained-of behavior can be changed,
4. mediating or conciliating the complaint;
5. assisting the complainant in taking steps which may stop the behavior, including writing a letter to the harasser,
6. reassigning or transferring one or more of the parties to another work location or reporting relationship,
7. moving students to different rooms in the residence halls,
8. transferring students or faculty to different course sections,
9. assigning alternate advisors or evaluators,
10. issuing an informal, verbal reprimand,
11. suspending an employee with pay, and
12. providing retroactive relief for the complainant.

The complainant shall be informed of any corrective action undertaken.

#### **I. CONCILIATION**

The Affirmative Action Officer or designee may encourage and facilitate informal resolution of a complaint at any time, without making a formal finding regarding allegations of discrimination.

After issuing the Report of Findings, if there are unresolved issues between the parties, the Affirmative Action Officer or designee may, with the agreement of both parties, attempt conciliation.

#### **J. INFORMAL COMPLAINTS**

A person with concerns about discrimination may meet informally with the Affirmative Action Officer or designee to discuss options available for dealing with those concerns. Notes will be taken of the meeting with the complainant and strategies for eliminating the discrimination will be discussed.

The Affirmative Action Officer or designee will review formal complaint procedures with the complainant and give him or her a complete copy of these procedures. The complainant may elect to file a formal written complaint at any time during the informal complaint resolution process.

1. Deadlines for Filing Informal Complaints

Informal complaints or concerns may be brought to the attention of the Affirmative Action Officer or designee at any time. None-the-less, complainants are encouraged to bring concerns about discrimination to the office as soon as possible after the incident in question.

2. Disciplinary and Corrective Action

The University shall not take disciplinary action against a respondent as the result of an informal complaint of discrimination.

The University may take corrective action as the result of an informal complaint to stop discriminatory conduct and prevent its reoccurrence.

The Affirmative Action Officer or designee may encourage and facilitate resolution of informal complaints when appropriate and may notify the respondent's supervisor or unit administrator if necessary to facilitate resolution of the matter.

3. Responsibilities of University Faculty and Staff

Often individuals who experience discrimination and harassment will discuss their experiences with a trusted advisor, teacher, staff member, or administrator rather than with the Affirmative Action Officer or designee. Department chairs/deans are especially likely to receive such complaints and should be aware of their responsibility to deal with such complaints in a manner consistent with these procedures.

Complaints of discrimination are not like academic complaints and shall not be referred back to the offending party. Instead, any individual receiving a complaint of discrimination or harassment should:

- a. Take the report seriously and keep a written record of the contact.
- b. Refer the complainant to the Affirmative Action Officer or designee.
- c. Respect the complainant's confidentiality.
- d. Follow up as appropriate, in consultation with the Affirmative Action Officer or designee.

4. Confidentiality

At the complainant's request, the Affirmative Action Officer and/or Investigator shall make every reasonable effort to keep confidential the identity of the complainant, respondent and any witnesses during the informal complaint resolution process.

**K. FORMAL COMPLAINTS**

A formal complaint is a signed written statement of allegations of discrimination. The allegations are investigated by the Affirmative Action Officer or designee, and a formal Report of Findings is issued by the Affirmative Action Officer or designee. Findings of probable cause that discrimination occurred or University policies and procedures were violated may result in official disciplinary action against the respondent.

A complainant must file a formal written complaint with the Affirmative Action Officer or designee within one hundred twenty (120) calendar days of the last act of alleged discrimination. The Affirmative Action Officer or designee may decide to accept a complaint filed after this deadline if he or she (1) believes the alleged discrimination may be continuing or (2) determines in writing there is good cause to do so.

1. Allegations of Discrimination Asserted Within Other Grievance Proceedings

Complaints of discrimination may arise during a proceeding brought before a University administrator committee or hearing. In such cases, the administrator, committee chair or the presiding officer of the hearing body shall refer the discrimination allegations to the Affirmative Action Officer or designee for an investigation. In such cases, the committee or hearing process shall be suspended until the Affirmative Action investigation is completed and the Report of Findings has been transmitted to the committee or hearing of origin.

If discrimination is alleged in an academic, personnel, retention, promotion or tenure decision, the Affirmative Action Officer or designee shall not make findings as to the merits of the decision. Instead, the findings shall be limited to determining whether the decision was impermissibly influenced by discriminatory considerations or resulted from discriminatory actions.

2. Confidentiality

The complainant and respondent have reasonable expectations of confidentiality in the investigation and hearing of matters subject to this procedure. The Affirmative Action Officer or designee shall keep confidential information learned



as a result of the investigation and shall disclose such information only to the complainant, the respondent, potential witnesses, and appropriate supervisors and administrators as necessary to give the respondent fair notice of the charges and to conduct a thorough investigation.

All parties involved in an investigation or hearing, including witnesses, shall keep information concerning the investigation confidential.

An individual involved in the investigation of a formal complaint may waive his or her individual right to confidentiality by disclosing information to others outside the complaint investigation process. However, any individual waiving his or her right to privacy is not free to breach the privacy rights of others. Violations of the confidentiality of other persons involved in a formal complaint, if identified and confirmed, may result in disciplinary or corrective action taken against the offending party.

Information concerning a formal complaint, including any reports and recommendations generated as a result of an investigation, may be released only to the following:

- a. the complainant and respondent,
- b. if appropriate, the respondent's and/or complainant's supervisor,
- c. if appropriate, members of any committee from which the complaint originated,
- d. the Appeals Committee,
- e. University officials who have a need to review the report to perform official University business,
- f. attorneys for the complainant and respondent, and
- g. officials of the Montana University System, the Montana Board of Regents of Higher Education or other duly constituted board, the Montana Human Rights Commission, the EEOC, and officers of state and federal courts.

### 3. Rights and Responsibilities of the Parties

Both parties shall receive a complete copy of these procedures and will be informed of the progress of the investigation.

Both parties have the right to have a non-attorney present or professional assistance at their own expense during interviews with the Investigator.

#### a. Rights and Duties of the Complainant.

The complainant is responsible for submitting a written complaint that:

- 1) states the specific charge(s) of discrimination,
- 2) describes the alleged discriminatory incident(s),
- 3) identifies witnesses to the alleged violation(s),
- 4) provides documentation in support of the allegations, and
- 5) states the relief sought or outcome desired.

***The complaint must be dated and signed by the complainant.***

The complainant is expected to cooperate with the investigation and be honest and reasonable in pursuing the complaint. A complainant found to have knowingly filed a false complaint may be subject to disciplinary action.

#### b. Rights and Duties of the Respondent

The respondent shall receive written notice of the complaint. A copy of the complaint will be submitted with the notice, or if too lengthy, the respondent may review it in the investigator's office.

The respondent will have the opportunity to respond to the allegations during an interview with the Investigator.

The respondent is expected to cooperate with the investigation, present documentation on his or her behalf, and identify witnesses to the complained-of incident(s).

### 4. Investigatory Procedures

The investigation officially begins on the effective date of the complaint. Before signing the complaint, the Affirmative Action Officer or designee may limit the complaint to the allegations over which the Affirmative Action office has jurisdiction. The complainant shall be informed in writing of any limitations of the original complaint.

The investigation shall proceed as follows:

- a. The Investigator shall meet with the complainant to review the complaint, clarify the allegations, and obtain detailed information about the allegations.
- b. Within five (5) working days of the effective date of the complaint, the Affirmative Action Officer or designee shall notify the respondent of the complaint, the identity of the complainant, and the allegations, which will be investigated.

- c. The Investigator shall collect and review written documentation related to the complaint, interview the complainant and respondent, and identify and interview witnesses.
- d. The Investigator shall make every reasonable effort to complete the investigation within forty-five (45) working days from the effective date of the complaint. If the investigation is not completed within this time period, the Investigator shall notify the parties in writing explaining the reasons the investigation could not be completed during this time.
- e. The Investigator shall prepare a written report of the investigation and submit this, with documentation and evidence, to the Affirmative Action Officer.

5. Report of Findings

The Affirmative Action Officer or designee shall receive the written report of the investigation, review applicable laws and regulations, and prepare a Report of Findings within thirty (30) working days of receiving the investigation report. If the Affirmative Action Officer or designee cannot complete the Report within the thirty (30) day period, he or she shall notify the parties in writing of the reason(s) for the delay.

The Report of Findings will:

- o present the contentions of the parties,
- o summarize the testimony of witnesses, if any,
- o state the findings of fact,
- o cite applicable laws,
- o find whether there is probable cause to believe that prohibited discrimination occurred, and
- o if appropriate, make recommendations for disciplinary and/or corrective action.

The Affirmative Action Officer or designee will send the Report of Findings to the complainant and the respondent. If the respondent does not appeal the findings within ten (10) working days, in accordance with Section L. of these procedures, the Affirmative Action Officer or designee may then release the Report of Findings to the respondent's supervisor and/or other appropriate University administrator with jurisdiction over the respondent.

The Affirmative Action Officer or designee shall not release the Report of Findings to parties other than those listed in Section K.2., without the written authorization of the complainant and respondent.

If any party releases the Report of Findings to any unauthorized person, that action may result in disciplinary or corrective action taken against the party releasing the document.

a. Standard of Proof

The determination of whether prohibited discrimination has occurred will be made on a case-by-case basis. A finding of probable cause shall be based on the preponderance of credible evidence in relation to applicable laws, administrative guidelines, and/or relevant court holdings and interpretations.

b. Transmission to the Committee of Origin

If the complaint originated through some other campus procedure under section K.1., the Report of Findings shall be transmitted to the committee from which it originated. At the discretion of the committee chair, the Affirmative Action Officer or designee may be called before the committee to discuss the Report of Findings.

6. Findings of "No Probable Cause"

A finding of "no probable cause" means either that the preponderance of the evidence failed to support a belief that unlawful discrimination occurred or there was insufficient evidence to make an assessment as to whether unlawful discrimination occurred.

If the finding is "no probable cause," the case shall be closed. If the complainant disputes the finding of "no probable cause," he or she may file a complaint with an outside agency, such as the Montana Human Rights Commission, the Equal Employment Opportunity Commission, other appropriate state or federal administrative agency, or state or federal court.

7. Findings of "Probable Cause"

A finding of "probable cause" means that the preponderance of the evidence supports a belief that impermissible discrimination occurred.

If there is a finding of "probable cause" and the respondent does not request a hearing, the case shall be closed.

A respondent who disagrees with the finding of "probable cause" may request a hearing before the Appeals Committee by submitting a written request for a hearing to the Chancellor within ten (10) working days of receiving the Report of Findings. (See Section L.)

8. Disciplinary Action

Disciplinary action may result from findings of "probable cause." Disciplinary action may be taken by the appropriate administrator or supervisor after due consideration of the recommendations of the Report of Findings.

If the respondent appeals the Report of Findings, the respondent's supervisor shall delay taking disciplinary action until notified by the Chancellor of his or her decision concerning the determinations of the Appeals Committee (see Sections L.7. and L.9.).

A respondent may appeal disciplinary action taken against him or her through the grievance procedures applicable to his or her employment status, status as a student, or status as an applicant.

**L. APPEALS PROCEDURES**

A respondent who believes that the investigation was conducted not in accordance with these procedures or thinks that the findings of probable cause were not based on the preponderance of the evidence, shall appeal to the Appeals Committee. This Committee serves as the impartial body empowered to (1) review the Report of Findings, (2) determine if its findings of fact and conclusions were supported by a preponderance of substantial, credible evidence and (3) ascertain if the recommendations for corrective and disciplinary action are reasonable.

1. Appeals Committee

The specific responsibilities of the Appeals Committee are to:

- Read and review the Report of Findings.
- Conduct a formal discrimination grievance hearing according to the procedures outlined in Section L.6.
- Use the discrimination grievance hearing to examine the evidence and documentation obtained through the investigation and consider testimony from the complainant, the respondent, and witnesses.
- Determine if the respondent's actions constituted impermissible discrimination or violation of University policy.
- Determine the appropriateness of the recommendations for disciplinary or corrective action made in the Report of Findings and/or make new or additional recommendations for disciplinary or corrective action.
- Issue a Report of Determinations according to Section L.7.

a. Jurisdiction

The jurisdiction of the Appeals Committee is specifically limited to questions of discrimination and to making determinations as to the accuracy and reasonableness of the Report of Findings. Neither the hearing, the Committee's Report of Determinations nor its recommendations shall address any substantive matters other than those directly related to the allegations of discrimination, the investigation, and the Report of Findings.

If discrimination has been alleged in a personnel, promotion or tenure decision, the Appeals Committee shall not rule on the merits of that decision. Instead, the Committee's inquiry shall be limited to determining whether the decision was impermissibly influenced by discriminatory considerations or resulted from discriminatory actions.

b. Membership

The Appeals Committee is not a standing committee but is selected on a case-by-case basis. It shall be composed of no fewer than seven voting members including:

- a) The Chair of the committee, and
- b) One male and one female representative from each of the three recognized employment categories of: (a.) faculty, (b.) professional staff, and (c.) classified staff.

If a student is involved in the complaint as the complainant or the respondent, one female and one male student shall be appointed to the Committee, making a total membership of nine voting members.

c. Appointment and Term of Service

The Chancellor shall select members for the Appeals Committee from recommendations submitted by the Academic Senate for faculty, the Professional Staff Committee for professional staff, and the American Federation of State, County, and Municipal Employees (AFSCME) President for classified employees. When student membership is required, recommendations shall be made by the Associated Students of Northern. The Chancellor will appoint the Chair of the Appeals Committee.

The Appeals Committee shall be disbanded upon the completion of the particular complaint for which it was convened.

d. Challenges for Cause

The Chancellor shall notify the Affirmative Action Officer or designee, original complainant and respondent-grievant of the persons appointed to the Appeals Committee within fifteen (15) working days after receipt of the request for hearing.

The complainant or the respondent may challenge the members of the Committee for cause by submitting a written statement to the Chancellor within three (3) working days of receipt of the list of Committee members. The statement shall state the specific reasons for challenging the appointment of any member. The Chancellor

shall have sole and absolute authority to rule as to challenges for cause and may elect to replace a challenged member if cause is shown.

- e. **Orientation and Training**  
Prior to the hearing, members of the Appeals Committee shall receive training on the issues of discrimination, harassment, sexual harassment and/or sexual intimidation relevant to the complaint.

- f. **Appointment of a Hearing Officer**

The University may elect to hire a hearing officer to conduct the hearing. The hearing officer shall be a non-voting member of the Committee and may function as the Chair's designee to perform certain functions defined in subsequent sections of this policy.

## 2. Role of the Affirmative Action Officer

Since the respondent is appealing the Report of Findings written by the Affirmative Action Officer or designee, the role of the Affirmative Action Officer or designee, in relation to the appeals process, is to present the evidence that led to the conclusions reached in the Report of Findings.

## 3. Pre-Hearing Conference

The Chair of the Appeals Committee or the hearing officer may convene a pre-hearing conference. The purposes of the pre-hearing conference are to:

- a. Narrow and define the specific sections or aspects of the Report of Findings to be considered.
- b. Identify and list any and all witnesses for the hearing. No witness may be called at the hearing who has not been identified at the pre-hearing conference. Limitations on the number of witnesses may be established by the Chair or hearing officer during the pre-hearing conference.
- c. Identify and list any and all documents and evidence, in addition to the Report of Findings and its exhibits and enclosures, to be presented at the hearing. No documents may be submitted at the hearing that were not identified at and exchanged as a result of the pre-hearing conference.
- d. Provide for a pre-hearing exchange (between all parties) of any documents or other information to be presented at the hearing.
- e. Set a time and place for the formal hearing.

## 4. Authority of the Chair or the Hearing Officer

The Chair of the Appeals Committee or the hearing officer has the responsibility to ensure that the pre-hearing conference, the hearing, and any other associated activities are conducted in as fair, timely, and courteous a manner as possible. He or she may adjourn the hearing or remove any witness, attorney or advisor from attendance at his or her discretion. The Chair or the hearing officer may also limit or exclude documentation or testimony that falls outside the purview of the Committee.

- a. **Authority to Dismiss**

The Chair or the hearing officer has the authority to dismiss the case if the respondent fails to cooperate with the process or to participate in the pre-hearing conference.

If the original complainant fails to cooperate with the appeals process, the Chair or the hearing officer may either dismiss the case or order the Appeals Committee to hear the case and reach a decision based on the available evidence.

- b. **Authority to Postpone**

With the concurrence of a majority of the members of the Appeals Committee, the Chair or the hearing officer may decide to:

- 1) Set aside the hearing date for any period up to ten (10) days for additional investigation,
- 2) Obtain additional witnesses or evidence or schedule a settlement conference with the complainant and any other appropriate parties for purposes of settlement of the appeal without a hearing, or
- 3) Extend the hearing or any hearing related deadline for good cause.

- c. **Authority to Close the Hearing**

The Chair or the hearing officer shall determine whether the hearing will be an "open meeting." Generally, because of the privacy interests of the complainant, respondent and/or witnesses, hearings are closed to the public.

## 5. Rights and Responsibilities of the Parties

- a. **Rights of the Respondent**

A respondent who has filed an appeal of the Report of Findings has the following rights relative to the hearing:

- 1) The right to be present during the hearing.
- 2) The right to give testimony and present evidence on his or her own behalf.
- 3) The right to respond to any testimony or evidence presented in the hearing and to question witnesses.
- 4) The right to have an attorney or advisor present during the hearing, at his or her own expense. Legal counsel for the respondent may not participate in the proceedings of the hearing and shall be present only to advise the respondent.
- 5) The right to receive a copy of the Report of Determinations.

b. Rights of the Original Complainant

The person who brought the original complaint of discrimination has the following rights relative to the hearing:

- 1) The right to be present during the hearing.
- 2) The right to give testimony and present evidence.
- 3) The right to respond to any testimony or evidence presented in the hearing.
- 4) The right to have an attorney or advisor present during the hearing, at his or her own expense. Legal counsel for the original complainant may not participate in the proceedings of the hearing and shall be present only to advise the original complainant.
- 5) The right to receive a copy of the Report of Determinations.

c. Responsibilities

The members of the Appeals Committee, the respondent, the original complainant, and any other parties, witnesses or other participants in the process shall maintain the confidentiality of all matters pertaining to the hearing. Failure to do so, if identified and confirmed, may result in disciplinary action.

6. Conduct of the Hearing

The hearing will be conducted within twenty (20) working days of the appointment of the Committee. The Chair or hearing officer is responsible for conducting the hearing. The decisions of the Chair or hearing officer regarding procedural and evidentiary questions are final. The Chair or hearing officer may consult with the members of the Committee and the MSU-Bozeman Affirmative Action Officer and/or the MSU-Bozeman Legal Counsel as necessary to rule on issues which arise during the proceedings. The hearing shall proceed as follows:

- a. The respondent and the Affirmative Action Officer shall have the opportunity to make opening statements.
- b. The Affirmative Action Officer shall summarize the complaint, the investigation and the Report of Findings.
- c. The respondent shall present his/her case following the presentation of the Affirmative Action Officer.
  - 1) The Affirmative Action Officer and the respondent shall each be given a reasonable opportunity to present their cases, including presenting testimony of witnesses and documentary evidence. However, the Chair or hearing officer may preclude or limit the presentation of duplicative, irrelevant or unnecessary evidence or testimony.
  - 2) The Affirmative Action Officer and respondent shall each have the opportunity to question the other party's witnesses.
  - 3) Every reasonable effort will be made to elicit and consider the most reliable evidence.
  - 4) Hearsay evidence is generally not admissible.
  - 5) Witnesses are generally expected to be present to give testimony. However, sworn written statements may be admitted in lieu of testimony, if the witness is not available and the statement is necessary to a resolution of the matter.
  - 6) The decision of the Chair or hearing officer regarding questions of admissibility of evidence shall be final.
  - 7) The Chair or hearing officer may grant adjournments as necessary.
  - 8) The Affirmative Action Officer and respondent may make closing statements in the order specified by the Chair or hearing officer.
  - 9) An audio recording of the proceedings shall be made. The Chair or hearing officer shall retain that recording and all written or other physical evidence for the record at a location of his/her choice until the Appeals Committee's Report of Determinations is transmitted to the Chancellor.
  - 10) The Affirmative Action Officer or designee and/or the respondent may request that the audiotape be transcribed. The requesting party shall pay the costs of the transcription.
  - 11) All written communications to and from the Chair or hearing officer shall be copied and sent to all parties.

7. Determinations of the Appeals Committee/Report of Determinations

The Appeals Committee shall prepare a Report of Determinations on the questions brought before them. The Report must be supported by a majority of the committee members; dissenting opinions shall be summarized in the Report.

Within ten (10) working days of the conclusion of the hearing, the Appeals Committee shall submit to the Chancellor its determinations as to probable cause of discrimination. The Report of Determinations shall be signed by each

member of the Appeals Committee who supports its conclusions. Dissenting opinions submitted with the report must also be signed by the appropriate committee member(s).

The Report of Determinations shall contain the following:

- a. A statement of the facts, findings, conclusions, or recommendations contested by the respondent.
- b. A summary of the evidence presented by the Affirmative Action Officer and the respondent.
- c. A determination of whether or not the evidence presented at the hearing substantiated the Report of Findings and conclusions of probable cause.
- d. Recommendations regarding the redress of the complaint, including recommendations as to disciplinary or corrective actions.
  - 1) *Transmission of the Report of Determinations to the Committee of Origin.* If the complaint of discrimination was initiated within a procedure under Section K.1., the Report of Determinations shall be forwarded to the committee from which the complaint originated. That committee shall use the Report of Determinations to inform its deliberations but shall not re-hear the allegations of discrimination or the findings of probable cause. The committee shall complete its proceedings in light of the Report of Determinations, and submit its report to the Chancellor or appropriate administrator.
  - 2) *Transmission of the Report of Determinations to the Chancellor.* If the allegations of discrimination did not originate within another grievance or appeal, the Report of Determinations of the Appeals Committee may be transmitted directly to the Chancellor.
  - 3) *Transmission of the Report of Determinations to the Parties.* The Report of Determinations shall be sent to the Affirmative Action Officer or designee, the original complainant, and the respondent. As appropriate, the Chancellor may share the Report with University officials who have a need to review it in order to conduct official University business.

#### 8. Record of the Hearing

The record of the hearing for the appeal shall consist of the audio tape recording of the hearing; all evidence or exhibits presented at the hearing; all communications to or from the Chair or the hearing officer in reference to the hearing; and any other graphic, written, or tape recorded information relevant to the grievance hearing and its procedures. The Chair or the hearing officer shall transmit all records pertaining to the hearing, including the audio recording, to the Chancellor when he or she transmits the Report of Determinations.

#### 9. Responsibilities of the Chancellor

The Chancellor shall receive the Appeals Committee's Report of Determinations and may:

- a. adopt it as the final report of the University,
- b. reject the determinations and/or recommendations, or
- c. modify the conclusions and/or recommendations.

The Chancellor shall issue the final decision of the University within ten (10) working days of receipt of the Report of Determinations from the Appeals Committee. A copy of the Chancellor's decision will be sent to the complainant, the respondent and the Affirmative Action Officer or designee.

If the Chancellor believes, based on the preponderance of the evidence, that the respondent engaged in prohibited discrimination, he or she shall forward the report to the respondent's supervisor or other university official for appropriate disciplinary or corrective action.

If the Chancellor believes, based on the preponderance of the evidence, that there is no probable cause for the complaint, the complainant may exercise his/her rights under Section D.

### **M. DISCIPLINARY ACTION**

Disciplinary action means any steps taken by a respondent's supervisor to reprimand respondent for inappropriate or impermissible behavior which has violated University policy or to preclude or prevent further acts of discrimination.

In cases where probable cause of discrimination by an employee or student has been identified and confirmed through an investigation of a formal complaint, the appropriate supervisor or University administrator may elect to take disciplinary action against the employee or student.

Discipline of an employee is the responsibility of the employee's supervisor and shall be appropriate to the nature and severity of the infraction. Discipline of a student or person not employed by the University shall be the responsibility of the appropriate University administrator, disciplinary board, or committee.

Disciplinary actions may include, but are not limited to:

- permanent reassignment or relocation,
- formal reprimand,
- formal warning,

- appearance before a student conduct board,
- reduction in pay,
- suspension, and/or
- termination.

If more than one individual is involved in the same complaint, disciplinary action may differ from person to person depending on the role of the person in the discriminatory conduct, the severity of an individual's behavior, the frequency of the misconduct, and the nature of the evidence of misconduct.

An individual may be subject to both corrective and disciplinary action for the same prohibited conduct. Please refer to sections A., H., and M. of this policy for an explanation of those actions.

The supervisor or administrator shall inform the Affirmative Action Officer or designee of any disciplinary action that is imposed. The Affirmative Action Officer or designee shall inform the original complainant, in general, of the corrective and/or disciplinary actions taken by the University.

An individual subject to disciplinary action may appeal that action by using the grievance process appropriate to his or her employment status, according to the deadlines and procedures established for that process. In appeals of disciplinary action, the grievance hearing body shall focus only on the disciplinary action; it shall not reinvestigate or rehear issues pertaining to the findings of discrimination. Thus, the body shall accept the findings of fact contained in the Report of Findings, the Report of Determinations, and/or the Chancellor's Report and address only the appropriateness of the proposed disciplinary action.

Corrective action may not be appealed.

## N. RIGHT TO APPEAL

1. Any grievant may, within 30 days after receipt of the Chancellor's response to the recommendation of the Appeals Committee, appeal the Chancellor's decision to the President of Montana State University in Bozeman.

The Chancellor shall be notified in writing by the grievant that the letter of appeal has been forwarded to the President of Montana State University in Bozeman. Upon receipt of notice of appeal, the Chancellor shall forward to the President of Montana State University in Bozeman all documents involved in the proceedings.

2. If the complainant is dissatisfied with the corrective and/or disciplinary action taken by the University, he or she may file a complaint with an outside agency, such as the Montana Human Rights Commission, the Equal Employment Opportunity Commission, other appropriate state or federal administrative agency, or state or federal court.

## SEXUAL HARASSMENT

### MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 1001.2

Contact Person: Margaret Meggs, Grievance Officer, 265-3710

#### Definitions

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

**Sexual Harassment** refers to any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

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

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

**Staff** means any individual who is employed by Montana State University-Northern, including graduate assistants but excluding student labor.

**Student** (for the purpose of this policy only) means any individual enrolled in a course or program of study at MSU-Northern, including student labor.

#### POLICY

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

harassment" refers to any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

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

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

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

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

## **STUDENT CONDUCT**

### **MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 601.3**

**Contact: Bill Lanier, Campus Judicial Officer, 265-4113**

#### **I. Disciplinary Policy**

##### **A. Students and the Law**

1. 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.
2. 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.
  - a. 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.

##### **B. Standards of Student Conduct**

1. 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.
2. Responsibility and authority for the regulation of student behavior is vested in the Chancellor of the University by the Board of Regents. In all disciplinary matters, the Chancellor of the University shall be the final campus authority. The Chancellor has delegated decision-making authority concerning campus discipline to the Campus Judicial Officer (a position currently served by the Director of Student Life). The Campus Judicial Officer may delegate authority and responsibilities to Residence Life Staff members for alleged violations pertaining to housing. The University reserves the right to determine what constitutes inappropriate behavior and appropriate sanctions.

##### **C. Sanctions**

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



not been completed before the suspension.

D. 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:

1. violence, either overt or covert, against any other member of the University community; this includes physical assault, nuisance or threatening phone calls, and any individual or group effort designed to harass or to ridicule any other member of the University community;
2. theft or damage to University property or property of any student, faculty, or staff member, or any visitor to the campus;
3. 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;
4. unauthorized entry to or use of University facilities;
5. forgery, alteration, or misuse of University records, or identification;
6. failure to comply with directions of University officials acting in the performance of their duties;
7. the possession or use of illegal drugs on campus;
8. violation of the University's alcohol policy;
9. serious disruption of good order in the University's living facilities;
10. 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;
11. operating motorized vehicles on campus property not designed as a roadway or parking lot, such as lawns, sidewalks, and the like;
12. 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;
13. failure to show a University identification card or other valid identification when requested by a University official;
14. repetition of violations.

E. Procedures

1. A member of the university community, student, faculty, or staff, may initiate a complaint by filing an Incident Report with the Campus Judicial Officer.
2. Students may be charged with an offense both by the university and law officials.
3. The accused student shall receive written notice of the alleged violation(s).
4. The accused student will be informed of the disciplinary hearing date, time and location, at least two days in advance.
5. Cases shall be resolved by the Campus Judicial Officer at the disciplinary hearing.
6. A disciplinary hearing will be conducted to review the alleged violations.
  - a. The hearing will be closed to the public, except for immediate members of the accused student's family and the accused student's advisor.
  - b. 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.
  - c. Witnesses other than the complainant and the accused student may be excluded from the hearing, except during their testimony.
  - d. The burden of proof shall be upon the complainant, who must establish the guilt of the accused student by a "preponderance of the evidence".
  - e. Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by the Campus Judicial Officer.
7. At the hearing, the accused will have the right to have an advisor present. This advisor may only advise the accused student, not question witnesses or others.
8. At the hearing, the accused may:
  - a. respond to the Incident Report;
  - b. ask questions of the complainant, and;
  - c. provide possible evidence or witnesses.
9. At the hearing, the complainant may:
  - a. respond to the Incident Report;
  - b. ask questions of the accused, and;
  - c. provide possible evidence or witnesses.
10. At the hearing, the Campus Judicial Officer shall meet separately with the complainant, and ask he/she what he/she suggests for the solution and/or punishment.
11. At the conclusion of the hearing, the Campus Judicial Officer will meet with the accused student.
  - a. The Campus Judicial Officer will give the decision on what was determined for the punishment and/or

- sanctions.
  - b. The Campus Judicial Officer will ask the accused if he/she was treated fairly.
  - c. The Campus Judicial Officer will explain the appeal process.
  - d. The Campus Judicial Officer will provide the accused, in writing, the outcomes of the disciplinary hearing and a copy of the appeal process.
12. The accused student will receive a letter of what had transpired at the disciplinary hearing.
  13. 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.

## II. Appellate Procedures

### A. Jurisdiction

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

### B. Grounds for Appellate Review

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

1. that the Campus Judicial Officer did not have jurisdiction over the matter;
2. 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;
3. that the Campus Judicial Officer incorrectly interpreted a university rule or regulation, and the error materially affected the decision;
4. that the Campus Judicial Officer deprived the student of a right granted to the student by the rules or regulations of the university governing disciplinary hearings;
5. that the Campus Judicial Officer has displayed demonstrable bias in the decision-making process;
6. that the sanction is clearly erroneous, reflecting an abuse of discretionary power granted the Campus Judicial Officer by the university.

### C. Procedure

1. Appellant must file written application of appeal with the Chair of the SDHAC, outlining grounds for appeal, no later than ten days after a written decision has been rendered by the Campus Judicial Officer. Said application must be signed and dated by the appellant, and submitted by 5 p.m. of the final day allowable for said filing. Any sanction unaccompanied by written notice to the student suspends the above-mentioned application-filing period.
2. 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.
3. The Chair shall notify the appellant, in writing within 5 days, of the date of the appeals hearing. An evidence and witness list shall accompany said notice. A copy of said notice is to be forwarded to the Campus Judicial Officer and the Chancellor of Montana State University–Northern.
4. 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.
5. 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.
  - a. 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.
  - b. The advisor or family members may only advise the appellant and are not to question witnesses or others.
  - c. 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.
  - d. Witnesses other than the Campus Judicial Officer and the appellant may be excluded from the hearing, except during their testimony.
6. 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.
7. 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.
8. 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.
  9. 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.
  10. When appropriate, the burden of proof expected of the institution is one of clear and convincing evidence.
  11. 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.

**D. 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.

**STUDENT GRADE APPEAL**

**MONTANA STATE UNIVERSITY-NORTHERN POLICY SERIES 602.1**

**Contact: ASN President, 265-3714; Academic Advisor**

**I. POLICY:**

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

**II. GRADE DECISION REVIEWED**

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

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

**III. STUDENT GRADE GRIEVANCES**

**Procedures:**

A student who wishes to grieve a grade decision must proceed as follows: *(Because of regulations established by the State Board of Nursing, the grade appeal process for students taking nursing courses must be different and are described in #4 below.)*

**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. Chair/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 chair/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 chair/dean no later than the 15<sup>th</sup> 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 relief sought by the student. 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 chair/dean will consider the grievance with the material formally submitted by the student.
- c) The chair/dean will receive and review all evidence, interview persons relevant to the grievance and the evidence submitted in support of the grievance, if possible, and render a written decision with recommendations as to resolution within ten (10) working days of receipt of the instructor’s response. A copy of the chair/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 a chair/dean is the instructor who made the grade decision that is the subject of the grievance, another chair/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 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. *Provost's Review***

The student or the instructor may appeal the chair/dean's decision. Such appeal will be filed in writing and submitted to the Provost within five (5) working days of receipt of the chair/dean's decision, with copies to the instructor, the student and the chair/dean. The written appeal shall deal only with the part or parts of the chair/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 chair/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 chair/dean within ten (10) working days of receipt of the appeal. The decision of the Provost is the final decision of the University.

**4. *Students Taking Nursing Courses***

The following procedures will apply when the grade appeal involves a student taking a nursing course from the College of Nursing:

- a) Sections I and II above still apply.
- b) Section III.1,2. above applies in all situations where the chair/dean of nursing is not the instructor whose grade decision is the subject of the student grievance.
- c) In situations where the chair/dean of nursing is the instructor whose grade decision is the subject of the student grievance, the provisions of section III.2.a), b) and c) shall be completed by a member of the nursing faculty in the College of Nursing. The faculty member shall be selected using the following process:
  - 1) Three (3) faculty members shall be selected by a random drawing to make up the initial pool.
  - 2) The student involved in the grade appeal shall have the first veto; and the chair/dean of nursing shall have the second veto. The remaining nursing faculty member shall conduct the investigation and make the decision described in section III.2.c).
  - 3) The Provost will oversee the selection process.
- d) Section III.3. above shall be completed by the entire faculty of the College of Nursing, sitting as an appeal board. A decision of a majority of the nursing faculty shall be the decision of the appeal board. The senior faculty member on the appeal board shall serve as its chair and assume the responsibilities necessary to make the appeal process work. All other provisions of Section III.3. shall govern the appeal process as it is conducted in the College of Nursing. The decision of the appeal board shall be the final decision of the University.
  - 1) The nursing faculty member whose grade decision is the subject of the grievance shall not serve on the appeal board.
  - 2) The chair/dean of the College of Nursing shall not serve on the appeal board.
  - 3) In the situation where a member of the nursing faculty has completed the investigation and decision described in Section III.4.c. above, that faculty member shall not serve on the appeal board.
  - 4) If the exclusions listed in the preceding three (3) subsections result in an even number of members on the appeal board, the least senior member of the College of Nursing faculty shall not serve on the board.

**5. *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.

**6. *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.

# VEHICLE REGULATIONS

Contact: Rob Harrison, Director of Facilities Services

These regulations will be enforced in their entirety. Please acquaint yourself with their contents, as ignorance of the regulations will not be considered in appeals.

These regulations are designed to foster convenience and safety for all personnel on the University campus and are applicable to all persons operating motor vehicles on University property. The regulations are a part of the terms and conditions of the admissions and enrollment of students, of the employment of staff members, and the privilege of visitors to operate motor vehicles on campus.

The University campus proper and all University property contiguous shall be considered part of the Montana State University–Northern campus and within the scope of these regulations. **These regulations are subject to change, and every effort will be made to keep you informed of any revisions.**

The parking of any motor vehicle on the University campus is a privilege and not a right. This privilege is acquired and maintained by registration and operation (including parking) of any said motor vehicle pursuant to these regulations. Although acquired, this privilege may be revoked or suspended as herein provided.

## PROCEDURES:

### I. REGISTRATION

- A. All students, faculty and staff must register any motor vehicle parked in a permit required parking area on the University campus, for any reason.
  1. Within one week after beginning employment, faculty and staff members must register each vehicle they desire to park in a permit-required area on campus.
  2. Within one week after classes begin, students must register each vehicle they desire to park in a permit required area on campus.
- B. The University campus includes all University-controlled streets and lots. All streets and lots in family housing are also University controlled.
- C. Permits are not required to park in East Hall Parking Lot (Northeast corner of campus) and the Unimproved Parking Area near the Physical Plant Building (Southwest corner of the campus).
- D. Any person parking an unregistered vehicle on a temporary basis should contact the Business Office Cashier for a temporary parking permit. College Deans/Chairs may issue visitor parking permits. Temporary permits that are not dated are invalid.
- E. Heads of departments and staff activities may issue visitor permits. (Buff colored) Visitors may park only in reserved visitor parking, unless they have obtained a temporary permit. (See Section II D).
- F. Vehicle registration permit fees for students are reviewed annually and set by the Board of Regents upon recommendation of the Chancellor. Permit fees are currently \$30.00 per year for permanently affixed decals, \$45.00 per year for transferable permits and \$15.00 per year for second vehicle, motorcycle and all-terrain vehicle permits. All permits may be purchased in the Business Office.
- G. **Registration is not considered completed or valid until the permit is properly displayed.**
  1. Permanent permits must be **permanently affixed** on the lower inside (driver's side) of the front windshield so that the permit is plainly visible from the front of the vehicle.
  2. Transferable permits must be suspended from the interior rearview mirror so that the permit is plainly visible from the front of the vehicle.
- H. **Information:**
  1. Any change in vehicle registration information must be reported to the Business Office within one week after the change.
  2. If a vehicle is sold or transferred, the registrant is responsible for removing the old permit and will be responsible for any citations until the permit is destroyed. Also, the individual must notify the Business Office to obtain a new permit, if required for a replacement vehicle. **A replacement decal is available at no charge for permanent replacement vehicles.**
  3. The operator, registrant and/or owner of a vehicle, registered or unregistered, shall be responsible for all violations recorded against the vehicle.
  4. Falsifying information on registration applications is prohibited and shall void the registration. The term "falsifying information" shall include, but not be limited to, the following: falsification of name, residence, license number, and any other data required for registration of a motor vehicle, motor driven cycle, or ATV; obtaining a parking permit from an unauthorized person; and accepting or using an unauthorized parking permit.
- I. Permit Authorization:

All vehicles parked on campus (except Saturday, Sunday and holidays) between the hours of 8:00 a.m.-5:00 p.m. must be registered. Family Housing tenants are required to obtain a parking permit. This includes visitors who must have a valid visitor permit obtained at the Business Office Cashier or the Family Housing Manager.
- J. Monday through Friday the following limitations apply:

1. A “temporary parking permit” and a visitor permit are available.
    - a. A temporary parking permit will be issued only under special circumstances to a current registered vehicle owners, such as a temporary replacement vehicle.
    - b. Visitor permits are available from the Business Office Cashier or from Department Heads.
  2. “Temporary Handicapped Persons” with temporary handicapped permits (decals) may park in any staff, student or non-reserved area. Persons requesting a temporary handicap permit obtain verification of their need from the Director of Student Health Services, Wellness Director, MSU-Northern Athletic Trainer, or recognized medical authority. Temporary handicapped permits must be obtained from the Business Office before a temporarily handicapped person may use any handicap stall. Permits issued by one of the above university officials are valid for up to a 2-week period. Beyond this initial 2-week period, persons must have written justification from a recognized medical authority. Temporary handicapped permits are properly affixed only when suspended from the interior rearview mirror of the vehicle.
  3. All two-wheeled motor vehicles may park only in areas specifically designated and posted for their use.
- K. Trailers, campers, etc: towed vehicles may not be left on campus detached from the towing vehicle and unattended. These towed vehicles cannot be on campus longer than seven (7) days.

## II. GENERAL POLICY

- A. All matters concerning parking and traffic should be referred to the Parking and Appeals Committee
- B. Montana State University-Northern assumes no responsibility for care or protection of any vehicle or its contents while operated or parked on campus.
- C. Students, faculty and staff of the University shall be subject to such fines and penalties as are listed in these regulations.
- D. Visitors are requested to park in the visitor parking whenever possible.
- E. Some violations may fall under the Student Conduct Policy 601.3. Please check this policy for further information.

## II. GENERAL REGULATIONS

- A. State laws and University regulations will be enforced on the campus of Montana State University–Northern **at all times**. The registration of vehicles will only be enforced between 8:00 a.m. to 5:00 p.m. Monday through Friday (except holidays) Fall and Spring Semesters. Drivers of vehicles on the campus shall comply with all signs, markings and devices properly placed by University Security Staff for the purpose of regulating, warning or guiding traffic.
- B. The speed limit on any University street is 20 mph unless otherwise posted.
- C. No vehicle shall be parked in any University parking area while said vehicle is undergoing major repairs.
- D. Any vehicle parked in a tow-away zone, or any vehicle which is parked so as to constitute a hazard, or that interferes with University operations, or is inoperable, may be towed away and impounded and the owner of the vehicle will be liable for towing and impound costs and all risks involved. Any unclaimed, impounded vehicles will be disposed of pursuant to State Law.
- E. No parking will be allowed in service drives, service parking, or loading zones, longer than 15 minutes and then only for the purpose of discharging cargo or passengers. Any vehicles parked in said areas **must have the emergency flashers on**. No parking is permitted in areas marked with red or yellow curbing, or in crosswalks or walkways.
- F. **Pedestrians have the right of way.**
- G. The position of any vehicle when parked shall be such that the entire vehicle is located within the boundaries of the parking space. The fact that other vehicles are parked improperly shall not constitute an excuse for parking any part of the vehicle on or over any line.
- H. Under State Statutes, bicycles are considered vehicles and should be operated as such. Bicyclists should obey all traffic signals; ride on the right side of the road, and YIELD TO PEDESTRIANS. Bicycles may not be ridden on any campus sidewalk. All bicycles not parked in bicycle racks are subject to impoundment. They should not be locked to trees, railings, signs, lampposts, or anywhere they pose a safety hazard or damage property. Bicycles in buildings, except in the family housing area, are also subject to impoundment.

Impoundment will involve either removing the bicycle or locking it in position if it does not create a safety hazard. If locked by a security officer, it will be released only upon request to the Physical Plant Administrative Office and only if an officer is available. The owner will be cited for a violation and must provide some proof of ownership (such as a key to the existing lock) before the bicycle will be released.

Bicycles are not required to have a parking permit while parked on the campus.

- I. All two-wheeled motor vehicles are allowed only on roadways and in parking areas. They are not allowed on bicycle paths, sidewalks or service accesses.

### III. FINES

- A. The Regents of the Montana University System have been authorized by legislative action to levy fines against students, faculty and staff for violation of parking, traffic or registration regulations.
  1. The fine for violations of any regulation herein shall be \$10.00. Violations are classified as follows:
    - Parking on wrong side of the street
    - Not in designated area
    - Bicycles in wrong area
    - Cars in motorcycle area
    - On or over line
    - Overtime parking in loading or service zone
    - Parking in no parking zone
    - Motorcycle in wrong area
    - Faculty, staff or student in visitor area
    - Failure to permanently affix registration decal
    - Failure to display transferable permit
    - Failure to register vehicles
    - Parking in fire lane
    - Parking in Service Driveway
    - Parking in Service Vehicle Parking
    - Parking in Red Zone
    - Parking in Yellow Zone
    - Blocking or parking in driveway
    - Blocking trash dumpster
    - Parking in crosswalk
    - Parking on sidewalk
    - Parking or driving on lawn (plus cost of repairs)
    - Falsifying information on registration application
    - Other
  2. Unauthorized use of handicapped stall will be a **\$100.00 fine**.
  3. Driving improperly - Fines assessed by the Campus Judicial Officer (see campus policy, Student Conduct 601.3) plus costs for repairing any damage.
- B. Appeals
  1. The Parking and Appeals Committee is composed of faculty, staff and students and is appointed by the Chancellor.
  2. If a person wishes to appeal a fine, he or she must appear at the University Business Office within 10 calendar days of the date of the ticket and file a Notice of Appeal. All appeals will be heard by the Parking and Appeals Committee. Fines upheld by the Parking and Appeals Committee must be paid by the end of the semester.
  3. The University is authorized by Montana statute to withhold the amount of any unpaid parking fines from any amount owing any student, employee or faculty member.
  4. Student transcripts may also be held for unpaid parking fines, and unpaid fines may be added to class registration fees for collection purposes.

### IV. SPECIAL OCCASIONS AND EMERGENCIES

- A. On special occasions and in emergencies, parking limitations will be imposed by the Physical Plant Administrative Office as required by prevailing conditions.
- B. Any accident involving a vehicle on University property must be promptly reported to the Physical Plant Administrative Office, 406-265-4156, by the quickest means. Accidents should also be reported to the Havre Police

Department, since the Physical Plant Administrative Office does not investigate accidents for the purpose of determining fault.

- C. Arrangement for the temporary parking of trailers or other recreational equipment must be made with the Physical Plant Administrative Office.
- D. The Physical Plant Administrative Office is open only during normal business hours and can be reached by telephone at 265-3755. Business hours at the University Security Office are 8 a.m.- 5 p.m., Monday through Friday.
- E. Any vehicle issued three or more visitor parking citations in any one semester will have the license plate checked with the local law enforcement agency and if found to be faculty, staff, or student will be issued a parking violation and will be subject to the appropriate fines.

## **V. AMENDMENTS TO REGULATIONS**

These regulations may be amended at any time and such amendments will become effective by the order of the University Chancellor and by posting notices on boards throughout the campus and publishing notices in local or University publications for one week.