



# The University of Montana Western 2007/2008

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

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

In case of emergency, please notify:

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

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# **WESTERN BULLDOGS SCHOOL SONG**

**"ON WISCONSIN"**

**WESTERN BULLDOGS, WESTERN BULLDOGS  
ON TO VICTORY!  
CONQUER EACH AND EVERY FOE,  
FORGE ON FOR UNITY!**

**WESTERN BULLDOGS, WESTERN BULLDOGS  
MIGHT RED AND WHITE!  
SHOW YOUR STRENGTH AND SPIRIT NOW  
WITH BULLDOG FIGHT!**

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## WELCOME!!

*Fulfillment of our mission statement obligates Montana Western's faculty and staff to provide for you, the student, a unique instructional climate, community service opportunities, educational experiences, and extracurricular and leadership opportunities that will not only enrich your environment and self-fulfillment while you are here, but will serve you well when you embark upon your adventures in the world beyond our community.*

*Contained within these pages is a wealth of information to help you during your time at Western. You will find a description of the various services available to you as a student as well as campus policies and procedures that will assist you throughout the coming year.*

*We're glad you've chosen to be a part of the Montana Western adventure!*

## MISSION STATEMENT THE UNIVERSITY OF MONTANA WESTERN

The University of Montana Western provides innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western serves citizens of all ages with its academic, community-service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

## DEPARTMENTAL LISTINGS:

Accreditation.....	Main211.....	7121
Admissions.....	Admn.....	7331
Advising Office.....	Main.....	7050
Alumni Office.....	Roe.....	7305
Art Gallery/Seidensticker Exbt.....	Main.....	7232
Asumw President.....	Sub8.....	7612
Asumw Vice President.....	Sub8.....	7614
Asumw Office.....	Sub8.....	7211
Athletic Dept.....	Pe110.....	7220
Auditorium, Beier.....	Main.....	7422
Aware (Early Headstart Program).....	S.cmps.....	683-6335
Bark 'N Bite.....	SUB.....	7999
Birch Creek Center.....	Main210.....	7891
Bookstore.....	Sub.....	7281
Business Services.....	Admin.....	7101
Campus Security.....	Heat.....	7141
Campus Stores.....	Block.....	7140
Campus Operator.....	Davs204.....	-0-
Career Services.....	STC.....	7143
Center For Service Learning.....	STC.....	7916
Chi Alpha Office.....	ltbsmt.....	7771
Chancellor's Office.....	Roe.....	7151
Conference & Event Services.....	Math3rd.....	7566
Cup, The.....	STCbsmt.....	7020
Curious Minds.....	Crsmds.....	7320
Counseling.....	Davs.....	7180
Dean Of Students.....	Davs206.....	7900
Dining Services.....	Cfr.....	7355
Disability Services.....	Davs204.....	7565
Education Office.....	Main212.....	7325
Elderhostel.....	Main311.....	7302
Facilities Services (Physical Plant).....	ENG.....	7142
Fax:		
ASUMW.....		7613
KDWG Radio Station.....		7155
Main (Mailroom).....		7493
Office Simulation.....		7816
Outreach/field Experience/education.....		7809
Media Relations.....		7883
Student Life.....		7570
Field Experience.....	IT.....	7636
Financial Aid Office.....	Admn.....	7511
Foundation Office.....	Roe.....	7343
Great Divide.....	ltbsmt.....	7635

Health Services .....	DAVS 206 .....	7900
Heating Plant .....	Heat .....	7141
ITS BH124.....	7411	
Its Help Services.....	BH124 .....	7462
Jv Men's Bb Coach.....	Pe214 .....	7300
Jv Women's Bb Coach .....	Pe214 .....	7300
Kdww – Business Line .....	Subbsmt.....	7156
Request Line .....		7394
Kitchen.....	Cftr .....	7144
Library.....	Admn .....	7541
Mail Room .....	Admn .....	7561
Math/science Upward Bound .....	Main311 .....	7323
Microcomputer Center .....	Stc201 .....	7054
Media Relations.....	Roe .....	7201
Motorpool Desk .....	STCbsmt.....	7148
Office Simulation .....	Main222 .....	7823
Outreach, Division Of .....	Main215 .....	7537
Pe Complex Office.....	Pe152 .....	7341
Professional Guide Institute.....	BH 318.....	7822
Radio Station – See "Kdww"		
Registrar's Office .....	Admn .....	7371
Rural Education .....	Main214 .....	7121
Stc Av Support.....	Stc101 .....	7163
Stageline Pizza.....	Sub .....	683-9004
Student Life Office .....	Davs206 .....	7565
Support Services .....	Stc002 .....	7170
Swimming Pool.....	It-pool .....	7319
Traffic Control .....	ENG .....	7147
Training Room .....	Pe115 .....	7329
TRIO Student Support Services .....	Main216 .....	7322
Upward Bound.....	Main311 .....	7323
Va Representative .....	Admn .....	7511
WEB-CT Help Desk.....	STC 101.....	7077
Wellness.....	Pe220 .....	7441
Youth Challenge .....	Clrk102a .....	7556

Building Abbreviations

ADMN	Administration Building
BSMT	Basement Of Building
CENT	Centennial Hall
CFTR	Cafeteria
CLRK	Clark Hall
DAVS	Davis Hall
ENG	Engineers House
HEAT	Heating Plant
IT	Industrial Technology Building

LIBR	Library
MAIN	Main Hall
MATH	Mathews Hall
BH	Block Hall
PE	Physical Education Building
STC	Swysgood Technology Building
ROE	Roe House
S.CMPS	South Campus (Crosswinds Area)
SUB	Student Union Building

## ON CAMPUS DIALING INSTRUCTIONS

**Direct Long Distance Dialing**—8-1-area code (406 in Montana)-seven digit phone number

**Calling Collect , with Credit Card or Phone Card** —9-0

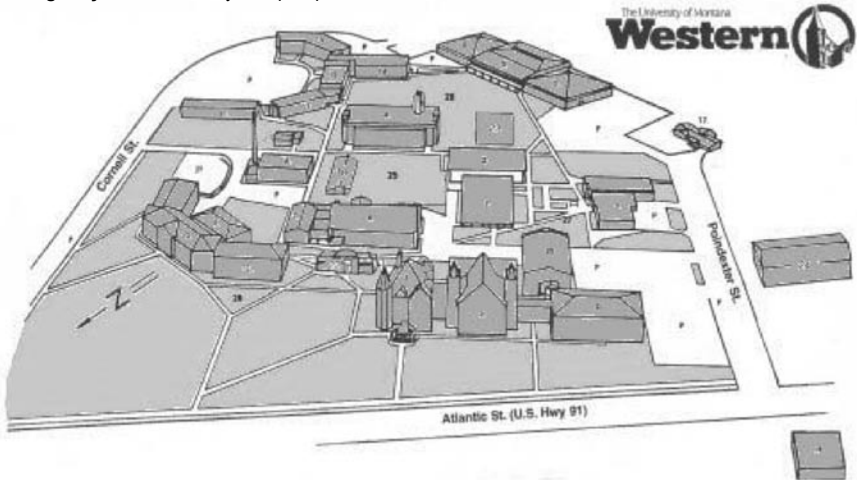
**800 Calls**—9-1-800-seven digit number

**Local Calls**—9-683-four digit number

**Campus Calls**—four digit campus number

**International Calls**—8-011-country code-city code-number

**Emergency**—911 from any campus phone



- |   |   |  |
|---|---|--|
| 1.) <u>James Short Administration Building</u><br>Admissions  | 9.) <u>Campus Dining Hall</u><br>Lewis & Clark Room | 21.) <u>Curious Minds Early Childhood Education Center</u>                   |
| 2.) <u>Lucy Carson Library</u>  | 10.) <u>Mathews Residence Hall</u>                  | 22.) <u>Roe House</u><br>a. Executive Offices<br>b. Foundation/Alumni Office |
| 3.) <u>Main Hall</u>  | 11.) <u>Family Housing</u>                          | 23.) <u>Charles G. Swysgood Technology Center</u>                            |
| 4.) <u>Block Hall</u>   | 12.) <u>Jordan Residence Hall</u>                   | 24.) <u>South Campus Housing</u>   |
| 5.) <u>Physical Education Complex:</u><br>a. Straugh Gymnasium<br>b. Keltz Arena                        | 13.) <u>Davis Residence Hall</u><br>Student Life    | 25.) <u>Central Park</u>   |
| 6.) <u>Industrial Technology - Woods</u>  | 14.) <u>Centennial Residence Hall</u>               | 26.) <u>Mathews Quad</u>   |
| 7.) <u>Swimming Pool</u>  | 15.) <u>Clark Residence Hall</u>                    | 27.) <u>SUB Quad</u>   |
| 8.) <u>Student Union Building:</u><br>a. Campus Bookstore<br>b. KDWG Radio Station<br>c. Stagline Pizza | 16.) <u>Heating Plant</u>                           | 28.) <u>The Tundra</u>   |
|   | 17.) <u>Chancellor's Residence</u>                  | P.) <u>Parking areas</u>   |
|   | 18.) <u>Engineer's House</u>                        |  |
|   | 19.) <u>Industrial Technology - Metals</u>          |  |
|   | 20.) <u>Beier Auditorium</u>                        |  |

## The UNIVERSITY of MONTANA - WESTERN

### Academic Calendar - FALL 2007

FALL SEMESTER 2007	COMMON CALENDAR DATES & DEADLINES				
Registration****	April 9 - August 27				
Fall Faculty Conference	To Be Announced				
New Student Orientation	August 23 & 26 -- Contact the Office of Student Life				
DEADLINE to apply for Fall 2007 Graduation	September 1				
1st \$40 Late Registration Fee Begins****	August 28				
Labor Day Holiday (University Closed)	September 3				
Fall Semester Weekend Classes Begin	September 7/8				
Summer 2008 Early-Audit Graduation Application Deadline	September 15				
Class Schedules of Non-paid Students Canceled	September 17				
2nd \$40 Late Registration Fee Begins****	September 18				
Election Day (University Closed)	Not a national election year				
Veteran's Day Holiday (University Closed)	November 12				
Registration for Spring Semester 2008 begins	November 13				
Thanksgiving Recess (No Classes)	November 19-23				
Thanksgiving Holiday (Offices Closed)	November 22-23				
<b>PART-of-TERM - SPECIFIC DATES &amp; DEADLINES</b>					
<b>EXPERIENCE ONE CLASSES</b>					
<b>FALL SEMESTER 2007</b>	<b>BLOCK 1</b>	<b>BLOCK 2</b>	<b>BLOCK 3</b>	<b>BLOCK 4</b>	<b>SEMESTER</b>
Classes Begin	Aug 27	Sept 24	Oct 22	Nov 26	Aug 27
Last Day to Register**** or Add (2nd day of block)	Aug 28	Sept 25*	Oct 23*	Nov 27*	Sep 7
Last Day to Drop a Class - No Record of Enrollment	Sept 7	-----Sept 14-----			
Class Schedules of Non-paid Students Canceled****	-----Sept 17-----				
Last Day to Drop a Class** (W recorded) or Change to/from Audit Status (end 2nd week of block)	Sept 7	Oct 5	Nov 2	Dec 7	Oct 19
Deadline to Withdraw (drop ALL** classes) (end 2nd week of block)	Sept 7	Oct 5	Nov 2	Dec 7	Dec 7
Final Exams for Term or Block	-----Announced by Instructors-----				
Term or Block Ends	Sept 20	Oct 17	Nov 15	Dec 19	Dec 19
Final Grades Due in Registrar's Office	Sept 25	Oct 23	Nov 20	Dec 24	Dec 24
*Late fees charged for approved action after a deadline	***Some charges (Registration Fee, Orientation Fee, etc) are nonrefundable				
**Students may NOT withdraw from any class that has ended	****Fee payment due at start of semester or immediately upon late registration				
Fall Calendar2007-08					Fall 11/9/2006

## The UNIVERSITY of MONTANA - WESTERN

### Academic Calendar - SPRING 2008

SPRING SEMESTER 2008	COMMON CALENDAR DATES & DEADLINES				
Registration (including fee payment****)	November 13 - January 14				
DEADLINE to Apply for 2008 Spring or May Interim Graduation	January 1				
New Student Orientation	TBA -- Contact the Office of Student Life				
\$40 Late Registration Fee Begins****	January 16				
Weekend Classes Begin	January 18/19				
Martin Luther King, Jr Day Holiday (University Closed)	January 21				
Class Schedules of Non-paid Students Canceled	February 4				
2nd \$40 Late Registration Fee Begins****	February 5				
President's Day Holiday (University Closed)	February 18				
Spring Break (No Classes)	March 10-14				
Fall 2008 Early-audit Graduation Application Deadline	March 15				
Registration for 2008 Fall, May Interim, and Summer Classes Begins	April 16				
DEADLINE to Apply for 2008 Summer Graduation	May 1				
2009 Spring & May Interim Early Audit Graduation Application Deadline	May 1				
111th Annual Commencement	May 10				
<b>PART-of-TERM - SPECIFIC DATES &amp; DEADLINES</b>					
<b>EXPERIENCE ONE CLASSES</b>					
<b>SPRING SEMESTER 2008</b>	<b>BLOCK 5</b>	<b>BLOCK 6</b>	<b>BLOCK 7</b>	<b>BLOCK 8</b>	<b>SEMESTER</b>
Classes Begin	Jan 14	Feb 11	Mar 17	Apr 14	Jan 14
Last Day to Register**** or Add (2nd day of block)*	Jan 15	Feb 12	Mar 18	Apr 15	Jan 25
Last Day to Drop a Class - No Record of Enrollment	Jan 25	-----Feb 1-----			
Class Schedules of Non-paid Students Canceled****	-----Feb 4-----				
Last Day to Drop a Class** (W recorded) or Change to/from Audit Status (end 2nd week of block)*	Jan 25	Feb 22	Mar 28	Apr 25	Mar 9
Deadline to Withdraw (drop ALL** classes) (end of 2nd week of block)	Jan 25	Feb 22	Mar 28	Apr 25	Apr 25
Final Exams for Term or Block	-----Announced by Instructors-----				
Term or Block Ends	Feb 6	Mar 6	Apr 9	May 7	May 7
Final Grades Due in Registrar's Office	Feb 12	Mar 11	Apr 15	May 13	May 13
*Late fees charged for approved action after a deadline	***Some charges (Registration Fee, Orientation Fee, etc) are nonrefundable				
**Students may NOT withdraw from any class that has ended	****Fee payment due at start of semester or immediately upon late registration				
Calendar2007-08Spring					Spring 11/9/2005

## The University of Montana - Western

### Academic Calendar - Summer 2008

2008 SUMMER					COMMON CALENDAR DATES & DEADLINES				
DEADLINE to Apply for Summer 2008 Graduation					May 1				
Spring 2009 Early-audit Grad App Deadline.					May 1				
Memorial Day Holiday (College Closed)					May 26				
Independence Day Holiday (College Closed)					July 4				
BLOCK/TERM-SPECIFIC DATES & DEADLINES									
2008 SUMMER					2008 SUMMER BLOCKS			Multi-Block Classes****	
2008 SUMMER					Block A	Block B	Block C	Generic Session Dates	
Registration (including fee payment)					Apr 21-May 12	Apr 21-Jun 9	Apr 21-July 7	April 21 to 1st Day of Class	
New Student Orientation					May 12	-----June 9-----			
Classes Begin					May 12	June 9	July 7	See Printed Schedule	
Deadline to Register***** or Add Classes (2nd day of block)					May 13	June 10	July 8	2nd Day of Class	
\$40 Late Fee (Registration/Fee Payment) Begins					May 14	June 11	July 9	3rd Day of Class	
Deadline to Drop Classes - No Record of Enrollment					May 16	June 13	July 11	End of 1st Week	
Class Schedules of Non-paid Students Canceled					May 19	-----June 16-----			
Deadline to Drop Classes ("W" Recorded) or Change to/from Audit Status (end 2nd week of block)					May 23	June 20	July 18	Mid-session	
Deadline to Withdraw (drop ALL classes for term/block)**					May 30	June 27	July 25	1 Week Before Class Ends	
Final Exams for Term or Block					-----Announced by Instructor-----				
Last Day of Classes - Term or Block Ends					June 5	July 2	July 30	See Printed Schedule	
Final Block Grades Due in Registrar's Office					June 10	-----August 4-----			
Final Grades for Late SS (July & Aug) Workshops								August 11	
*Late fees charged for approved action taken after published deadlines					***Some charges (Registration Fee, Orientation Fee, for example) are non-refundable				
**Students may not drop or withdraw from classes that have ended					****Excludes Workshops - See Printed Outreach Schedule for dates and payment info				
Calendar2008-09WebSS					*****Fee payment due on 1st day of SS or immediately upon late registration				
Approved 2/20/2007									

## UM WESTERN CRIME & EMERGENCY REPORTING LIST

The following people or organizations are to be contacted in cases of criminal actions or emergencies occurring on Western property.

### If an Emergency:

Dial 911 first, then call  
 Campus Security, 683-7142, cell: 596-2222  
 or Hall Director on Duty, Cell: 925-9828

Dillon Police Department, 683-2333, John Gutcheck, Chief of Police  
 Dillon Fire Department, 683-2333, Mike Shafer, Fire Chief  
 Beaverhead County Sheriff, 683-2383, Jay Hansen, Sheriff

### If not an Emergency,

Call one of the following:  
 Campus Security/Facilities Services, 683-7141, Cell: 596-2222  
 (individual varies depending on schedule)  
 or Hall Director on Duty, Cell: 925-9828  
 (individual varies depending on schedule)

### To contact an Administrative Officer:

Call Campus Security/Facilities Services, 683-7141,  
 who will provide the name and phone number of Administrative Officers.

### If unable to contact Campus Security or Hall Director on Duty:

Call Facilities Services, 683-7142  
 Lee Richardson, Director of Facilities Services.

### Crisis Management Team

Dean of Students 683-7900, cell: 925-9782  
 Dick Storey, Chancellor, 683-7151  
 Karl Ulrich, Provost and Vice Chancellor for Academic Affairs, 683-7151  
 Susan Briggs, Vice Chancellor for Administration & Finance, 683-7031

**Poison Control – 1-800-525-5042**

## **COLLEGE OF ARTS & SCIENCES**

The Vice Chancellor of Academic Affairs is responsible for maintaining the integrity of all of the academic programs offered by Montana Western's College of Arts & Sciences. Specific duties performed by this office include providing information to students and potential students interested in Arts and Sciences degree programs, continued assessment and improvement of Montana Western's Arts and Sciences programs, and providing the Arts and Sciences components included in Montana Western's general education curriculum as well as other degree programs. Information and applications for the Honors Program are also available from this office.

## **SCHOOL OF EDUCATION, BUSINESS & TECHNOLOGY**

The School of Education, Business & Technology coordinates a variety of activities for students majoring in bachelor degree programs in Education or Business, in the Bachelor of Applied Science degree, and for Associate or Certificate degree programs. All students interested in Education, Business, Associate, or Certificate degree programs may have their transcripts evaluated.

## **SCHOOL OF OUTREACH**

The School of Outreach provides on-campus evening courses, off-campus extension courses, weekend courses, conferences, summer courses, and non-credit programs. The School of Outreach is committed to providing high quality learning opportunities to citizens of all ages.

### **Night, Weekend & Summer Classes**

Continuing education programs go beyond the traditional university course offerings to provide students with more choices. Courses for credit and non-credit are offered during evenings, weekends, and Summer Session. These courses are advertised each semester in the Outreach Bulletin, available at the Outreach Office and the Registrar's Office.

### **Extended Studies**

Many courses, which are taught by Western faculty or by approved temporary faculty, are offered in other Montana communities. Non-credit classes, programs, conferences, and seminars are also offered at Western in the areas of science, skill building, arts, and children's summer camps. Computer, professional development, hobby and craft classes are offered for teenagers and adults. Find out about the extended studies offerings in the Outreach Bulletin.

### **Summer School**

All summer session offerings include degree-oriented courses, workshops, and institutes. Summer Session allows students to accelerate a degree, pick up additional endorsements, and make up failed courses. Tuition and fees are consistent with Fall and Spring Semester costs.

### **International Program**

The International Program promotes student/faculty exchange with colleges and universities in foreign countries, raises scholarship funds for foreign students, and promotes campus awareness and appreciation for world cultures. Montana Western collaborates with TravelLearn, Inc. and The University of Montana's International Studies Program to enhance student travel and study-abroad opportunities.

### **Elderhostel**

Elderhostel programs offer educational adventures to adults 55 and over. Participants can expect to share new ideas, explore new places, and make new friends. Montana Western offers traditional, service, intergenerational, and outdoor adventure and travel programs at sites including Yellowstone and Glacier National parks. Tell your parents about this exciting program.

### **TIRO Math/Science Upward Bound**

Math/Science Upward Bound prepares eligible high school students for success in college. The students attend a six-week summer session at Montana Western during which they live in the residence halls, take college preparatory classes, perform research projects, and participate in extracurricular activities. The program also provides summer job opportunities to Montana Western students.

**COMMUNITY SERVICES MEDICAL:**

Community Health, 683-4440.

**COMMUNITY SERVICES MEDIA:**

Dillon Tribune Examiner, 683-2331

22 S Montana (weekly edition)

KDBM AM-FM Radio, 683-2800

Evergreen Center, 610 N Montana

KDWG Radio, 683-7394

Basement of Sub

**COMMUNITY SERVICES BANKS:****Wells Fargo Bank**

683-4222, 20 N Montana

**Pioneer Federal Savings & Loan**

683-5191, 32 N Washington

**State Bank & Trust, 683-2393**

corner of Glendale & Idaho

**Stockman Bank, 683-8200**

590 N. Montana

**COMMUNITY SERVICES CHURCHES:****Assembly of God**

683-4689, 104 S California

**Bethany Baptist**

683-4765, 223 S Railroad

**Dillon Baptist, 683-5240**

539 Thomsen Avenue

**First Baptist (Independent)**

683-4438, Corner of Sebree & Idaho

**Grace Baptist**

683-2877, 1955 Laknar Lane

**Southern Baptist**

683-5132, 1100 E Bannack

**Church of Jesus Christ of Latter Day Saints**

683-6763, across from Barrett Hospital

**First Evangelical Lutheran**

683-5374, 715 E Bannack

**First Presbyterian**

683-2655, corner of Pacific & Glendale

**Grace United Methodist**

683-4594, 131 E Bannack

**Prairie Bible Church**

683-0022 or 681-3127, 1030 E Sebree

**St. James Episcopal**

683-2735, 203 E Glendale

**St. Rose Catholic**

683-2143, 226 S Atlantic

**Seventh Day Adventist**

233 S Railroad

**COMMUNITY SERVICES GENERAL SERVICES:**

**Cable TV:** AT&T Cable, 1-800-824-1984

**City Water Department:** 683-4245, 125 N Idaho

**Driver's Licensing:** 683-2383,

Open Monday & Tuesday, 8:00-4:30

**Job Service:** 683-4259, 730 N Montana

**Library:** Dillon Public Library, 683-4544, 121 S Idaho

**Northwestern Energy:** 1-888-467-2669

**Post Office:** 683-2841

**Qwest Telephone Service:** 1-800-244-1111

**Vigilante Electric:** 683-2327, 225 E Bannack

## STUDENT LIFE

The Student Life Office is located on the 2nd floor of Davis Hall and is supervised by the Dean of Students. Services for students coordinated through the Student Life Office include:

Conference & Events

Counseling Services

Dining Services

Disability Services

Housing & Residence Life

Orientation

Resident Mail Services

Student Conduct & Grievances

Student ID's

Student Government

Student Programming, Activities, & Intramurals

Vending Services

The Student Life Office is open from 8-5 Monday through Friday; and from 12-2 and 7-9 p.m. on Saturday and Sunday. Contact Student Life, 750 E Cornell, Dillon MT 59725, (406) 683-7565.

## STUDENT SERVICES

### ACADEMIC ADVISING

One of the most important contacts students will have on a regular basis is with their faculty advisors, who assist in planning an academic program and selecting courses. Advisors are assigned to incoming students at the beginning of their first semester. Undecided students are advised in the Advising Center, MH 214, 683-7050.

Students are required to meet with their faculty advisor prior to registration to work out their schedule, ensure they are making adequate progress in their program, and to receive a Personal Identification Number (alternate PIN) for web-based registration. Students unable to meet with their faculty advisors prior to their registration period may also obtain their registration PIN's from the advising office. In addition, students are encouraged to contact their advisor during the semester for ongoing guidance with their academic program or areas in which they might need assistance. If unable to give specific help with a problem, advisors refer students to campus departments that can help resolve their concerns.

### BOOKSTORE

The Campus Bookstore is institutionally owned and operated as a self-supporting facility for the use and benefit of the University community. Located on the upper level of the Student Union Building, the Bookstore provides textbooks and supplies necessary to support Montana Western in its instructional programs. In addition to textbooks, the Bookstore carries trade and reference books, school supplies, study aids, and art and industrial technology materials. A wide variety of logo clothing and gift items are also available. See the Bookstore web page at [www.umwestern.edu](http://www.umwestern.edu) (click on "General Information" then "Bookstore").

### BUSINESS SERVICES

The Business Services is responsible for all fiscal and personnel related activities such as collection of tuition and fees, parking permit fees and fines, distribution of student employment checks and financial aid refunds, check cashing, answering student questions, processing all accounts payable including faculty, staff, and student payrolls, and purchasing administration.

### CAMPUS COUNSELING

The college years are a great time for growing personally, as well as academically. The Campus Counseling Program can help students become more confident, assertive, and successful people by helping gain perspective on personal problems or concerns that can interfere with academic work. Participants report having a better sense of control in their lives after only three to four visits with a master's level counselor. Counseling formats include individual, couples, family, and group work. In addition to the private therapy, the Campus Counseling Program works with students to ensure that they connect with available resources both on and off campus.

### CAREER SERVICES OFFICE

The Career Services Office assists students, graduates, and the community with career choices, job searches, and application procedures. Resume samples, critiquing, and interview sample questions are provided at no charge. Education links on the web are available, as well as a library of occupational guidebooks. Current information on job fairs and hiring trends are available throughout the year.

Employment opportunities are posted in the hallway outside the office, including special sections on graduate schools, volunteer opportunities, and summer jobs. A weekly vacancy newsletter for state, federal, industry, and school positions is published from March to October. For rates, call (406) 683-7143. Credential files are maintained for all graduates who request them. Recruiters from a variety of industries conduct on-campus interviews each semester.

## **CURIOUS MINDS: EARLY CARE & EDUCATION CENTER**

Curious Minds is a campus-based developmental childcare program serving children ages three through eight and their families. Services are offered to children of Montana Western students, faculty, staff, and to the greater Dillon community. It is also a model lab setting for students working toward an Early Childhood degree. As such, a community of learners is formed, with children, Montana Western students, and staff all engaging in ongoing learning.

The name, Curious Minds, reflects the belief that children are naturally curious and eager to learn. The Center capitalizes on this by providing a stimulating environment where children can explore and discover at their own developmental rate. The program features both indoor and outdoor learning environments which change to meet children's needs and interests. The learning environment is extended through field trips. Hands-on activities and projects further develop cognitive, language, self-help, social, creative, and physical skills. Curious Minds believes that parents are the first and most important teachers of their children. Open communication is encouraged in many ways, including newsletters, parent meetings and workshops, parent-teacher conferences, and family events.

## **FACILITIES SERVICES**

The Facilities Services staff is responsible for the utilities, maintenance, night watch, and general upkeep of campus facilities and grounds. The Heating Plant is located between Mathews Hall and Block Hall near the center of campus.

## **FIELD EXPERIENCES & STUDENT TEACHING OFFICE**

The Office of Field Experiences is responsible for arranging the Exploratory Field Experience (ED 120), Junior-Senior practicums, and student teaching (ED 472/473/474) assignments. **Students are not to make their own arrangements** with school administrators or supervising teachers for any of these programs.

Student Teaching applications should be submitted to the Office of Field Experiences by March 1st for Fall Semester student teaching, and by October 1st for Spring Semester student teaching, as placements are extremely limited. Students must attend three student teacher meetings, called P.A.S.T.E. (Preparing and Arranging the Student Teaching Experience) during the semesters before student teaching. These meetings explain student teaching requirements and restrictions. Students considering doing part of their student teaching assignment in another country should indicate this plan two semesters before their student teaching semester. The site of the student teaching assignments will be determined by the timeliness of the student's application, compatibility of the site to the student's endorsement area(s), availability of university coordinators, student preference, and acceptance by the preferred site. The site administrator and the Office of Field Experiences determine the exact starting and ending dates for student teaching.

## **FINANCIAL AID OFFICE**

The Financial Aid Program provides qualified students with a means of paying for their education through programs such as Pell Grants, Supplemental Educational Opportunity Grants, State Grants, Federal and State Work Study Programs, the Stafford Loan Program, and Perkins Loans. Students interested in financial aid should obtain their applications after January 1st of each year to assure the best possible results for financial assistance for their college education.

A wide variety of scholarships are offered to qualified students, with approximately \$100,000 available to returning students each year. Many outside sources offer scholarships, which are posted on the bulletin board next to the Financial Aid Office. Scholarship applications can be obtained from the Financial Aid Office after January 1st. Montana Western's website (<http://www.umwestern.edu>) also contains scholarship opportunities. Students should note that the deadline for submitting scholarship applications and requests for non-scholarship financial aid is February 15.

## **INFORMATION & TELECOMMUNICATIONS SERVICES (ITS)**

Information and Telecommunication Services (ITS) provides students, staff and faculty at Montana Western with access to telephone, Internet and campus network resources.

Services provided include:

- Telephone Services
  - o Dorm room phones (provide campus calling, Dillon local area, and toll-free service)
  - o Public house phones throughout campus.
  - o Two emergency call stations (outside the PE Building and in front of Old Main)
  - o Prepaid long distance cards are available in the bookstore.
- Web-Based registration and access to administrative resources ([dawks.umwestern.edu](http://dawks.umwestern.edu))
- Web-based course supplement (<http://webct1.umwestern.edu:8900>)
- Campus network account which includes:
  - o 25 Megabyte FTP area (Available from <http://hotdawg.umwestern.edu>)
  - o 18 Megabyte 'Z' drive (Windows share area - available from campus labs/offices only)
  - o 15Mb Email area (<http://hotdawg.umwestern.edu>)
- ResNet - Dorm Internet access
  - o To initiate, complete an application form at the Student Life Office.
  - o Installation and setup services are provided at the start of each semester.

ITS offices are located on the main floor of Block Hall.

## **INTERCOLLEGIATE ATHLETICS**

Montana Western is a charter member of the Frontier Conference of the NAIA. Other conference members are Carroll College, Rocky Mountain College, Montana State University-Northern, Montana Tech of The University of Montana, Lewis-Clark State College, University of Great Falls, and Westminster College. Montana Western competes in the NAIA Region I in football, volleyball, and men's and women's golf and basketball, and in the Big Sky Region in men's and women's rodeo.

## **LEARNING ASSISTANCE CENTER FOR EXCELLENCE**

The Learning Assistance Center (LACE), located in the basement of the Library, provides several types of tutorial services which are free to all Montana Western students. Services include peer tutoring for a particular subject and organized study groups. LACE services can also aid the student to: organize and locate resources, improve writing and editing skills, format papers, practice oral presentations or note taking skills and learn to correctly cite reference sources. The center also hosts a number of workshops throughout each semester.

LACE encourages all students to drop in at the beginning of each block and obtain a tutor schedule for the subject they are studying. The block is an intensive style of learning so it is important to seek aid in the beginning of the block.

Peer tutoring by other students as well as community members is offered during the day, late afternoon and some evenings to better fit the student schedule. Students may call 683-7200 or drop in LLC 006 to schedule an appointment.

## **LIBRARY & STC**

The Carson Library is located in the east wing of the James E. Short Administration Building. The facility is spacious and comfortable and includes accommodations for individual and group study, meeting rooms and the building is fully mediated.

The Library Web Site: [www.umwestern.edu/library](http://www.umwestern.edu/library) is the gateway for our users to a variety of information resources including digital, print, E-books, audio, and video items. These resources are accessible in a number of ways including: full text periodical indexes, the library catalog, and the internet. The fully automated collection of print and non-print resources is accessible 24/7 and fulfills most patron needs.

Digital Services: The library offers a number of services to aid in information retrieval. They include Interlibrary Loan which allows us to borrow items from another library for use by our patrons. Digital items can be delivered to a patron's desktop. Electronic Reserve provides access to E-resources

for class support. Article Linker allows our users to locate digital or print periodicals held in Montana Western's collection.

Conference/Meeting/Group Study Facilities: The LCL maintains a number of spaces available for small or large group meetings, instruction, or study which can be reserved for use.

Workshop Training for Faculty and Students: The staff of the LCL is available for faculty, staff, and student training in information literacy and the research process.

Special Collections: The LCL has been designated as the NASA Education Resource Information Clearinghouse and the Montana Office of Public Instruction K-12 Educational Media Center.

## **MAIL ROOM**

The Mail Room is located in the Administration Building between the Library and the Business Office. All incoming mail arrives and is distributed from here. Faculty and staff mailboxes are located at the Mail Room; Residence Hall and Family Housing mailboxes are in Davis Hall.

Services available at the Mail Room include shipping and receiving of UPS, freight and courier mail service, and paper supplies for faculty and staff. UPS deliveries are usually available by 2:30 p.m., and outgoing UPS packages should be submitted by 1:00 p.m. Federal Express mail must be submitted by 11:00 a.m. for same day pickup. Incoming and outgoing Fax service is also available here. Contact the Mail Room for prices and service information.

To be metered for same day service, all business mail should be in the Mail Room by 11:00 a.m. Window hours Monday through Friday are posted at the Mail Room. For your protection, the Mail Room staff will not release mail to anyone other than the mailbox holder, and no information regarding whether an individual has mail will be released over the phone. Faculty and staff must bring their mail keys to obtain their mail. Mailboxes are assigned by the Mail Room.

## **HOW TO ADDRESS MAIL TO WESTERN**

### **Faculty/Staff Mail**

Your Name

UMWestern Box ###

710 S. Atlantic

Dillon MT 59725-3598

### **Residence Hall/Family Housing Mail**

Your Name

750 E. Cornell, # \_\_\_ (Box #)

Dillon MT 59725

## **MONTANA CAMPUS COMPACT**

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

The Montana Campus Compact, based in Missoula, is a coalition of university and college presidents, chancellors, and deans committed to fostering the values and skills of citizenship in Montana students through active involvement in civic engagement activities. This goal is met in the following ways.

- 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 information to its member campuses.
- Assist in State legislation promoting public and community service.

Faculty development grant funding is available through Montana Campus Compact through the following programs.

### **Faculty Technical Assistance & Training**

Montana Campus Compact (MTCC) serves as a service learning clearinghouse for faculty members who are interested in developing service learning courses or just curious about the pedagogy. In addition to a growing library of service learning texts, articles, and monographs, MTCC has continued to build a cadre of service learning scholars throughout Montana who serve as a valuable professional resource. MTCC regularly sponsors and hosts service learning workshops, conferences, and forums where national service learning scholars are invited to share the latest research and applications in the field.

## **Montana Faculty Fellowships**

The Montana Campus Compact awards eight distinguished Faculty Fellowships each year to scholars at MTCC member institutions. The fellowships are designed to encourage rigorous and meaningful service learning at institutions throughout Montana. Fellows are provided with a generous budget, technical assistance, and training retreats throughout the academic year of the award. Through this program, a strong network of Faculty Fellow Alumni have emerged as mentors who provide support to new and potential Fellows.

For more information regarding Montana Campus Compact programs and member benefits, contact the State office, (406) 243-5177, visit the website [www.umt.edu/mtcompact](http://www.umt.edu/mtcompact), or call Western's Center for Service Learning at (406) 683-7916.

## **REGISTRAR'S OFFICE**

The official academic records for Montana Western students are maintained in the Registrar's Office. The Registrar's Office provides information about registration, University academic policies, graduation requirements, athletic eligibility, grade reports, academic dismissal and reinstatement, enrollment verification, grades, official transcripts, graduation, and in-state residence classification for fee purposes. All student class schedule changes (adds, drops, withdrawals) are initiated at the Registrars Office. Students have the right to inspect and review their educational records in accordance with the provisions of the Family Educational Right to Privacy Act of 1974 (FERPA) as amended. Additional information about FERPA is contained in the University Catalog, Yearly Course Schedule, the Student Rights section of the Student Code of Conduct in this Handbook, or from the Registrar's Office.

## **RURAL EDUCATION CENTER**

Established at Montana Western in 1980 by the Board of Regents, the Rural Education Center seeks to enhance the quality of education for students in rural settings in the Northern Rocky Mountain area through the collaboration of Montana Western and elementary and secondary school professionals. The Center is one of five rural education research centers in the country endorsed by the National Rural Education Association. It functions on three levels:

1. Working with the teacher preparation program to provide field experiences at the sophomore and junior levels and conducting research to help improve Western's teacher education program.
2. Providing direct services to assist rural/small schools and communities deal with education issues.
3. Researching rural education issues.

## **SERVICE LEARNING CENTER**

Service Learning is an educational approach that enables students to acquire new knowledge and skills by participating in activities that benefit or improve life in their communities. Through AmeriCorps and a relationship with the Dillon Community Youth Initiative, Montana Western's Center for Service Learning provides paid academic year long service learning opportunities.

Most positions require students to be eligible for federal work-study awards, but a few are available regardless of financial need. These Student Coordinator positions provide marketing, tutoring, mentoring, youth activities, program administration and other assistance to Big Brothers/Big Sisters of Dillon, the Community Youth Initiative, and the local school districts.

The Center's student staff is also available to assist members of the campus community in finding opportunities to volunteer in the local community. In addition, staff coordinate several one-day service events, including a Diversity Day dinner, and participate in local festivals and events.

The Center, located in the basement of the IT Woods Building, is the local contact for Montana Campus Compact. Call 683-7916 for more information.

## **SWYSGOOD TECHNOLOGY CENTER (STC)**

The Swysgood Technology Center provides the campus with general computer lab facilities and mediated classrooms. The center also acts as a repository for student and faculty technology equipment. The following services are available for the campus community.

**Mediated Classrooms:** The STC has three fully mediated classrooms and four fully mediated computer labs. The six mediated rooms are equipped with a projector that allows for computer, DVD and VCR image projection and audio playback.

**Computer Labs:** The STC has four computer labs. There are three PC labs with 80 computers and one Macintosh lab with 18 machines.

Mobile Wireless Computer Cart: The STC and library provide wireless computer environment. The two carts available have 20 wireless PC computers each that are available for checkout to faculty for specific class use.

Workshop Training for Faculty and Students: The staff of the STC is available for faculty, staff, and student training in the use of equipment and programs used in the STC.

Equipment Checkout: The STC has equipment available for educational use for student and faculty checkout. Computers, digital still and video cameras, LCD projectors as well as traditional AV equipment are also available.

Computer Lab Software Installation: The STC will load specialized software for faculty members for specific class use.

The WebCT help desk is located in the STC. The help desk number is 7007. Answers to questions regarding log-in, accessing material, and general information about WEB-CT are available at the help desk.

Video/WEB Conferencing: Facilities for digital conferencing are available in the STC. The STC "Board Room" houses the METNET system for video conferencing. WEB based conferences are available in any of the mediated classrooms or computer labs.

The "Great Room": In addition to servicing the campus community educationally, the center also provides facilities for community and student activities. The "Great Room" in the center seats 250 and is an ideal venue for a variety of activities. The "Great Room" is fully mediated.

## **SUPPORT SERVICES**

Support Services, located in the lower level of the Swysgood Technology Center, Room 002, provides learning and production services for faculty, staff and students. The following services are available to the campus community:

Copying: a wide variety of paper stock is available to choose from for every occasion.

Color Copies: from print material to digital photographs, SS can provide color prints for any project.

Production Center: SS will print your poster and provide graphic design assistance for projects.

## **TELEPHONE SERVICE**

The campus operator provides to callers campus directory listings and general information about upcoming events.

***UMWestern's long distance service is not for personal use by faculty, staff, or students.***

Students living on campus must provide their own long distance carrier. Phone cards may be purchased at the Campus Bookstore.

## **TRAFFIC CONTROL OFFICE**

### ***Campus Parking Permits***

All vehicles parked on campus by Montana Western faculty, staff, and students must be registered with the Traffic Control Office. All hangers must be displayed and clearly visible on the rearview mirror.

*Commuter permits* are issued to students and staff driving to campus. Vehicles with this permit may park only in designated Commuter parking lots.

*Resident permits* are issued to students living on campus. Vehicles with this permit may park anywhere in the designated Resident lots.

*Reserved permits* are issued for signed reserved parking, which provides specified hours for use by that individual only. No one else may use that space during the specified hours.

*Handicap permits* are issued to individuals with documented disabilities. Vehicles may be parked in areas designated for the disabled in any lot.

*Visitor parking* is available in various locations around campus. Faculty, staff, and students may not park in visitor parking slots; these are to remain available for use by people attending conventions, meetings, workshops, or having official business on campus. Visitor passes are available at the Business Office or the Traffic Office. These passes must be clearly visible in the vehicle while parked in any visitor parking space. Upon request, the Traffic Control Office will provide passes for groups in advance of special events. In certain situations, a student, faculty, or staff member can obtain a temporary parking permit for vehicles not registered with the Traffic Control Office, or if special circumstances exist that require other temporary parking arrangements.

*Temporary permits* are issued on a daily or weekly basis. Special arrangements can be made for extensions. Temporary hangers can be purchased from the Traffic Office or the Business Office and can be used for all Commuter and Resident lots.

*Short term parking* for pick-up and delivery is provided in various convenient locations around campus. The maximum time allotted in these spaces is 20 minutes.

The Traffic Control Office will exchange permits for an individual who will no longer be parking the originally registered vehicle on campus as a resident or commuter. Take the original hanger to the Traffic Control Office to register the change. A new hanger will then be issued for that vehicle. This is especially important for students moving off campus following Fall Semester who will park in Commuter lots instead of Resident lots. Information on permits, regulations, fines, violations, and appeals may be obtained from the Traffic Control Office.

Vehicle registration cards may be obtained at the Business Office or at the Traffic Office. Registration of vehicles is included as a part of tuition and fees for students.

### ***Parking Regulations***

The following list outlines parking violations for which parking tickets are issued:

- Parking in a fire lane
- Parking on lawns/sidewalks
- Parking in a Quick Stop longer than 20 minutes
- Parking in disabled parking without an appropriate permit
- Parking in reserved parking without an appropriate permit
- Parking in a manner that takes up two parking spaces
- Parking in the restricted parking area without an appropriate permit

#### *Schedule of Parking Fines*

\$100— Disabled Parking

\$10— No Decal

Improper Decal

Parking in a Restricted Area

Using two spaces

Other

***Failure to pay parking fines will result in a “Hold” being placed on registration, grades, and transcripts.***

#### *Towing/Wheel Lock Policy*

- A vehicle may be towed/wheel locked at the owner’s expense from any special permit area, including reserved parking, disabled parking, Quick Stop, or special towing zones, and in fire lanes, at fire hydrants, on lawns, and in front of loading docks.
- A vehicle may be towed at owner’s expense when it is left in a position that causes the vehicle to substantially endanger public safety, when the vehicle interferes with University functions or operations in a manner that makes vehicle removal imperative, or when the vehicle is parked on areas of the University likely to be harmed by a parked vehicle.
- Any abandoned vehicle will be towed away at the owner’s expense.
- Vehicles may be towed/wheel locked at owner’s expense if the vehicle has accumulated five or more unpaid tickets.

Vehicle owners may redeem their vehicles by paying the towing service operator fees plus any fines owed to Montana Western.

#### *Appeals*

To appeal a traffic ticket, pick up an appeal form at the Business Office or the Traffic Office, and submit the completed appeal form to the Business Office or Traffic Office within five (5) business days of the date specified on the notice of traffic violation. Fines may be reviewed based upon a written appeal and the individual may appear in person before the Traffic Appeals Review Committee. All fines established or upheld by the committee are due upon notification.

## **TRIO STUDENT SUPPORT SERVICES (FORMERLY EOP)**

A range of academic support services is offered through the Trio Student Support Service (Trio SSS) to assist eligible students enrolled at Montana Western. Services include courses specifically designed to instruct students in learning and writing strategies for higher education. Support services and referrals in academic procedures, career guidance, financial aid, counseling, and tutoring are also offered through Trio SSS. Applications are available in the Trio SSS office, Main Hall-216.

Trio SSS is a U.S. Department of Education grant-funded TRIO project. To qualify, students must meet at least one of the following criteria:

- a. Meet low-income guidelines.
- b. Have a documented disability.
- c. Neither of the student's parents or guardians completed a four-year college degree.

Need for academic support is another key eligibility factor. Contact Trio SSS at (406) 683-7322, or at the toll free number through the School of Outreach, 1-866-799-9140.

## **WELLNESS PROGRAM**

Montana Western sponsors a Wellness Program for students, faculty, and staff that strive to provide fitness activities, educational and social programming, nutritional assistance, and substance abuse awareness. The Wellness Program is intended to enhance the lifestyle of each member of the Montana Western community and to promote an active drug-free and alcohol-free workplace and living environment.

# **STUDENT ACTIVITIES**

## **ASUMW STUDENT SENATE**

All students registered for seven or more credits are members of the Associated Students of The University of Montana Western and pay a student activity fee as part of their overall registration fees. The Associated Students organization is governed by officers elected each year, including President, Vice President, and Senators. The Student Senate office has an Office Manager who coordinates the activities, intramurals, students, and officers. The Manager can be reached at 683-7211. The Student Senate is concerned with all policy matters that directly affect the student body and acts as liaison with the Montana Western administration.

The Senate meets once a week during the academic year in an open forum to allow interested students to attend. Students are encouraged to bring concerns to the meetings or to a Senate member. It is the responsibility of the Senate to assist in resolution or fact-finding as necessary.

## **STUDENT ACTIVITIES OFFICE**

The Student Activities Office is responsible for maintaining an active student activities program, including entertainment, intramurals, and educational programming. The Activities office consists of an activities director, activities assistant, and intramurals assistant. The office maintains a weekly calendar and monthly online calendar of events, manages the Student Union, and is responsible for all public posting on campus. For more information call the Student Activities Office at 683-7211.

## **STUDENT ORGANIZATIONS**

*Note: The following clubs and organizations have received official Student Senate recognition, but may not be currently active. Contact the person or department listed for more information about any specific group, or the Student Senate Office, 683-7211.*

### **Art Club**

Provides an opportunity for students to further their art interest both socially and academically. Contact Dr. Randy Horst, 7232.

### **Business Club**

Comprised of students interested in business. Club objectives are social, as well as to provide an opportunity to learn leadership skills and develop future business relationships. Contact Shauna Basile, 7401.

### ***Biology Club***

The Biology Club is open to all students and non-students who are interested in biological sciences and how they relate to the world today. Club activities include organizing the campus-wide Spring Research Symposium, helping K-12 students with science projects, and judging science fairs. The purpose of the club is to educate the campus and the Dillon communities on biological issues, as well as to emphasize biological research that is taking place at UMW. Contact Dr. Mike Morrow 7254.

### ***Catholic Campus Ministry***

An outreach of the Catholic Church, this group sponsors various social activities throughout the year, which all students are encouraged to attend. Watch for advertising. Meets every Tuesday, at 7:00 p.m., in the Fireside room. Contact Denise Rust, 7542.

### ***Chi Alpha Christian Fellowship***

Holds weekly worship services, Bible studies, social activities, seasonal retreats, and service projects on campus. Chi Alpha members spent spring break 2006, in New Orleans helping the victims of Hurricane Katrina. This club is responsible for management of the Midnight Café. Contact Nate Lant, 925-1050.

### ***Circle K***

Comprised of student leaders who have a lifelong commitment to community service worldwide. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Contact Mike Miller, 7636.

### ***Embracing Diversity Club***

The Embracing Diversity Club is dedicated to increasing tolerance (respectful behavior and attitudes) for the diversity among us. We engage the campus and community in activities that promote understanding and tolerance through speakers, lessons in the elementary school, and participation in the week of the young child. Contact Dr. Delena Norris-Tull, 7043.

### ***Equestrian Club***

Founded in the Fall of 2001, the team competes under the auspices, rules, and regulations of the Intercollegiate Horse Show Association (IHSA), and the Intercollegiate Dressage Association (IDA), recognized members of the US Equestrian Federation. Members may have with experience in the sport, or may be beginning horse enthusiasts. Participants may ride Western or English, and owning a horse is not required. The IHSA's competitions are affordable because individual colleges/universities host each event and provide the horses. This is not the only unique aspect of IHSA competitions, however. Riders are not allowed to use their own horses, and personal tack and schooling/warm ups are not permitted. For further information about the Equestrian Team and IHSA horse shows, contact faculty advisor Dr. John Xanthopoulos, 7018.

### ***Gargoyles/Drama Club***

Promote dramatic activity and familiarize members with the different phases of dramatic production. Membership is open to all students and to the public, regardless of drama experience. Activities in the recent past have included acting work shops, trip to Hawaii, and fundraising. Contact Larry Brazill, 7038.

### ***Industrial Technology Club***

Available to all students interested in the fields of Industrial Technology, Industrial Arts, and Vocational Education. The primary focus is to offer the opportunity to participate in a wide variety of technology and vocation forums, as well as social activities. Contact Dr. Gary Frey, 7191.

### ***Kappa Delta Pi***

An international honor society in education, this club promotes excellence in and recognizes outstanding contributions to education, encourages professional growth, and honors achievement in educational work. Contact Mike Schulz, 7492.

### ***Lambda Alliance***

Lambda is for gay, lesbian, bisexual, and transgender students, faculty, staff, and community members. The club is also open to straight supporters. Activities have included a movie series, guest speaker, and concert. Contact Rebecca Knotts, 7206.

### ***Montana Association for the Education of Young Children***

Raise awareness on how children develop and learn, advocate for early childhood professionals, collaborate with other organizations and institutions, and support those who work on behalf of children and their families. Sponsored Love for the kids dinner, and week of the young child.

### **Montana College Democrats**

The College Democrats pledge itself to support the candidates and philosophy of the Democratic Party and declares its intention to support all efforts to increase the participation of college students in Democratic affairs. Contact Dr. Michael Francisconi, 7328.

### **Montana College Republicans**

Montana College Republicans make known and promote the principles of the Republican Party among the campus and community, aid in the election of Republican candidates at all levels of government and develop political skills and leadership abilities among Republican students as preparation for future service by them to the party and community. Contact Brooke Erb, 7211.

### **Music Club**

The Music Club is open to all students interested in promoting musical activity on campus and in the community. Members attend music education conventions and workshops, present recitals, and participate in several other musical events throughout the year. Contact Dr. Jeri Bonnin, 7046.

### **Polynesian Club**

The purpose of the club is to promote awareness and understanding of Polynesian culture, specifically, music, dance, and drumming. Open to all members of the campus. Contact Dr. Judy Ulrich, 7422.

### **Psychology Club**

Open to all students, regardless of major. They explore the different fields of Psychology by watching related movies and having intellectual discussions afterward. They bring professionals to the campus and explore graduate programs through field trips and contacts. Contact Dr. Mark Krank, 7547.

### **Rodeo Club**

Provides support for the Western Rodeo teams and hosts several functions each year, including the Labor Day Big and Rich Steer Wrestling, Heritage Days, YMCA rodeo school and Middle school dance unit, and Spring Community Appreciation Banquet. Contact Ms. Iola Else, 7539.

### **Terra Verde**

Terra Verde is the official student organization of the Department of Environmental Sciences at the University of Montana-Western. As such, the organization's primary mission is to provide an outlet for students at UMW who are interested in the natural world. The club participates in volunteer work with local agencies such as the Bureau of Land Management and the U.S. Forest Service in order to provide student's with field experiences in the environmental sciences during their academic tenure at UMW. In addition, the club sponsors educational field trips to local natural treasures such as Yellowstone National Park, Craters of the Moon, and Glacier National Park. Contact Dr. Rob Thomas, 7615.

### **Twisted Ink Club**

To draw interest to the English department of UM-Western, we expanded on the old English poetry club, IGNU. Twisted Ink, (as we have chosen to rename the club), intends to promote creative writing amongst not only English majors and minors, but also those who have a love of writing. We publish a webzine two to three times a year, in which Western students can showcase their literary talents. Club members will be able to improve on and/or gain editorial skills in the process of editing and publishing manuscripts. Contact Dr. Diana Francis, 7102.

## **INSURANCE & LIABILITY ADVISORY**

Montana Western considers students and others who participate in activities sponsored by student clubs and organizations to be adults who understand the nature and risk of such activities and accept personal responsibility for their conduct without need for supervision.

The University is responsible for providing information and leadership training, but generally assumes no responsibility for participants' bodily injury or personal property damage during student organizational activities. Students are advised to have appropriate medical insurance, skill training, and protective equipment, where applicable. Students must have a valid driver's license and automobile insurance before driving any vehicle in connection with University activities.

# STUDENT CODE OF CONDUCT

## I. JURISDICTION

The Student Conduct Code, embodying the ideals of academic honesty, integrity, human rights, and responsible citizenship, governs all student conduct at UM Western. Student enrollment in the University presupposes a commitment to the principles and policies embodied in this Code. In addition, students remain responsible under the civil and criminal laws of the State of Montana and the United States like any other citizen.

The Student Conduct Code ensures certain substantive and procedural rights to students charged with violating the Standards of Student Conduct. The Standards of Student Conduct and Disciplinary Procedures follow.

Students at Montana Western may be subject to other University policies or regulations, as well as the Student Conduct Code. Other departments also may have specific professional conduct or honor codes.

The official source of procedure for conduct, discipline, and grievance purposes is this Student Handbook.

Violations of University vehicle and traffic regulations are governed by the procedures set forth in Montana Western's Vehicle, Parking and Traffic Regulations, available at the Traffic Control Office.

*Wherever referred to in this Code, administrative officers of the University include the officers and their designees.*

Montana Western also has an obligation to uphold the laws of the larger community of which it is a part. While the laws of the larger community and the Student Conduct Code may overlap, they operate independently and do not substitute for each other. Montana Western may pursue enforcement of its rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University rules have been broken. Conversely, Montana Western makes no attempt to shield members of the campus community from the law, nor does it automatically intervene in legal proceedings against members of the Montana Western community.

When a complaint is filed with appropriate Montana Western officials charging a student with violating the Student Conduct Code, Montana Western is responsible for conducting an investigation, initiating charges, and adjudicating those charges. Although the complainant's responses are sought during the disciplinary process, the judgment of the case is the responsibility of the designated administrative officer. If the complainant decides to withdraw the complaint, Montana Western may proceed with the case on the basis of other testimony.

### A. OFF CAMPUS OFFENSES

In exceptional circumstances, Student Conduct Code charges may be initiated against a student who engages in conduct off-campus that allegedly constitutes a criminal offense under Montana or Federal criminal law and directly and seriously threatens the health and safety of members of the campus community. A student or Montana Western employee having knowledge of the off-campus offense may file a complaint with the Student Life Office. The Student Life Office, with the advice and counsel of appropriate professional staff to determine whether requirements for off-campus application of Student Conduct Code charges are met, recommends to the Chancellor whether such charges should be made. In reaching a decision, the Chancellor considers whether criminal charges have been or will be filed and whether the alleged offender is in the custody of criminal justice authorities. Disciplinary procedures for General Misconduct apply to charges initiated under this section. Application of this Code to off-campus offenses is subject to procedures in Student Code of Conduct Section V.C. of this Handbook.

## II. STUDENT RIGHTS

The University of Montana Western recognizes that its students retain the rights provided by the United States and Montana Constitutions, federal and state statutes, and other applicable University policy, while attending Montana Western. The provisions of this Student Conduct Code are intended to be consistent with these rights, and to limit or restrict only conduct that goes beyond the responsible exercise of these rights recognized by law. The following rights are specifically recognized and implemented in this Student Conduct Code.

## **A. STATEMENT OF RESPONSIBILITY**

The Montana Western community values personal and academic freedom and embraces the ideals of academic honesty and integrity. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. We do so by learning from individual and collective differences and respecting every person.

## **B. STUDENT RESPONSIBILITY & ATTENDANCE**

Students are held responsible for knowledge of the policies governing registration, grading, drops, adds, and withdrawal, and class or credit load, as well as other procedures and regulations outlined in this Student Handbook, Yearly Course Schedule, University Catalog, and other publications and special registration instructions which may be issued on a semester-by-semester basis.

Faculty outline requirements for satisfactory completion of courses in a syllabus given to students at the beginning of the course. Students are responsible for ascertaining course and attendance requirements of each class in which they are enrolled. Regular class attendance, especially early in the semester, is critical to student success.

Requirements for degrees and programs of study (including majors and minors) offered at Montana Western are listed in the University Catalog. Students should consult their catalog "in effect", and contact their advisor with questions concerning course and grade requirements for graduation.

## **C. RIGHT OF PRIVACY, RELEASE OF CONFIDENTIAL RECORDS (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by Montana Western. Specifically:

- 1) Students' educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.
- 2) Students have the right to inspect and review their own individually identifiable educational records. This right may be exercised by contacting the Registrar.
- 3) Students have the right to challenge information contained in individually identifiable educational records. Contact the Registrar for information.
- 4) A copy of the policy statement describing Montana Western's regulations for this Act is contained in the University Catalog.

FERPA permits the release of directory-type information to third parties without written consent of the student provided the student has been given the opportunity to withhold such disclosure. Montana Western releases, upon inquiry from third parties and for Montana Western's News & Publications Office purposes, directory information without written consent of students. Directory information includes names, addresses, phone numbers, email addresses, age, date, and place of birth, gender, names and addresses of parents, student classification, class schedules, photos of students (if available), class, major, dates of attendance, and degrees, honors, and awards conferred; and/or the height, weight, name of high school attended and year of graduation of members of athletic teams.

Students may withhold directory information by checking the appropriate box on Montana Western's registration form for that particular semester/term, or by contacting the Registrar's Office, ADM-105, (406) 683-7371.

NOTE: While a request to withhold directory information may be made at any time, students wishing to have directory information withheld from the student directory for a specific term/semester should submit their requests no later than the end of the second week of classes for that particular term.

## D. RIGHT TO CONFIDENTIALITY

The University of Montana Western complies with the principles of privacy found in the Montana Constitution, Montana Code Annotated, and the Family Educational Rights and Privacy Act. The student's name and other identifying information, including address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees awarded, and honors received **may be considered public information**, unless the student requests the University in writing to hold the information in confidence.

A student's rights in a proceeding involving the Student Conduct Code include the following:

- 1) All disciplinary proceedings are closed to the public. An open conference/ hearing may be held at the discretion of the administrative officer/chair of the adjudicating court only if requested by the student, unless closure of the proceedings is necessary to protect the overriding individual privacy rights of others.
- 2) The University, including individuals involved in a disciplinary proceeding, will not disclose information to anyone not connected with the proceeding. The fact that there is a disciplinary proceeding concerning the incident may be disclosed; however, individual student identities will not be disclosed.
- 3) The University, including individuals involved in a disciplinary proceeding, will disclose the results of the proceedings, including sanctions imposed, **only to those who need to know** the results for purposes of record-keeping, enforcement of the sanctions, further proceedings, or compliance with federal or state law. The fact that a disciplinary proceeding has been concluded and appropriate action taken may be disclosed. The Campus Security Act of 1990 allows, but does not require, the University to disclose the results to an alleged victim of a violent crime.

## E. RIGHT TO DUE PROCESS

### 1) *The Accused*

Any student accused of violating the Student Conduct Code has certain rights:

- a. The right to be advised that a complaint is being investigated, and the right to be advised of the potential charges.
- b. The right to review the evidence.
- c. The right to decline to make statements.
- d. The right to submit a written account relating to the alleged charges.
- e. The right to know of the identity of individuals who will be present at an administrative conference or a Court hearing.
- f. The right to have a person of choice, including legal counsel, present throughout any and all proceedings provided for in this Code.
- g. The right to a reasonable period of time to prepare for a hearing, and the right to request a delay of the hearing for urgent circumstances.
- h. The right to hear and question witnesses and the accuser.
- i. The right to present relevant evidence and witnesses.
- j. The right to have past conduct that is irrelevant to the case not discussed during the proceedings. In the case of rape and sexual assault, this is specifically provided for in Montana law.
- k. The right to timely adjudication of charges as provided in this Code.

### 2) *The Alleged Victim*

Some actions that violate the Student Conduct Code involve a person who is an alleged victim of a violent crime. Violent crime may include acts such as robbery, vandalism, aggravated assault, sexual assault, harassment, and acts that endanger another's safety. When a member of the University community files a complaint and is identified as an alleged victim of a violent crime, that individual is entitled to certain rights in the disciplinary process.

An alleged victim of a violent crime is entitled to the following:

- a. The right to meet with the designated administrative officer to discuss the various aspects of the disciplinary process.
- b. The right to submit a written account of the incident and a statement discussing the effect of the alleged misconduct on himself/herself.

- c. The right to have a person of choice, including legal counsel, present throughout any and all proceedings provided for in this Code.
- d. The right to be informed of the date, time, and location of the administrative conference (or University Court hearing), and the right to be present at all stages of the proceedings except the private deliberations of the administrative officer (or University Court).

### III. BEHAVIORAL PHILOSOPHY

Citizenship is the process whereby the individual and the collaborative group become responsibly connected to the community and the society through leadership development activity. To be a good citizen is to work for positive change on behalf of others and the community. Citizenship thus acknowledges the interdependence of all who are involved in or affected by these efforts. It recognizes that the common purpose of the group must incorporate a sense of concern for the rights and welfare of all those who might be affected by the group's efforts. Good citizenship thus recognizes that effective democracy involves individual responsibility as well as individual rights.

*Bonous-Hammarth, Chambers, Goldberg, Johnson, Komives, Landgon, Leland, Lucas, Pope, Roberts, & Shellogg, 1995, A Social Change Model of Leadership Development, Guidebook, Version III, p. 25.*

The University of Montana Western is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are honored and celebrated. Montana Western is committed to preserving the exercise of any right guaranteed to individuals by the constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy to the same extent. It is clear that in a community of learning, willful disruption of the educational process or the abridgement of the rights of other members of the University cannot be tolerated.

Students enrolling at Montana Western assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Montana Western retains the power and authority to maintain order within the University.

Montana Western students are citizens of an academic community. While academic policies set forth the expectations for student achievement and performance, student codes establish the basic social expectations for students as members of a community. As citizens, students enjoy the same freedoms and rights that all citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

The University of Montana Western has had a long tradition of, and a deep commitment to, academic freedom. The welfare and strength of the University and of society at large depends upon the free search and truth and its free expression. To this end the University of Montana Western shall recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and, for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or reprisal. This right extends to other facets of campus life to include the right of a faculty member to speak on general educational questions or about the administration and operation of the University of Montana Western and the Montana University System. The right of academic freedom shall be the right of every faculty member whether tenured or untenured.

This policy recognizes that each faculty member is also a citizen and a member of a learned profession, as well as an employee of an educational institution. When the faculty member speaks or writes as a citizen, the faculty member shall be free from institutional censorship or discipline. When acting as a private citizen, in writing, speech, or actions, the faculty member has an obligation to make it clear that the action, speech, or writing is as an individual and not as a representative of the University of Montana Western or the Montana University System.

*University of Montana Policy and Procedures. Policy number 101.4, adopted 7/99, revised 8/04, and approved by Dr. George Dennison, President.*

Each instructor has the responsibility and right to ensure and require respectful and safe behavior that fosters a productive learning environment in all courses. At the discretion of the instructor, disrespectful, unruly, disorderly or unsafe behavior by any student may result in such necessary action as suspension or expulsion from the course or other action deemed appropriate by the instructor.

***In keeping with this mission of the University, students are expected to:***

- 1) Prepare for and attend classes.
- 2) Participate in class activities.
- 3) Invest time and effort to meet course requirements.
- 4) Complete assignments in a timely fashion.
- 5) Treat peers and instructors in a humanistic fashion.
- 6) Support peers in their efforts to acquire the skills needed to be successful citizens of an academic community.
- 7) Strive to apply what they learn in class to their lives outside the classroom through community service.
- 8) Demonstrate principles of academic integrity.
- 9) Challenge acts of academic fraud and other unethical or immoral behavior by their peers and institutional agents.
- 10) Participate in institutional governance.
- 11) Support diversity within the student body and individual expression.
- 12) Be actively involved in initiatives that link students, the institution, and society in a common cause.
- 13) Exercise guaranteed freedoms in a responsible manner consistent with the aims and traditions of the academy.
- 14) Support peers through attendance at student activities, presentations, or performances.

***Students can expect Montana Western to:***

- 1) Offer a curriculum that provides a coherent intellectual experience that will prepare them to live productive lives after University.
- 2) Clearly delineate and explain requirements for all degrees in accessible institutional documents.
- 3) Offer all general education and major field courses at a rate that permits students to complete their educational objectives in a specified period of time.
- 4) Make advisors available with the knowledge to help students identify appropriate courses and vocational options.
- 5) Model ethical and moral behavior in all transactions.
- 6) Communicate clearly and apply fairly all rules, policies, and practices.
- 7) Provide programs, services, and facilities as described in institutional publications.

## **IV. RULES & REGULATIONS**

### **A. ACADEMIC CODE**

Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. Academic misconduct is defined as all forms of academic dishonesty, including but not limited to:

#### **1) *Plagiarism***

Representing another person's words, ideas, data, or materials as one's own.

#### **2) *Misconduct during an examination or academic exercise***

Copying from another student's paper, consulting unauthorized material, giving information to another student or collaborating with one or more students without authorization, or otherwise failing to abide by the University or instructor's rules governing the examination or academic exercise without the instructor's permission.

#### **3) *Unauthorized possession of examination or other course materials***

Acquiring or possessing an examination or other course materials without authorization by the instructor.

#### **4) *Tampering with course materials***

Destroying, hiding, or otherwise tampering with source materials, library materials, laboratory materials, computer system equipment or programs, or other course materials.

**5) Submitting false information**

Knowingly submitting false, altered, or invented information, data, quotations, citations, or documentation in connection with an academic exercise.

**6) Submitting work previously presented in another course**

Knowingly making such submission in violation of stated course requirements.

**7) Improperly influencing conduct**

Acting calculatedly to influence an instructor, the instructor's supervisor, or any Western administrator to assign a grade other than that actually earned.

**8) Substituting, or arranging substitution, for another student during an examination or other academic exercise**

Knowingly allowing others to offer one's work as their own.

**9) Facilitating academic dishonesty**

Knowingly helping or attempting to help another commit an act of academic dishonesty, including assistance in the arrangement whereby any work, classroom performance, examination activity, or other academic exercise is submitted or performed by a person other than the student under whose name the work is submitted or performed.

**10) Altering transcripts, grades, examinations, or other academic-related documents**

Falsifying, tampering with, or misrepresenting a transcript, other academic records, or any material relevant to academic performance, enrollment, or admission.

**B. ATHLETIC CODE**

Participation in intercollegiate athletics at Montana Western is a privilege afforded to a select group of individuals. At certain times this privilege may present responsibilities that would not apply to a student not participating in athletics. Student-athletes are given an opportunity to enhance their student life through competitive events, enhance lifelong skills such as commitment, discipline, and teamwork, prepare for employment within the coaching field, and travel and represent Montana Western.

Montana Western expects each student-athlete to strive for excellence within their competitive field and in the classroom. In addition, student-athletes should conduct themselves as positive and responsible citizens.

Student-athletes are responsible for National Association of Intercollegiate Athletics (NAIA), National Intercollegiate Rodeo Association (NIRA), United States Equestrian Federation (USEF), Frontier Conference, and UM Western regulations regarding their eligibility for practice, participation, and the receipt of financial assistance. They are also subject to rules and regulations regarding the use of tobacco, alcohol, and illegal drugs, as well as other forms of misconduct.

Team rules for student-athletes are established by each head coach and are subject to review by the Director of Athletics, the Athletic Committee, and the Chancellor. Trainer rules will fall under the same standards. Each head coach is responsible for informing members, in writing, of the established rules and disciplinary actions at the first team and staff meeting.

*All students, including student-athletes, are also responsible for their actions under the civil and criminal laws of the State of Montana.*

**Standards of Conduct**

- 1) Student-athletes at Montana Western are public figures responsible for representing the University in the most positive fashion. Their behavior must be beyond reproach at all times, and meet the expectations of their teammates, coach, University, and community. Their actions are scrutinized more closely than those of the average student, and their actions should reflect that knowledge.
- 2) The following misconduct is subject to disciplinary action(s):
  - a. Violation of civil or criminal statutes.
  - b. Violation of NAIA, Conference, or institutional rules and regulations.
  - c. Violation of the Student Athlete Conduct Code.
  - d. Violation of team rules.
  - e. Violation of the UM Western Student Handbook.

## C. GENERAL BEHAVIOR CODE

### 1. COMPUTER USE

Violators of computer use policies will be subject to the normal disciplinary procedures of the University. Violations of the policies described below for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving Montana Western computing resources may also be subject to prosecution by local, state, or federal authorities. Computer use violations are divided into four categories, described below with examples listed.

#### I. POLICY

The University of Montana Western provides electronic communication services to students and utilizes them as a primary communication mechanism between Western and its students.

#### II. PURPOSE

The University of Montana Western's email system is a primary communication mechanism between Western and its students. Western has established generally accepted guidelines for use of this communication medium including university use of email, assignment of student email addresses, and expectations of email communication between faculty and students, staff and students, and administrators and students.

#### III. PROCEDURES

##### A. University Use of Email

All students currently actively enrolled at Western are required to have an email address.

Email is a mechanism for official communication within the university. Western expects that students will open and read such communications in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As steward of the email system, the Technology Steering Committee is responsible for overseeing the usage of student email. The primary administrative offices (Dean of Students, Registrar, Director of Admissions, Director of Student Success, Director of Financial Aid, and Director of Business Services) will review special requests for access to the campus email system.

##### B. Assignment of Student Email Accounts

Official University email accounts are created automatically for all actively enrolled students. These accounts expire approximately two weeks after the end of each semester. The email address is stored on Banner as their campus address.

Students may change their email address to a preferred address by forwarding their campus email to an account that they check regularly. If the student should decide to use another email address, it is up to the student to **electronically** forward their campus account to an account that they are checking in a fashion noted in item C below. Students who wish to provide a permanent email address to Montana Western, which can be used when their campus address is not active, may do so by using Banner Student Self-Service (DAWGS).

##### C. Expectations About Student Use of Email

Students are expected to check their email no less than twice a week in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", and non-delivery of email because the student's mailbox is full, are not acceptable excuses for missing official University communications via email.

To ensure that necessary communications will be received, students should delete messages no longer needed and empty their electronic mailboxes in a timely manner.

##### D. Confidential Information

Since email is an insecure method of communication, Western officials will never transmit nor solicit confidential information via email. Communications to students will always be to contact a campus office, or notify them that their bill is available online, etc. Students should never respond to requests for Social Security Number, credit card, or other personal information via email. Because the Banner Student Self-Service System (DAWGS) is encrypted using Secure Sockets Layer (SSL), **it can be used to provide additional information**. Only DAWGS, face-to-face, or written communications will be used to provide confidential information to or request confidential information from a student.

## E. Privacy

Email users should not use email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is important that users be careful to send messages only to the intended recipient(s).

1. All use of email must be consistent with Board of Regents policy on use of electronic email (<http://bor.montana.edu/borpol/bor1300/bor1300.asp>).
2. Confidentiality of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email will be consistent with FERPA.
3. Email shall not be used for notification of any legal action.

## F. Educational Users of Email

Western faculty will determine how electronic forms of communication (e.g., campus email, WebCT email, WebCT chats, and message boards) will be used in their classes, and will specify their requirements in the course syllabus.

## Standards of Conduct

### Category A - Nuisance

These offenses generally show a lack of consideration of other computer users, but do not threaten privacy, computer integrity, or violate ethical principles. The individual employed poor judgment.

- 1) **Do not** use Montana Western E-mail distribution lists for personal use.
- 2) **Do not** send sensitive or private information via E-mail.
- 3) **Do not** send any passwords through the E-mail system.

### Category B - Questionable Ethics

These offenses often involve violations where the ethics of actions are in question. A person's privacy or computer integrity was violated.

- 1) **Do not** continue to send E-mail, talk requests, or messages to any user if that user requests that you remove him/her from the mailing list. Failure to comply may constitute harassment.
- 2) **Do not** use computer communications facilities in a way that unnecessarily impedes the computing activities of others. Participation in these activities is not only unethical, but may constitute harassment.
- 3) **Do not** access or publish confidential information about a person (such as their educational records) without their consent or other authorization.
- 4) **Do not** distribute pornography or other questionable material. If you have a question about whether or not something is questionable, it probably is.
- 5) **Do not** attack University policy or personnel.
- 6) **Do not** send unwanted E-mail that is considered to be "Spam".
- 7) **Do not** attempt to test security flaws yourself.
- 8) **Do not** probe or connect to any computers without authorization.
- 9) **Do not** install any software of any kind on any computer lab computer without authorization.

### Category C - Severe

This user has done something that warrants investigation and an incident report by the Dean of Students Office.

- 1) **Do not** harass, intimidate, libel, or slander other users.
- 2) Observe every user's right to privacy.
- 3) **Do not** copy and/or use software, images, music, or other intellectual property unless you are certain you have the right to do so.
- 4) **Do not** attempt to break into any University computing resource.
- 5) **Do not** use University computing and network resources to attempt to break into any other network or computer systems.
- 6) **Do not** solicit via E-mail, USENET news, or web site any activity against local, state, or federal law.
- 7) **Do not** participate in academic dishonesty (plagiarism, cheating).

- 8) **Do not** violate network usage policies and regulations for the University's network.
- 9) **Do not** use computing facilities for any project that promotes or involves prejudice based on race, creed, color, age, national origin, sexual orientation, gender, or physical or mental disability.
- 10) **Do not** use the campus network to promote a personal agenda (political, business, religious, or other).
- 11) **Do not** distribute copyrighted material (software, documents, sounds, pictures) via E-mail, USENET news, or the World Wide Web.
- 12) **Do not** create, send, or forward chain letters. Absolutely do not ever send an E-mail of this nature to any E-mail list. Failure to comply may mean immediate and permanent suspension of network access.
- 13) **Do not** flood another system, net-work, or user account with E-mail.
- 14) **Do not** obscure the true identity of the sender of E-mail or forge E-mail messages.
- 15) **Do not** install any unlicensed software on your computer.
- 16) **Do not** make unauthorized/ unlicensed copies of any University-owned software.
- 17) **Do not** attempt to disrupt operation of any system or network.
- 18) **Do not** alter data, software, or directories other than your own without proper authorization.
- 19) **Do not** attempt to gain root or supervisor access on any University system without authorization.
- 20) **Do not** use Montana Western resources as a leap-off point to try to break into other computer systems.
- 21) **Do not** install invasive software, such as worms or viruses, on any University system.

### **Category D - Criminal**

A person who commits a Category D offense is generally under investigation by the Dean of Students Office and/or local, state, or federal law enforcement.

- 1) **Do not** steal, destroy, or damage equipment, software, or data belonging to the University, other users, or other entities on the Internet.
- 2) **Do not** disrupt or monitor electronic communications.
- 3) **Do not** send any E-mail to someone who has asked you not to do so. This may constitute harassment, and you will be subject not only to the terms of this policy, but local, state, and federal laws as well.

## **2. General Misconduct**

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the Montana Western community. Students must act as responsible members of the academic community; respect the rights, privileges, and dignity of others; and refrain from actions that interfere with normal University functions.

General Misconduct includes all forms of misconduct, except academic misconduct. Some, but not all, of the acts listed below are criminal acts under the laws of Montana. In all cases, Montana Western concerns itself with general, or non-academic, misconduct insofar as it directly affects the Montana Western community. General misconduct is subject to University disciplinary action(s), and includes:

### **Standards of Conduct**

- 1) **Forgery, falsification, or fraudulent misuse** of University documents, records, or identification cards.
- 2) **Furnishing false information** to the University or members of the Montana Western community who are performing their official duties.
- 3) **Causing false information to be presented before any judicial proceeding** of the University or intentionally destroying evidence important to such a proceeding.
- 4) **Theft of property or services** on University premises or at University-sponsored activities, or knowing possession of stolen property on University premises or at University-sponsored activities.
- 5) **Unauthorized use, destruction, or damage** of University property or the property of others on University premises or at University-sponsored activities. "Unauthorized" means entry, use, or occupancy to which the student is not authorized by virtue of his/her enrollment, class schedule, and/or legal or Student Conduct Code action.

- 6) **Unauthorized or fraudulent use** of Montana Western's facilities, telephone system, mail system, or computers, or use of any of the above for any illegal act.
- 7) **Unauthorized entry, use, or occupancy** of University facilities.
- 8) **Failure to comply with the directions of University officials**, including Resident Assistants and Security Officers, acting in the performance of their duties within the scope of their authority.
- 9) **Violation of published University regulations or policies**. Among such regulations are those pertaining to student housing, entry and use of University facilities, use of amplifying equipment, campus demonstrations, etc. Montana Western regulations and policies may be obtained from various offices (Student Life, Registrar, Financial Aid, Business Office, and Chancellor's Office).
- 10) **Intentional obstruction or disruption** of normal University or University-sponsored activities, including but not limited to studying, teaching, research, administration and disciplinary procedures, or fire, police, or emergency services.
- 11) **Use, possession, or distribution of alcoholic beverages** on University premises or at University-sponsored activities except as permitted in University policies (Facility Use Policy, and Alcohol Policy). NOTE: According to Montana law, use or abuse of alcohol does not justify abusive or damaging behavior; such use or abuse will not constitute grounds for reduced sanctions for Conduct Code violations.
- 12) **Disorderly or indecent conduct** on University-owned or controlled property or at University-sponsored activities.
- 13) **Interfering with the freedom of expression** of others on University premises or at University-sponsored activities.
- 14) **Hazing**, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Off-campus incidents are subject to procedures in IV.B. below.
- 15) **Malicious intimidation or harassment of another**. When a student, with the intent to terrify, intimidate, threaten, harass, annoy, or offend, (a) causes bodily injury to another, (b) causes reasonable apprehension of bodily injury in another, (c) damages, destroys, or defaces any property of another or any public property, or (d) makes repeated telephone communications anonymously or at extremely inconvenient hours or in offensively coarse language. Off-campus incidents are subject to procedures in Section I, Jurisdiction, of this Student Handbook.
- 16) **Illegal use, possession, or distribution of any controlled substance** on University premises or at University-sponsored activities; or illegal distribution of any controlled substance off-campus, subject to procedures in Section I, Jurisdiction.
- 17) **Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or other noxious substances** on University premises.
- 18) **Rape or sexual assault**. Sexual intercourse without consent (rape) or sexual contact without consent (sexual assault). Off-campus incidents are subject to procedures in Section I, Jurisdiction. **NOTE:** According to Montana law, "without consent" means that the victim is: (a) compelled to submit (to sexual contact) by actual or threatened bodily injury, or by threat of substantial retaliatory action; (b) temporarily or permanently mentally incapacitated or physically helpless for any reason, including alcohol or drug intoxication; or (c) less than 16 years old. Sexual intercourse or contact without consent is possible between strangers, people who are acquainted with each other, people who are dating each other, and even people who are personally involved with each other; it can occur between two people in isolation, but it can also occur among more than two people, or in connection with social activities of student or other groups. In any and every case, rape and sexual assault remain serious criminal offenses.
- 19) **Homicide, assault, aggravated or felony assault, attempted suicide or threat of the same**, to any person on University-owned or controlled property or at University-sponsored functions, or conduct which threatens or endangers the health or safety of any such person; or off-campus homicide, assault, aggravated or felony assault, or threat of the same.
- 20) **Retaliation against a person for filing a complaint**, or acts of intimidation directed toward the person to drop a complaint.

- 21) **Violation of the terms of any disciplinary sanction imposed** in accordance with this Code.
- 22) **Attempts and Complicity:** Attempts to commit acts prohibited by the Standards of Student Conduct, or knowingly or willfully encouraging or assisting others to commit such acts, are prohibited by this Code and may be punished to the same extent as if one had committed the prohibited act.
- 23) **Sexual Harrassment:** As defined under University Policy Section K.
- 24) **Smoking & Tobacco:** Smoking and use of smokeless tobacco products is forbidden in all university buildings.

### 3. **Residence Halls**

#### 1) **Alcohol**

Alcohol is not permitted in the residence halls at any time. Students of any age found to be in the presence of alcohol are in violation of the policy. Students found to be in a clearly intoxicated state as documented by university staff members are in violation of the policy.

#### 2) **Candles & Incense**

Because of the threat of fire to residents and their property, candles cannot be burned in the residence halls; also, incense is not allowed in the residence halls due to the residual odor and annoyance to others.

#### 3) **Chemicals & Explosives**

Chemicals and explosives (including firecrackers, explosive devices, combustion engines, flammable and explosive liquids, ammunition, and fireworks) are not allowed in the residence halls or Family Housing. This includes materials and devices which by themselves, or when combined, could be explosive, flammable, toxic, or dangerous (such as camping fuel).

#### 4) **Cooking in Rooms**

Because of health concerns, only minimal cooking is allowed in residence hall rooms. Popcorn poppers, coffee pots, hot pots, and toasters are allowed if there is no exposed heating element, but care should be taken to maintain these appliances. Small microwave ovens are allowed if under 700 watts. Refrigerators under 4.2 cubic feet are allowed. Toaster ovens and George Forman-type grills are not allowed.

#### 5) **Credit Requirements**

Students living in campus housing are required to be registered for a minimum of six (6) credits per semester while in residence.

#### 6) **Disruptive Behavior**

Inappropriate behaviors that necessitate an additional response from campus or city personnel, or any behavior that can be construed as disruptive to the housing community are considered violations of policy.

#### 7) **Firearms**

All weapons and ammunition must be checked into the Student Life gun room. Under no circumstances are guns, bows, or ammunition to be carried onto resident floors.

#### 8) **Fire Drills & Fire Equipment**

Misuse of any fire equipment, starting fires, setting off false alarms, or failing to evacuate and/or hindering in the evacuation of others will result in disciplinary action and possible criminal action.

##### **Participation in fire drills is mandatory.**

Fire drills are conducted at least once each semester in each hall to inform residents of the proper evacuation procedures. The RA on each floor will explain the evacuation procedures at the first floor meeting and an evacuation plan will be posted at each floor exit door. Be sure you are familiar with these procedures. Your life may depend on it.

##### **Evacuation Guidelines:**

- a) Open curtains, pull up blinds or shades.
- b) Close window.
- c) Put on shoes and a coat, in case you must remain outside for an extended period.
- d) Turn off all lights.
- e) Close door and take your room key as staff will enter your room to conduct a visual check and will lock your room door.

- f) Leave building by the nearest exit, unless that path is obstructed by fire, in which case, find an alternate exit.
- g) Use stairs, not elevators during evacuation, as you could become trapped.
- h) If you **smell smoke** while in your room, first feel your door and doorknob to determine if heat is present. If it is not, place a towel over your mouth and open your door. **If you see smoke, crawl** to the nearest exit (heat and smoke rise, and you are safer closer to the floor).
- i) When you feel your door, **if heat is present, do not open your door**. Put a towel over your mouth and under your door, open your window, hang a piece of white cloth out the window, and then close the window. The cloth will let firefighters know where to find you. Unless you live on the first floor, do not jump out of your window. Never break your window, as this will draw smoke into your room. Notify the Hall Director that you are still in your room.
- j) Remain outside until a signal is given to re-enter the building.

#### 9) **Fire Hazards**

Residents are responsible for taking all possible precautions to prevent fires. The use of multi-socket extension cords or the installation of non-approved wiring by residents is prohibited by fire regulations.

#### 10) **Furniture & Furnishings**

Residents are not permitted to remove or alter any furniture or fixtures in their rooms or public areas. Due to limited space, residence hall room furnishings cannot be stored elsewhere in the halls. Additionally, public area furniture is intended for the use of all students and may not be used in private rooms. **Due to significant fire hazard, halogen lamps are not allowed** in the residence halls.

#### 11) **Guests & Visitation**

Residents are allowed to have guests during the school year. A guest is limited to a maximum stay of six nights per month. Guest stay overs must be approved by a roommate. In all residence halls, members of the opposite sex must be escorted into the building and out of the building by a resident of that living area during quiet hours (Sunday through Thursday 10 p.m. to 10 a.m.; Friday and Saturday midnight to 10 a.m.). Guests without an escort may be removed from the building by a staff member. Residents are responsible for their actions and the actions of their guests at all times. **Visitors and residents are reminded that they are not to use the bathroom facilities of the opposite sex at any time!**

#### 12) **Quiet Hours & Noise**

Students are expected to respond to each other's requests for quiet whenever their behavior or the behavior of their guests is such that it creates a disturbance. Residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents' and staff requests for quiet. **Quiet hours are in effect Sunday through Thursday nights from 10:00 p.m. to 10:00 a.m., and Friday and Saturday nights from midnight to 10:00 a.m.** Noise during quiet hours must not be audible outside the room with the door closed.

#### 13) **Roofs, Ledges, & Fire Escapes**

Students are prohibited from being on rooftops, building ledges, or outside fire escapes.

#### 14) **Smoking**

The residence halls are a smoke-free environment, and no smoking may occur in hallways, public areas, or students' rooms. Smoking is permitted outside of a building. Students must be at least twenty (20) feet from the building.

#### 15) **Solicitation**

General sales or solicitation are not allowed in the residence halls or Family Housing apartments, with the exception of newspaper delivery. Residents approached by unauthorized salespeople should notify a Student Life staff member or the SLO.

#### 16) **Prohibited Items**

The following items are not allowed in residence hall rooms. Christmas trees, pets, television antennas, waterbeds, and motorized equipment.

### 4. **Family Housing**

The rules and regulations published for the residence hall students also apply to residents of Family Housing.

The following regulations are specific to Family Housing:

**1) Damage Deposit**

Tenants pay a \$100 damage deposit when they move into Family Housing.

**2) Housing Assignments**

Apartments are filled on a semester basis. A list of students waiting for an apartment is kept in the Student Life Office and students are contacted when a vacancy occurs in the order in which they appear on the waiting list. Preference is given to student-athletes with board scholar-ships, who are required to live on campus to receive their award. Preference for two-bedroom units is given to current Family Housing residents.

**3) Technology Fees**

Each Family Housing unit is assessed a technology fee per semester (Fall, Spring, and Summer).

**4) Rent**

Rent is to be paid at the SLO by the first day of each month. Charges for partial month occupancy is pro-rated based on 1/30th per day for that partial month. If rent is not current, the student will have a Hold issued, which prohibits the student from registering or obtaining grades or transcripts until the account is cleared. Rent in arrears for 60 days will be cause for Montana Western to terminate the lease. Montana Western reserves the right to increase the monthly rent, with a minimum of 30 days notice to tenants.

**5) Semester Commitment**

Tenants accept financial responsibility for the entire semester upon moving into the apartment. Requests for exceptions due to special circumstances should be discussed with the Dean of Students.

**6) Subletting**

Tenants are not allowed to transfer possession, lease, or sublet their apartment without written authorization of Student Life. Subletting is only allowed during the summer months. The student subleasing an apartment must be registered for Summer Session classes, or a student in good standing from the previous Spring Semester who is registered for the upcoming Fall Semester.

**7) Summer Occupancy**

Students living in Family Housing in the summer must be registered for the upcoming Fall Semester. Any tenant planning to move in during the summer but not registered for Summer Session must be admitted to Montana Western through the Admissions Office, sign up to attend a summer Orientation session, and make special arrangements with the SLO for early occupancy.

**8) Alcohol**

Residents of Family Housing are allowed to have moderate amounts of alcohol in their apartments. Alcohol is not to be outside or in the presence of students under the age of 21. Alcohol is not allowed in bulk and gatherings of greater than 5 people cannot have alcohol present.

**9) Firearms**

All weapons and ammunition must be checked into the Student Life gun room. Under no circumstances are guns, bows, or ammunition to be stored in Family Housing Apartments.

## **V. DISCIPLINARY PROCEDURES**

The focus of inquiry in disciplinary proceedings is to determine if a violation of the Student Conduct Code has occurred and, if so, to decide an appropriate penalty. Student Conduct Code proceedings are administrative proceedings and do not follow formal rules of evidence applicable in judicial proceedings. However, the accused student must receive due process, and the University has the burden of proof to establish a violation by clear and convincing evidence. It is assumed unless shown otherwise that the faculty and administrators make impartial judgments concerning misconduct and fairly impose appropriate penalties. Minor deviations from prescribed procedures will not invalidate a decision or proceeding, provided they do not significantly prejudice the student or the University.

The adjudication of any alleged misconduct must be initiated within two years of discovery. The following procedures apply in adjudicating charges of misconduct.

## A. ACADEMIC DISCIPLINARY

### *Procedures*

#### **1. Investigation by Course Instructor**

When an allegation of academic misconduct is made against a student not enrolled in the course, the instructor refers the allegation to the Dean of Students for investigation and appropriate action.

##### **a. Misconduct alleged during the term of the course**

When an incident of alleged academic misconduct is discovered by or brought to the attention of the course instructor during the course, the instructor personally contacts the accused student within ten (10) working days to arrange a meeting. The course instructor and the student may each have a person of choice present at this meeting (see Student Rights). The role of legal counsel, if any, at this stage should be restricted to consultation with the student. At this meeting the course instructor will:

- 1) Inform the student of the alleged academic misconduct and present the evidence supporting the allegation.
- 2) Inform the student of the Student Conduct Code rules of procedure.
- 3) Allow the student an opportunity to respond to the charge(s) and evidence. The student is not required to respond.
- 4) Discuss possible University sanctions, and allow the student to respond.

##### **b. Misconduct alleged at or after the conclusion of the course**

When an incident of alleged academic misconduct is discovered by or brought to the attention of the course instructor at or after the conclusion, but before course grades have been submitted to the Registrar's Office, the course instructor notifies the student in writing by first class mail or personal delivery. The instructor takes steps (1) through (4) above in writing. Additionally, the instructor informs the student that an "I" grade will be given for the course or the assigned grade will be revoked until there is a final resolution of the charge(s).

##### **c. Consultation with Student Life Office**

The course instructor will consult with the Student Life Office in order to determine whether any record of prior academic misconduct is on file with the Student Life Office that specially warrants a recommendation that the University sanction the student. The course instructor may make such a recommendation to the Dean of Students, based on the severity of the alleged offense or prior record of misconduct.

##### **d. Resolution of charge by Course Instructor**

- 1) If the course instructor concludes the student engaged in academic misconduct, the instructor informs the student of the academic penalty to be imposed. The academic penalty does not take effect until the final resolution of the charge(s), or until the deadline for an appeal has passed. An "I" grade may be assigned in the interim.
- 2) If a University sanction is recommended, the course instructor notifies the student that the case will be transferred to the Dean of Students.
- 3) The course instructor informs the student of the appeals procedure in the Student Conduct Code.
- 4) If a University sanction is recommended, or if the student appeals, the course instructor will prepare a written summary, including a concise statement of the act of academic misconduct and the evidence for the Dean of Students, with a copy to the student and the student's advisor. A copy of this written summary is placed in the student's disciplinary file maintained in the Student Life Office. The student also may provide a written statement to be placed in the file. The written summary may also be prepared by the instructor and included in the student's file in cases where the student accepts the academic penalty.

**e. Resolution of the charge by the instructor when the student does not appear for the investigative meeting**

If the student does not appear for the investigative meeting with the course instructor, the course instructor informs the student in writing by registered first class mail or personal delivery of:

- 1) The academic penalty recommended. The academic penalty is not formally imposed until final resolution of the charge(s) or until the deadline for an appeal has passed. If a grade is required before final resolution of the charge(s) or before the deadline for an appeal has passed, an "I" grade is assigned.
- 2) The transfer of the case to the Dean of Students if a University sanction is recommended.
- 3) The Student Conduct Code rules of procedure and appeal (a copy of this Code will suffice).
- 4) The fact that a written summary of the case has been sent to the student, the student's advisor, and the Dean of Students, with a copy placed in the student's disciplinary file maintained in the Student Life Office. The student also may provide a written statement to be placed in the file.

**2. Sanction Imposed by the University**

**a. Investigation by the Dean of Students**

After reviewing the course instructor's recommendation and written summary of the case and consulting with the instructor, the Dean of Students reviews the student's disciplinary record maintained in the Student Life Office, reviews the evidence, and interviews individually or together the instructor, the accused student, and possible witnesses. Before the interview, the accused student is informed that he/she may bring a person of choice and that he/she also has the right to have legal counsel present during the interview. The student must notify the Dean of Students at least three (3) working days before the time of the interview of any intent to be accompanied by legal counsel. The role of legal counsel, if any, at this stage should be restricted to consultation with the student. The student is not required to make any response during the interview.

**b. Resolution of the charge(s) by the Dean of Students**

- 1) If the Dean of Students decides not to impose a University sanction, the Dean notifies and provides written justification of the decision to the student, the course instructor, and the student's advisor. The decision of the Dean of Students not to impose a University sanction may not be used by the student to justify or support an appeal of an academic penalty by the course instructor.
- 2) If the Dean of Students decides to impose a University sanction, the Dean of Students informs the course instructor and the student's advisor. The student is notified in writing by first class mail or personal delivery. When a University sanction of Denial of a Degree, Revocation of a Degree, Expulsion, or Suspension is proposed, the Dean of Students will present the recommendation to the Vice Chancellor for Academic Affairs for review and approval prior to notifying the student. The notice to the student includes:
  - (a) A statement of the specific academic misconduct committed;
  - (b) A concise summary of the facts upon which the charge is based;
  - (c) A statement of the University sanction; and
  - (d) A statement of the appeal procedure.
- 3) If, within ten (10) working days, the student does not appeal the decision to impose the University sanction, the allegation in the notice of University sanction will be accepted. A written summary of the case will be placed in the student's disciplinary file maintained in the Student Life Office.
- 4) No University sanction is imposed until final resolution of the charge(s) or until the deadline for an appeal has passed.

### **3. Student Appeal of the Academic Penalty and/or University Sanction**

If the student denies the charge(s) and/or does not accept the academic penalty imposed by the course instructor and/or the University sanction, the student may appeal to the University Court (see Section VII). A request for appeal with supporting evidence must be presented in writing to the Dean of Students within ten (10) working days after the student is informed by the instructor of the imposed academic penalty or within ten (10) working days after receiving the notice of a University sanction, whichever occurs later.

### **B. Athletic Disciplinary Procedures**

- 1) The head coach has the authority to impose sanctions for violation of team rules.
- 2) All student athletes are subject to all rules and regulations of university policies.

### **C. GENERAL BEHAVIOR DISCIPLINARY PROCEDURES**

If the health and safety of the campus community can be protected through the criminal justice proceedings, e.g., by conditions of bail, Montana Western may defer Student Conduct Code charges until criminal proceedings are concluded. University officials will encourage complainants to report alleged criminal conduct to criminal justice authorities. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The intent of this section is to provide a procedure to apply the Student Conduct Code to off-campus conduct only when necessary to protect the health and safety of the campus community and when off-campus criminal proceedings fail to address campus safety adequately. The section is not intended to extend University jurisdiction off-campus generally.

#### **1. Investigation**

Whenever it appears that a student may have committed an act of general misconduct, the Dean of Students or his/her designee investigates the incident. The official conducting the investigation:

- a. Determines the facts of the incident through interviews, reports, and other evidence.
- b. Informs the student of the findings of the investigation and the alleged misconduct.
- c. Informs the student of the Student Conduct Code rules of procedure.
- d. Allows the student an opportunity to respond to the evidence and potential charge(s).
- e. Allows the student an opportunity to respond to the proposed sanctions.
- f. Informs the student of possible outcomes as presented in Section 2 below, Disposition by Dean of Students Office. If the student accepts the charges, the designated officer consults with the Student Life Office regarding the student's past disciplinary record, and propriety of proposed sanctions.

#### **2. Disposition by Dean of Students Office**

A representative from the Dean of Students Office, including the Residence Hall Director, or other designee, may adjudicate an alleged violation of the Code of Conduct. Appeals of these decisions may be directed to the Dean of Students.

##### **a. Insufficient Evidence**

If the Dean of Students Office concludes that there is insufficient evidence to sustain a finding of culpability, he/she may decide to dismiss the case. The complainant may still attempt to resolve the matter through campus and/or community resources.

##### **b. Agreement of Resolution**

In cases in which the Dean of Students Office and the accused student determine that an Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not considered to be a finding of culpability, is binding; and that, if the student fails to abide by the directions in the Agreement of Resolution, that failure may be regarded as actionable misconduct and may subject the student to disciplinary action by the University. Although not a formal disciplinary action, each Agreement of Resolution shall be regarded as binding within the University and may include:

- 1) Direction by the Dean of Students Office to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- 2) Required participation by the student in educational programs and/or reconciliation processes, including mediation.

- 3) Required participation by the student as an unpaid volunteer in activities that serve the University.
- 4) Retention of the case file and the Agreement of Resolution in the Dean of Students Office for one year from the date appearing on the Agreement. During that year, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct that occasioned the Agreement, both cases may be the subject of University disciplinary action.

**c. Referral to University Court**

If the student does not admit culpability, and if the Dean of Students Office concludes that an Agreement of Resolution is not appropriate, and that there is sufficient evidence so that the University Court could find, by a preponderance of the evidence, that the student has violated campus regulations, the Dean shall refer the case to University Court for a hearing (see Section VII).

**d. Imposition of Sanctions**

If the student does admit culpability, and if the Dean of Students Office concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Section VI. The imposition of any sanction may be effective retroactively. No sanction involving separation from the University (i.e. Suspension or Dismissal) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Appeals of any sanction should be directed to the Dean of Students by requesting an administrative conference within five (5) days of the written summary of the case.

Regardless of the action taken, the Dean of Students Office shall confirm his/her disposition of the case in a written notice mailed to the student within five (5) days of the action.

**3. Administrative Conference**

If the student denies the charges and/or does not accept the sanctions as determined by a representative of the Dean of Students Office, the student may request an administrative conference with the Dean of Students. If the student denies the charges and/or does not accept the sanctions as determined by the Dean of Students (who may personally choose to adjudicate a case), the student goes directly to Step 'e' in this section.

- a. During the administrative conference, the Dean of Students may conclude that no violation of this Code has occurred, and/or that there is insufficient evidence to support further action. In the event of such a finding, the case will be dismissed.
- b. If the Dean of Students concludes that a probable violation of this Code has occurred and that the evidence supports sanctions, and wishes to meet with the student before a University Court hearing, he/she sends a written notice of charges to the student specifying:
  - 1) The alleged misconduct; and
  - 2) A concise summary of the facts upon which the charges are based.

The notice of interview requests the student to meet with the Dean of Students on a specific date, time, and place, and informs the student of the right to bring a parent, guardian, counsel, or other appropriate witness. The notice states that the role of legal counsel at this conference is limited to consultation with the student only, and that the student must notify the administrative officer/committee at least three (3) working days before the time of the conference of the intent to bring legal counsel.

- c. The purpose of the conference is to inform the student of the Student Conduct Code Disciplinary Procedures and to provide a final opportunity for informal resolution of the charges. The student, however, is not required to make any response at the conference.
- d. After the conference, the Dean of Students summarizes the case in writing to the student. The written summary, including a concise statement of the evidence, findings, and sanctions, concludes the case if no further action is necessary.
- e. If the student wishes to appeal the decision regarding culpability made by the Dean of Students, the Dean will transfer the case within five (5) working days to the University Court for a hearing (see Section VII).

- f. If the student does not appear for the conference with the Dean of Students, nor request transfer after the proceedings to the University Court, the allegations in the notice of charges are accepted and the University imposes the disciplinary sanctions specified in the statement of charges.

#### **4. Disciplinary Records**

- a. The sanctions of **Expulsion** and **Suspension** affect the student's academic status and are entered as notations in the student's permanent academic record maintained by the Registrar during such time as the imposed sanctions are in effect.
- b. Whenever charges against a student are pending, the student, unless temporarily suspended or evicted, continues to have the same rights and privileges as other students. At the request of the student, transcripts may be released to an institution or prospective employer with the understanding that if there are pending charges which are determined adversely to the student and result in alteration of the transcript previously released, the institution/employer may be so notified and a corrected copy of the transcript may be forwarded to the institution/employer.
- c. A record of sanctions imposed for any violation of the Student Conduct Code is retained on file in the Student Life Office.

## **VI. PENALTIES FOR MISCONDUCT**

### **A. Academic Penalties**

Depending on the severity of the acts of academic misconduct, a student may incur one or more of the following penalties:

#### **1. Academic Penalty by Course Instructor**

The student receives a failing or reduced grade in an academic exercise, examination, or course, and/or is assigned additional work that may include re-examination. The option to be selected is solely the province of the faculty member. The faculty member's decision is binding and may not be overturned by an administrative officer. The decision may be appealed, as outlined in Section V.A.3, of this Student Handbook.

#### **2. Denial of a Degree**

A degree is not awarded.

#### **3. Revocation of a Degree**

A previously awarded degree is rescinded.

#### **4. Expulsion**

The student is permanently separated from the University and also may be excluded from any University-owned or controlled property or events.

#### **5. Suspension**

The student is separated from the University for a specified period of time and also may be excluded from participation in any University-sponsored activity. Suspension may not exceed one calendar year.

#### **6. Disciplinary Probation**

The student is warned that further misconduct may result in Suspension or Expulsion. Conditions may be placed on continued enrollment for a specified time.

#### **7. Disciplinary Warning**

The student is issued a written warning that further misconduct may result in more severe disciplinary sanctions.

### **B. Athletic Penalties**

#### **1. Sanctions**

Sanctions for student-athletes may include any one or more of the following:

##### **a. Reprimand**

The student-athlete is warned in writing that further violations will result in more severe sanctions.

**b. Community Service/Restitution**

The student-athlete may be required to complete designated hours of community service and/or make payment to the University or community for damages resulting from misconduct.

**c. Probation**

The student-athlete continues as a member of the team and must abide by restrictions imposed during the probationary period.

**d. Suspension**

The student-athlete is separated from the team for a specific period of time and must abide by restrictions imposed during the suspension period.

**e. Withdrawal/Reduction of Scholarship**

The student-athlete forfeits all or part of athletic aid and must abide by restrictions imposed.

**f. Expulsion**

The student-athlete is permanently separated from the team and forfeits all athletic aid.

**2. Repeated Violations**

A student-athlete who repeatedly violates the Athletic Conduct Code risks suspension, loss of scholarship, and/or expulsion. Consideration of past disciplinary record, nature and severity of offense, and damage or injury incurred as a result, may determine level of sanctions.

**3. Temporary Suspension**

Montana Western reserves the right to take necessary and appropriate action to insure the safety of the campus community and the continuity of the athletic team. As a result, a student-athlete may be suspended from a team pending the outcome of disciplinary proceedings.

**C. General Behavior Penalties**

**1. Computer Use Sanctions**

**Category A, Possible Sanctions**

The user may be issued a verbal, E-mail, or hard copy warning that their actions were not acceptable. Any repeated Category A offense will be raised to a Category B offense.

**Category B, Possible Sanctions**

The user's account or computer access (including access to the computer labs) may be suspended until a formal session with an ITS staff member has been attended. A copy of this document will be handed to the user with the specific area of offense highlighted. Any repeated Category B offense will be raised to a Category C offense.

**Category C, Possible Sanctions**

The user has committed an offense that warrants investigation and a formal report by the Dean of Students. The user's account and computer access (including access to the computer labs) may be suspended. The user must attend a session with an ITS staff member. The ITS staff member will contact the Dean of Students to report the incident.

All computer privileges will continue to be suspended until the completion of the investigation and issuance of a report by the Dean of Students Office. In most cases, the appropriate Montana Western official will make the determination if computer privileges are to be returned to the user. Any repeated Category C offense will be raised to a Category D offense.

**Category D, Possible Sanctions**

Any user committing a Category D offense forfeits all rights to computer privileges. Any and all information requested by the Dean of Students Office, local, state, or federal law enforcement will be provided. If the user is found guilty of the offense under investigation, any future access to University computer resources must be first approved by the appropriate Montana Western official. The official may stipulate usage only under supervised circumstances.

## 2. **General Behavior Sanctions**

*(These also apply to Residence Hall and Family Housing violations)*

A. Sanctions may include any one or more of the following:

**1) Expulsion**

The student is permanently separated from the University and/or from University-owned or controlled property or events. This sanction requires an administrative review by the Chancellor.

**2) Suspension**

The student is separated from the University for a specified period of time, and may also be excluded from participation in any University-sponsored activity. This sanction requires an administrative review by the Chancellor.

**3) Disciplinary Probation**

The student continues attendance at Montana Western and is subject to restrictions and/or conditions imposed by the University for a specified period of time.

**4) Disciplinary Warning**

The student is warned that further misconduct may result in severe disciplinary sanctions.

**5) Restitution**

The student is required to make payment for damage to Montana Western as a result of violation of this Code.

**6) Other Sanctions**

In addition to or in lieu of the above, other sanctions may be imposed. For example, the student may be evicted from residence halls or Family Housing, may be prohibited from attending campus events or participating in organized activities, and/or may be required to attend and complete classes, programs, workshops, or counseling dealing with specific behaviors, such as drug and alcohol abuse and sexual offenses, as conditions of current or future enrollment.

**7) Community Service**

Students may be required to perform a certain number of unpaid volunteer service hours.

B. Repeated or aggravated violation of this Code may result in more severe disciplinary sanctions than any individual violation might warrant.

C. Committing any act prohibited by this Code may result in expulsion or suspension from the University unless specific and mitigating factors are present. Factors to be considered in mitigation may include the present attitude and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

D. Notification of any sanction imposed is sent to appropriate University officials.

E. **Readmission to Montana Western following General Misconduct suspension is dependent upon the student's compliance with the conditions designated at the time of suspension and the student's fitness to return to the campus community.** These decisions are made by the Dean of Students upon consultation with appropriate professional staff on campus and/or in the community. Appropriate documentation, depending upon the nature of the original violation and the conditions of suspension, is required.

### **3. *Temporary Suspension***

Montana Western reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community.

- A. A student may be temporarily suspended from the University or evicted from University housing by the Dean of Students, pending disciplinary or criminal proceedings, such suspension or eviction to become immediately effective without prior notice whenever there is evidence that the student's continued presence on the campus constitutes a threat to the student or others or to the continuance of normal University operations. In cases of temporary suspension or eviction, the student is given an opportunity to appear before the Dean of Students within five (5) working days from the effective date of the suspension or eviction in order to discuss the following issues:
  - 1) The reliability of the evidence against the student.
  - 2) Whether the alleged conduct and surrounding circumstances reasonably indicate that the student's presence on campus constitutes a threat to the student, to others, or to the continuance of normal University operations.
- B. Faculty members have the independent authority to exclude a student from any class session in which the student displays disruptive behavior that threatens the learning environment or safety and well being of others in the classroom. The student remains eligible to return to the next class session. The faculty member maintains the authority to remove the student from each class session during which the student is disruptive. The student may be suspended permanently from a class upon recommendation of the Dean of Students under the disciplinary procedures outlined in this Code.

## **VII. UNIVERSITY COURT**

### **A. *Composition of Court***

The University Court, appointed by the Chancellor, consists of four faculty members nominated by the President of the University Faculty Association (two from Education, Business & Technology, and two from Arts & Sciences); one faculty member nominated by the Academic Admissions & Standards Committee; three undergraduate students nominated by the ASUMW President. The Chair is selected by the members of The University Court from among the faculty appointees.

No member of The University Court may sit on a case if the member is:

- a) from the same academic unit as the faculty member charging a student with misconduct or the accused student; or
  - b) otherwise closely associated personally or professionally with the faculty member or student.
- A Court member should disqualify himself/herself when any grounds for disqualification are present. The accused student may assert grounds for disqualification of a Court member to the Court Chair no later than three (3) working days prior to the scheduled hearing. The Chair shall implement a disqualification when warranted by the facts asserted.

### **B. *Hearings***

1. When proceedings have been transferred to University Court, the Court Chair, in consultation with the appropriate Montana Western administrator, schedules a hearing date. The Chair gives notice of the time, date, and place of the hearing to the student that, absent urgent circumstances, will be held not less than five (5) working days after the date of such notice.
2. A student appearing before The University Court may be accompanied by a representative who may be an attorney. The student must file a statement of intention to be represented by an attorney with the Dean of Students at least three (3) working days before the time scheduled for the hearing. Failure to give notice of legal representation will justify a delay of the proceedings by the University. If the student is to be represented at the hearing by an attorney, then the University also will be represented by legal counsel. Should the University initially elect to present its case through legal counsel, the student is given at least three (3) working days notice. In such a case, a reasonable extension of no more than five (5) working days may be granted to the student in order to obtain legal counsel.
3. Hearings are closed to the public. An open hearing may be held at the discretion of the Chair only if requested by the student, unless a closed hearing is necessary to protect the overriding individual privacy rights of others.

4. The Chair exercises control over the hearing to achieve an orderly process. The University, through its authorized representative, states the charges against the student and presents evidence and witnesses in support thereof. The student has the right to present witnesses and evidence in rebuttal. Each party has the right to cross-examine the other party's witnesses. The burden of proof is on the University to establish violation of the Student Conduct Code by clear and convincing evidence.
5. Formal rules of evidence do not apply, and the Chair decides the admissibility of all evidence presented and rules on all procedural issues.
6. The hearing is recorded at Montana Western's expense. Transcripts of the minutes are available to the student upon request.
7. The Court Chair may prescribe additional procedural rules for the hearing that are consistent with this Code.
8. The University Court renders a decision by majority vote within ten (10) working days after the close of the hearing. The Chair has a vote in all cases. The decision contains a finding as to violation of the Code and a statement of the reasons for the decision, and the sanctions to be imposed.

#### **C. Failure to Appear**

A student who fails to appear for The University Court hearing, after being given proper notice of the time and place of the hearing, is considered to have waived the right to be heard by The University Court. The University accepts the charges as true and the academic penalty and/or University sanction recommended by the Dean of Students is imposed.

#### **D. Appeal to the Chancellor**

1. An appeal by the student may be made in writing to the Chancellor after adjudication by The University Court.
2. Appeals must be completed within ten (10) working days from the date of the letter notifying the student of The University Court's decision. The Chancellor will have ten (10) days to respond to the appeal.
3. The appeal is limited to:
  - a) Whether the evidence provides a reasonable basis for the resulting findings and disciplinary sanction.
  - b) Whether procedural errors deprived either party of a fair hearing.
4. Each party may submit supplemental written statements.
5. The Chancellor reviews the decision of The Court, and either approves or overrules the decision of The University Court.
6. A copy of the Chancellor's decision is provided to the student, the course instructor, Provost, or Vice Chancellor for Academic Affairs, Student Life Office, and The University Court Chair.
7. The Chancellor's decision includes directions for implementation. A decision to overrule may include an order for a new hearing to consider new or omitted evidence, or to correct procedural defects.
8. The student may seek further administrative review by the President of The University of Montana, then the Commissioner of Higher Education, and finally the Board of Regents pursuant to Montana University System Policy and Procedures Manual, 203.5.1.

***No appeals shall be considered that have not followed the established procedures and order of appeal through the appropriate process.***

#### **E. Hearing Officer**

When an appeal cannot be heard by The University Court within a reasonable time after the student's request (between semesters, during the summer, and other academic breaks), the Chancellor may, whenever it is in the best interest of the University or the student, appoint an impartial Hearing Officer to conduct a hearing. This hearing is conducted following the procedures of this Code, with the decision of the Hearing Officer submitted to the Chancellor.

#### **F. Informal Resolution**

Nothing contained in this Code limits the right of the appropriate Montana Western representative and the student at any time to agree to disciplinary sanctions if the student agrees not to contest the charges. Any such agreement must be in writing.

# UNIVERSITY POLICIES

## **A. AFFIRMATIVE ACTION, EQUAL EMPLOYMENT & GRIEVANCE PROCEDURE**

Montana Western is committed to affirmative action: to provide all persons an equal opportunity for education, employment, and participation in University activities without regard to the individual's race, religion, national origin, sex, sexual orientation, age, marital status, or handicap; and to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era.

All University supervisory personnel are responsible for applying the equal opportunity guidelines. This responsibility includes assurance that employment and admission decisions, personnel actions, and administration of benefits to both students and employees are based on criteria that adhere to the principle of equal opportunity. Search committee chairs are responsible for applying the equal opportunity guidelines to their respective searches. Specific responsibility to develop and implement an effective equal opportunity program, including appropriate reporting and monitoring procedures, has been assigned to the Affirmative Action Officer. All members of the University community are expected to familiarize themselves with the affirmative action program to assure that their official actions are consistent with this policy.

Montana Western has an established grievance procedure for any faculty member, student, non-academic employee, or applicant for employment or admission who claims to have been unlawfully discriminated against because of any University regulation, policy, practice, or the official action of any Montana Western employee. Persons alleging discrimination at Montana Western are encouraged to contact Montana Western's Affirmative Action Officer, (406) 683-7101, or Nancy Borgmann at UM, (406) 243-4594, within sixty (60) calendar days of the alleged discrimination.

## **B. ALCOHOL POLICY: BOARD OF REGENTS**

1. Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited except as expressly permitted (Policy 503.1).
2. Unless otherwise authorized by the President/Chancellor, alcoholic beverages may not be consumed in the halls, lounge areas, utility rooms, other public areas of dormitories, or in any other campus locations.
3. Authorization by the President/Chancellor for consumption of alcoholic beverages in locations other than individual dormitory rooms or individual family student housing units shall conform to the following:
  - a. Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, or reception.
  - b. Food and non-alcoholic beverages shall also be available.
  - c. The event shall be monitored to prevent consumption by a person not of legal age.
4. Each unit may establish additional regulations, not in conflict with this policy, controlling the consumption of alcoholic beverages.
5. In accordance with Board of Regents policy allowing individual campuses of the Montana University System to further develop policies regarding alcohol usage (see #5), and in consideration of the U.S. Supreme Court's interpretation of FERPA, The University of Montana Western reserves the right to contact parents of students under the age of 21 as they become involved in or are adjudicated for violations of Montana Western's drug and alcohol policies. Contacts are made when it is deemed appropriate for the safety and well-being of the involved student.

"Alcoholic beverage" means any beverage that is subject to the Montana Alcoholic Beverages Code.

"Property belonging to the Montana University System" means any property that is owned, leased, or otherwise controlled by any unit of the Montana University System.

Further information regarding Montana Western's alcohol use policies is available from the Conference & Events Office, Mathews Hall, 683-7566.

## **C. DRUG FREE SCHOOLS & COMMUNITIES ACT**

In accordance with the Drug-Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by University employees and its students on institutional property or at any of its activities is prohibited. Montana Western will uphold the standards of conduct that prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students.

Montana Western will impose disciplinary sanctions (consistent with local, State, and federal laws), and consistently enforce such sanctions relating to the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students. Violations of this policy will result in disciplinary action up to and including termination or expulsion and may have legal consequences. A student violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to suspension or expulsion. Anyone unlawfully possessing or using drugs risks being reported to the appropriate law enforcement agency.

Although the campus itself does not have a self-contained alcohol assessment and treatment center, there are at least two alternatives for students, faculty, and staff seeking assistance with substance use or abuse-related issues. The Campus Counseling Center is a good first step toward identifying at-risk behavior or to obtain coping strategies for substance addictions. It is available to help those with substance abuse problems, including dealing with friends and family who may have substance abuse issues (call 683-7723 for confidential appointment). The Beaverhead Chemical Dependency Center is also available for assessment and treatment, which can be in the form of individual or group counseling (683-4305).

#### **D. FIREARMS, FIREWORKS, CHEMICALS & EXPLOSIVES**

No student, guest, faculty member, or employee may transport firearms, chemicals, fireworks, or explosives on Montana Western's campus. Rifles and shotguns may be stored in the Residence Life gun storage room during Fall Semester, but these firearms must be removed as soon as hunting season ends. No weapons or ammunition are allowed in the residence halls or rooms at any time. Handguns may not be kept in the residence halls at any time. Anyone unlawfully possessing or using firearms, chemicals, fireworks, or explosives risks being reported to the appropriate law enforcement agency.

#### **E. GRADE APPEAL PROCEDURE**

The UMW grade appeal process is designed to determine if an error in the calculation or recording of a grade has occurred and does not address student allegations of prejudicial or discriminatory actions by a professor. For such claims, see Section F below for a description of the policy and procedure.

Each instructor has the responsibility and right to ensure and require respectful and safe behavior that fosters a productive learning environment in all courses. At the discretion of the instructor, disrespectful, unruly, disorderly or unsafe behavior by any student may result in such necessary action as suspension or expulsion from the course or other action deemed appropriate by the instructor.

Only final grades may be appealed and the burden of proof of a grading error rests with the student. Grades may not be appealed due to their impact on financial aid, athletic eligibility, or other extraneous factors.

The steps of the single UMW grade appeal procedure are described below.

1. As the first step, students must attempt to resolve any error by meeting informally with the professor. In most cases, this will result in resolution of the situation. Before meeting, students should refer to the course syllabus provided the first day of class to review the criteria and methods for determining grades in the course. Students should then speak with the professor to review the final grade and determine if there was an error. Should this process not succeed in rectifying the situation, the student may proceed to Step 2.
2. A student wishing to continue the grade appeal process will next meet with the Dean of Students. The Dean of Students will review the student's concern to help the student determine if grounds for an appeal exists and, if warranted, to help frame the student's appeal in a professional and meaningful way. The student must bring to this meeting: A) the course syllabus, B) copies of the graded material, C) attendance verification if available. After this meeting, the student may elect to end the appeal or proceed to Step 3.
3. In the third step, the student attempts to resolve the matter by sending a signed, dated appeal letter outlining his/her concerns to the instructor of the course, who shall have ten (10) working days to respond in writing with a decision. The written appeal letter from the student must be submitted within one calendar year of when the grade was issued.

4. If the appeal is not resolved after Step 3, and the student deems further action is necessary, the student will direct the appeal to the Dean of Students within five (5) working days of receiving the instructor's written response. The Dean will have the appeal reviewed by the Grade Appeal Committee (GAC) and a final decision will be rendered by the GAC within twenty (20) working days of receipt of the appeal. At their discretion, the GAC has the right to review the written materials and conduct interviews with all involved parties. The GAC consists of one professor from the School of Education, Business, & Technology, one professor from the College of Arts & Sciences, and the Director of the Advising Center. The decision of the GAC is final unless the student or the professor believes that procedural irregularities have occurred during the appeal.
5. The final step on campus is a written appeal to the Chancellor to review any allegations of procedural irregularities during steps 1 through 4. The Chancellor may interview each person involved in the process and request additional written material if needed. The Chancellor shall have twenty (20) working days to render a written decision concerning allegations of procedural irregularities

If an allegation of a grading error is not resolved on campus, students have the right to take an appeal to The University of Montana President, the Commissioner of Higher Education, and finally the Montana University System Board of Regents.

## **F. UNIVERSITY POLICY GRIEVANCES**

A student grievance must be based on an alleged violation of Montana Western's regulations or policies. A grievance may not be based on the student's judgment of an instructor or administrator's competence. A grievance must be initiated within one calendar year following the alleged violation. The procedural steps outlined below are the primary mechanism for resolution of student grievances.

### **STEPS:**

1. A student who wishes to pursue a Policy Grievance must first meet with the Dean of Students to determine the exact policy that has been allegedly violated by the faculty member or administrator. The Dean of Students will consult with the President of the Faculty Association (for Faculty grievances) and/or the Vice Chancellor for Administration & Finance (for Staff grievances) during this process. Upon determination of the policy, the student may proceed to Step 2.
2. A student then attempts to resolve the matter by sending a signed, dated letter to the faculty member or administrator, who shall have ten (10) working days to respond in writing with a decision. The Dean of Students may advise the student on the nature and content of the letter.
3. If the student deems that the faculty member or administrator's response is unsatisfactory, or if the faculty member or administrator does not respond, the Dean of Students may convene a mediation between the parties to determine if a resolution is possible. A neutral mediator will be designated to hear the case and help the parties communicate. The Dean of Students will provide guidelines for this mediation to all parties.
4. If the grievance is not resolved after Step 3, and the student deems further action is necessary, the student will direct the grievance to the Dean of Students within five (5) working days of the mediation. The Dean of Students will proceed with organizing a Policy Grievance Committee to hear the case. This Committee shall have twenty (20) working days to make a decision on the grievance.

The Policy Grievance Committee shall review student grievances as necessary. The Campus Policy Grievance Committee shall consist of members from these areas:

- Registrar
- Affirmative Action Committee member
- A Student Services Representative
- Two College of Arts & Sciences Faculty Members
- Two School of Education, Business & Technology Faculty Members

A member of ASUMW Student Senate will attend the meeting as a non-voting representative to ensure that the student receives fair consideration by the committee. It is the intent of Montana Western's grievance procedure that informed attempts be made in every instance of conflict to resolve the concerns of the parties involved. In the event that informed discussion or resolution with the Policy Grievance Committee is not successful in resolving a student's concern, students may appeal in writing to the Montana Western Chancellor. The Chancellor shall have thirty (30) working days to collect necessary information, interview involved parties, and file a written decision with the student. Following this, students have the right to appeal to The University of Montana President, the Commissioner of Higher Education, and finally the Montana University System Board of Regents.

## **G. HOLD HARMLESS POLICY**

The University of Montana Western administration and faculty agree that students will be held harmless for absences due to University sanctioned activities in so far as possible. All parties recognize that not all classes are amenable to alternative assignments and in some cases it is impossible to reschedule critical learning experiences. Though faculty has the final decision regarding the appropriateness of alternative assignments or experiences, in all cases they will make a good faith effort to accommodate.

Students should work with their advisors and potential faculty members to design student course schedules that minimize absences in those courses with learning experiences that present special challenges for replication at an alternative time.

Wherever possible, all student work should be completed before the end of the course block. If it is not possible for a faculty member to replicate a learning experience that produces similar critical learning outcomes to the missed experiences in a particular course within the same block, incompletes may need to be issued to the student until such time as suitable learning experiences, if possible, can occur. Final decisions regarding the appropriateness of assigning incomplete grades are made exclusively by the faculty.

This policy is effective so long as:

1. The student provides both verbal and written communication to the faculty member or employer on Day 1 of any given block.
2. The student is engaged in a university-sanctioned event necessitating the student's absence. Examples of such events include (but are not limited to) athletic activities, career fairs, and field experiences. The faculty member or employer must be able to verify this activity if so desired.

The student is not excused from academic work required for a course, but in these instances will be allowed to work with a faculty member or employer to alter deadlines, or complete alternate assignments, or make up work as assigned by the faculty member or employer in so far as possible.

Students will not be penalized for engaging in such activity and the faculty member or employer shall attempt to accommodate the student as long as the student provides for 1 and 2 above.

Students with complaints that a faculty member is not working under this policy must initiate the following procedure as soon as possible.

1. Initial attempts to resolve the matter should be made in writing with the instructor/administrator, who shall have ten (10) working days to respond in writing. The appeal should include the cover form available in Appendix 1 or from the Student Life Office.
2. If further action is necessary, the student will next direct the grievance to the Dean of Students. The Dean of Students will convene a meeting involving the faculty member/administrator, the student, and a neutral mediator. The mediator will be designated to hear the case and help the parties communicate. The Dean of Students will provide guidelines for this mediation to all parties.
3. If the mediation does not resolve the matter to the satisfaction of both parties, the written grievance and supporting documentation will be forwarded by the Dean of Students within ten (10) working days of the mediation to the Vice Chancellor for Academic Affairs, who shall have twenty (20) working days to act upon the complaint and/or assign the case to a campus committee for a recommendation. The assigned committee shall have twenty (20) working days to reach their conclusion(s) and recommend suitable action to the Chancellor.

The Chancellor may refer the matter to the Affirmative Action Committee for review and recommendation. If the complaint is not resolved to the satisfaction of the complainant, he/she will be advised of the right to file with the appropriate federal and/or state investigatory agency.

## **H. SAFETY & SECURITY**

The health and safety of students, faculty, staff, and visitors are of primary concern to Montana Western. This document, in compliance with the Drug-Free Schools & Communities Act and the Student Right To Know & Campus Security Act, outlines policies and procedures to aid in a safe and productive learning, working, and living environment.

The Campus Security Office is a part of Facilities Services. This operation is a 24-hour-a-day function. During normal weekday working hours (Monday through Friday 8 a.m. to 5 p.m.) safety and security issues and questions should be addressed by calling 683-7142; on weekends, holidays or outside normal weekday working hours, call 683-7141 or cell phone 596-2222.

Campus Security is responsible for a full range of public safety services including vehicle violations, maintaining instructional integrity and building security, fire safety, key issuance, preparing and submitting incident reports, as well as keeping a nightly log book. Security personnel are to make assessments based on established laws and policies, direct training, and personal judgment.

***To report a crime or emergency, dial 911 to report to the Dillon Community Emergency Hotline. Then call Facilities Services, 683-7142 Monday-Friday, 8 a.m. to 5 p.m.; or Campus Security, 683-7141 or 596-2222 (cell phone) evenings, weekends, and holidays. See Emergency Reporting list on inside front cover.***

Creating and maintaining a healthy and safe environment requires the cooperation and involvement of everyone. All students, faculty, staff, and visitors must assume responsibility for their personal health and safety and the security of their personal belongings. Precautionary measures are the key. For example, although the campus is well lighted, anyone (male or female) may contact Campus Security at 683-7141 or cell phone 596-2222 for an escort if traveling across campus late at night.

#### **I. ROLLER BLADES, SCOOTERS, & SKATEBOARDS**

No roller blades, scooters, or skateboards, including motorized forms, may be used on The University of Montana Western campus, including the grounds and buildings.

#### **J. Dangerous or Disruptive Student**

Montana Western is concerned about the physical, mental, and emotional welfare of its students. The university believes that all students have a responsibility for self-welfare, self-guardianship, and self-care. In addition, students are responsible for conducting themselves in a manner that is not violent or disruptive. Any behavior that may threaten the well being of Montana Western students will be dealt with in a sensitive and appropriate manner.

Montana Western strives to promote the health and safety of individual students with those of the broader campus community. When, in the judgment of appropriate university administration, a student's behavior constitutes a disruption or danger to the living/learning environment which the university seeks to create, the university will intervene.

The term disruptive or dangerous behavior includes, but is not limited to, the following: suicide attempts, suicidal gestures, or statements of suicidal ideation, alcohol or other substance abuse, self-inflicted violence, eating disorders, failure to comply with prescribed medication orders, destructive, intimidating, disruptive, violent or other inappropriate behavior, and any behavior that points to the potential of imminent, foreseeable or existing danger to self, other student(s) or other member(s) of the university community.

#### **K. Suicide Attempts**

Montana Western will treat all suicide attempts as serious. The university views any decision to attempt suicide as an indication of problems that are beyond the student's immediate ability to cope. The counseling office will assist in the identification of resources for students in need of immediate help. In addition, Montana Western recognizes that others in the community are affected by suicide attempts.

Upon notification of a Montana Western student attempting suicide the college will provide crisis intervention. The Counselor, the Residence Life Director, and the Dean of Students are to be notified immediately so that appropriate intervention may be coordinated.

The Dean of Students may arrange for any student who attempts suicide to withdraw from the university, effective immediately, so that the student can give full attention to recovering. Students who would like to re-enroll must follow the University's re-admission procedures for returning to Montana Western.

#### **L. Other Disruptive or Dangerous Behaviors**

When a student's behavior is perceived to be dangerous or disruptive to self or to other members of the campus community the matter should be referred to the Dean of Students

The Dean of Students may require the student to undergo evaluation by an outside mental health or medical professional. A student referred for outside evaluation will be required to sign a release of information authorizing the Dean of Students to access the evaluation results and to allow the Dean of Students to discuss these results with the counselor and other professional staff at the university as needed. If the student poses an ongoing danger or disruption to self or the campus community, the student may be withdrawn from classes and campus housing terminated by the university. In order

for the student to remain enrolled in school the student must adhere to the stipulations determined by the college. The student will be responsible for paying the cost of any off-campus treatment, including the evaluation.

## **IN CASE OF EMERGENCY**

Facilities Services Office	
8-5 Monday-Friday.....	683-7142
Heating Plant/Campus Security	
All Other Hours .....	683-7141
Student Life Office .....	683-7565
Student Life Emergency Cell Phone .....	925-9828
Security Cell Phone .....	596-2222
Campus Operator .....	683-7011 or -0-
Dillon City Police .....	683-2333
Business Office .....	683-7101
Emergency Services .....	911

### **I. STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT**

The Student Right to Know and Campus Security Act (P.L. 101-542) was signed into law on November 8, 1990. The crime reporting provisions of the Act require that all 8,000 postsecondary institutions that receive federal financial assistance distribute a Security Report to each student and employee, warn them when specific violent crimes occur on campus, and develop crime awareness programs and security policies. Prospective students and employees must also be informed of the availability of the report and be given a summary of its contents and an opportunity to request a copy.

#### **1. Procedures and facilities for reporting crimes.**

In the event a crime occurs, the Facilities Services Office should be called at 683-7142 (8 a.m. to 5 p.m. weekdays) for assistance and notification. If outside of weekday office hours, Campus Security or the Facilities Services Office should be called at 683-7141. If the crime occurs in the residence halls, call the Student Life Office at 683-7565; if the call is not answered, or if after office hours, contact the Hall Director on duty at cell phone 925-9828. Law enforcement authorities and medical assistance should be contacted, if necessary. If a student is injured, hospitalized, or arrested, notify the Dean of Students, 683-7900 or 925-9782. An Incident and Security Report form should be completed by a staff member of the Facilities Services Office or Student Life Department, or other staff member at the scene. This completed form is to be submitted to the Facilities Services Office with photographs or other pertinent information.

#### **2. The institution's policies for responding to these reports.**

The institution may respond to these reports through a number of administrative channels. In most instances involving crimes, the institution will call upon the Dillon Police Department to act as its patrolling agent and the University will work cooperatively with this agency. In cases involving additional students and/or other concerns, the institution may call its Crisis Management Team to address counseling concerns and the impact the crime may have on other students, staff, faculty, or the entire Montana Western community.

#### **3. The institution's current policies with respect to the security of and access to its facilities.**

The Campus Security employees check that the campus buildings are locked at night, provide escort service upon request, and report situations of concern to campus or local law enforcement authorities. Student Life Staff lock the main residence hall building doors at 11:00 each night, and unlock these doors at 7:00 a.m. on weekdays and 11:00 a.m. on weekends. Suspicious activity is reported to campus or local law enforcement authorities.

#### **4. The enforcement and arrest authority of the campus and their relationship to State and local police.**

The enforcement and arrest authority at Montana Western rests with the Dillon Police Department. Currently, none of the Campus Security or Student Life staff members have any authority to arrest individuals.

**5. *Institutional policies that encourage accurate and prompt reporting of all crimes to campus security and appropriate police agencies.***

Montana Western works closely with the Dillon Police Department in obtaining the necessary reporting of all crimes on campus. The Dillon Police Department provides Montana Western with the statistics needed to file this and other reports.

**6. *A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and encourage students and employees to be responsible for their own safety.***

Programs are held at Orientation and in the residence halls that are designed to inform our students of safety issues, and students and employees receive information in the Student Handbook detailing safety precautions and crime reporting procedures.

**7. *A description of programs to inform students and employees about crime prevention.***

Montana Western provides programs designed to inform students about the prevention of crime through student programming sessions and leadership training programs. No programs are presently offered to employees on the prevention of crimes on campus.

**8. *Statistics on the occurrence of murder, sexual offenses (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft.***

Montana Western statistics for the period of January 1 through December 31 of the most recent reporting year are contained in the Appendix of this Student Handbook.

**9. *A statement of policy concerning monitoring and recording through local police of criminal activity engaged in at off-campus locations of student organizations recognized by the institution including their off-campus housing facilities.***

Montana Western does not have any officially recognized organizations (fraternities, sororities) with off-campus locations.

**10. *Statistics on arrests for liquor law violations, drug abuse violations, and weapons possessions.***

Statistics for arrests on Montana Western's campus for the period of January 1-December 31 of the current reporting year are contained in the Appendix of this Student Handbook. This report is also reproduced as a separate handout that is available from Nicole Hazelbaker, Dean of Students, (406) 683-7900.

**11. *A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws.***

Montana Western prohibits the possession, use, and sale of alcoholic beverages by anyone under the age of 21 on the Montana Western campus, in accordance with Montana's underage drinking laws.

**12. *A statement of policy concerning the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.***

Montana Western is a drug-free institution and has established a policy prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by students and employees. Montana Western will enforce this policy and will take action for violations, in accordance with Federal guidelines. Penalties can include fines, imprisonment, suspension/termination from Montana Western, and loss of a student's financial aid.

Anyone in need of professional assistance should contact the Student Life Office, Campus Counseling Center, or Beaverhead Chemical Dependency Center for information on drug counseling and rehabilitation programs.

**13. *A description of drug and alcohol education programs.***

Montana Western provides educational sessions in the residence halls and training for the Residence Life Staff members. The Wellness Program, Student Activities Office, and Residence Life programming provide programs on these topics throughout the academic year, including participation in Alcohol Awareness Week. The Campus Counseling Program distributes information around campus through publication of the "Potty Press". The SOS class is required of all students who violate the drug or alcohol policy on or off campus.

**14. Report to the campus community in a timely manner that will aid in the prevention of similar crimes, the occurrence of the “BIG 6” reported to campus security and other officials of the institution, who have significant responsibilities for student and campus activities, which are considered a threat to students and employees.**

Montana Western has established a Crisis Management Plan that includes procedures for informing students and staff of an incident, policies and procedures that are being followed, and counseling services that are available if needed.

**J. THE SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS**

The Sexual Assault Victim's Bill of Rights (P.L. 102-325) requires each institution receiving federal funding under Title IV to develop and distribute with the Security Report a policy statement regarding programs to prevent sexual offenses and procedures to follow when a sexual offense occurs. The policy must include the following:

**1. A description of the educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.**

Educational programs are provided at New Student Orientation sessions in the summer, and by the Student Life programming staff during the school year. Student Life staff members receive training on what to do, who to inform, and how to assist the victim in the event a sexual assault occurs. Educational materials are also posted on campus to help promote awareness.

**2. Procedures to follow if a sex offense occurs including:**

1. Who to contact.
2. The importance of preserving evidence.
3. To whom to report the crime.

Call the police at 911 and make sure evidence is preserved until their arrival (victim should not wash or change clothes; nothing should be touched at a crime scene until the police arrive). Montana Western will cooperate fully with area law enforcement authorities involving any alleged sexual assault.

**Get medical attention for the victim immediately, if necessary.** The victim will be referred to the local Women's Resource Center Crisis Assistance (683-2383) and/or the Victim/Witness Advocate Program (call Monday-Thursday-Friday, Cell Phone: 660-5792; Tuesday-Wednesday, Virginia City Courthouse: 406-843-4232).

The victim will be referred for counseling assistance with the Campus Counseling Program or a community counseling program. For more detailed information, see the Campus Crisis Manual.

**3. Information on the option to notify law enforcement authorities including on-campus security and local police, and a statement that institutional officials will assist in that notification if requested.**

Montana Western will cooperate fully with the Dillon area law enforcement authorities involving any alleged sexual assault.

**4. Notification of on/off-campus counseling and mental health or other victim services.**

Montana Western offers professional counseling assistance to students through the Campus Counseling Program. Confidential appointments are made through the Student Life Office for the Campus Counseling Program, 683-7180. The Women's Resource Center, Victim/Witness Advocate Program, Southwest Montana Mental Health Center, and various private mental health practitioners are available in the community if the victim prefers to seek assistance off campus, or a referral may be made to any of these services by the Campus Counseling Center. Montana Western will assist victims in obtaining counseling, mental health, and victim services.

**5. Notification that the institution will change the academic and living situation of a victim after an alleged offense, and the option for those changes if requested by the victim and reasonably available.**

Montana Western will adapt the on campus living situation for any student involved in a sexual assault upon request, and providing another room is reasonably available. Montana Western will adapt the academic situation for any sexual assault victim as requested and reasonably available.

## **6. Procedures for campus discipline, including a clear statement that:**

1. The accuser and the accused are both entitled to have others present during the hearing.
2. Both shall be informed of the outcome of the hearing in which a sexual offense was alleged (final determination and sanction, if imposed). The regulations state that compliance with this requirement will not violate FERPA.
3. The sanctions that may be imposed in a sexual offense hearing.

The Montana Western Student Conduct Code provides for the procedures outlined in 1-3 above as required for the campus discipline process. The Student Conduct Code is contained in Montana Western's Student Handbook and is made available to all students upon request. The Student Handbook is distributed at Orientation, Registration, residence hall floor meetings, and is available at the Administration & Finance Office, the Registrar's Office, and the Student Life Office.

## **K. SEXUAL HARASSMENT**

It is University policy that all students have a right to live, work and study in an environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is against the law and Montana Western is committed to the prevention of all forms of sexual harassment. No student shall be subjected to sexual harassment or intimidation by any Montana Western employee, student peer, or by the effect of any Montana Western policy or practice. In addition, Montana Western prohibits retaliation against any student because he/she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in any manner in an investigation of a report.

*Sexual harassment* is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical, and/or visual contact of a sexual nature when:

- a. Submission is made, either explicitly or implicitly, a term or condition of an individual's employment/student status and/or achievement.
- b. Submission or rejection of an advance by a student is used as a basis for employment or education decisions affecting the student.
- c. Such conduct has the purpose or effect of unreasonable interference with work performance, or creates an intimidating, hostile, or otherwise offensive work or study environment.

*Sexual intimidation*, a form of sexual harassment, means any unreasonable behavior, verbal, or non-verbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

*Examples of sexual harassment include:*

- Sexual advances that are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- Sexual gestures.
- Displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal abuse of a sexual nature, sexually-oriented jokes, innuendoes, or obscenities.
- Sexually suggestive letters, notes, or invitations.
- Reprisals or threats after a negative response to sexual advances.
- Employment or education benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).
- Demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or touching.

Individuals are encouraged to seek the advice of the Affirmative Action Officer, 683-7101, or any member of the Affirmative Action Committee at any time. Committee members will refer all complaints to the Affirmative Action Officer. Any sexual harassment incident should be reported as soon as possible after the incident or action occurs. Early reporting is encouraged, because the University's ability to investigate and act on reports diminishes with time.

### **To report an incident of sexual harassment:**

- 1) Inform the individual, either verbally or in writing, that his/her behavior is unwelcome, offensive, or inappropriate. Do not assume or hope that the problem will go away. Make it clear that you want the behavior to stop!
- 2) If unable to confront the harasser or if the harassment continues, notify the Affirmative Action Officer.
- 3) Initiate a formal grievance by contacting Affirmative Action Officer 683-7101, within 90 days of the alleged incident, or file a complaint with the **Human Rights Commission, PO Box 1728, Helena MT 59624-1728 (1-800-542-0807)**.

Complaints with the Human Rights Commission will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure. Both the grievant and respondent are assured fair treatment and due process protection throughout the grievance process.

Anyone who is not personally a victim of sexual harassment, but who observes actions against others that are believed to be harassment, is encouraged to contact the Affirmative Action Officer.

Students are assured protection of all rights guaranteed by the Montana and United States constitutions. Montana Western is an affirmative action/equal opportunity institution. There shall be no discrimination in student employment, athletics, student activities, academic procedures, student conduct, or discipline with regard to race, color, religion, national origin, sex, age, marital status, or handicap.

## **BOOKSTORE POLICIES**

### **OPERATING HOURS**

The normal operating hours for the Campus Bookstore are 8:00 am to 4:00 pm Monday through Friday and 10:00 am to 1:00 pm Saturday during home football games. The Dawg House located at the Vigilante Football Field is open Noon until halftime during home football games. The store has extended hours during the first full week of a new semester and during special campus events.

### **FORMS OF PAYMENT**

We accept cash, checks, credit cards (VISA, Mastercard, and Discover), and Bookstore Authorizations. Payments by check require a current UMW identification card, but we are unable to accept checks for cash without a purchase. Montana Western treats check-writing as a privilege and will revoke from anyone who abuses the privilege.

### **BOOKSTORE AUTHORIZATIONS**

When paying fees, students may opt to have their excess monies (personal or financial aid) put aside in a bookstore credit account. This money may be used to purchase any type of merchandise in the Campus Bookstore during the subsequent semester. Any monies not used by the student will be returned to the Business Office and credited to the students account or a refund will be issued.

### **TRADITIONAL SCHEDULING REFUND POLICY**

**Textbooks:** Full refunds on textbooks will be given through the THIRD WEEK of the current semester if:

- 1) The books are clean, unmarked, unwrapped, with no folded pages and without the spine being broken. Specifically, the books need to be in the same condition in which they were purchased.
- 2) A CASH REGISTER OR A BOOKSTORE WRITTEN RECEIPT IS REQUIRED FOR A REFUND. If ordered online, the packing slip is your receipt.
- 3) No refunds are given for books returned after the third **week** of the semester.

### **BLOCK SCHEDULING REFUND POLICY**

**Textbooks:** Full refunds on textbooks will be given through the THIRD DAY of the current semester if:

- 1) The books are clean, unmarked, unwrapped, with no folded pages and without the spine being broken. Specifically, the books need to be in the same condition in which they were purchased.
- 2) A CASH REGISTER OR A BOOKSTORE WRITTEN RECEIPT IS REQUIRED FOR A REFUND. (If ordered online, the packing slip is your receipt)
- 3) No refunds are given for books returned after the third **day** of the block.

**Other merchandise:** Refunds and/or exchanges are made at the discretion of the bookstore if:

- 1) accompanied by a cash register or bookstore written receipt, or packing slip if purchased online)
- 2) made within 14 days of purchase.
- 3) if merchandise is in the same condition in which it was purchased.
- 4) exchanges and/or store credit will be accepted at the discretion of the Bookstore staff on general book refunds.

We do not accept returns on computer software or textbooks that have the shrink-wrapping removed from them. If you purchase computer software that is defective, it is your responsibility to contact the manufacturer.

## **BUYBACK POLICY**

The Bookstore operates a used book program to allow students to recycle books they do not wish to keep and allows other students to purchase them. Students can save about 25% of the cost of new textbooks by purchasing used books.

## **BLOCK SCHEDULING BUYBACK POLICY**

The Bookstore will buy textbooks between the hours of 2:00 pm and 4:00 pm at the end of each block on Thursday and Friday. For example: first block ends September 22, 2004, therefore, textbook buyback will be Thursday and Friday, September 23 and 24.

## **TRADITIONAL SCHEDULING BUYBACK POLICY**

The Bookstore will buy textbooks after each block.

The bookstore will purchase books at half the new price if the following conditions are met:

- 1) Professor has notified the bookstore with a confirmed order, and, the bookstore needs additional copies.
- 2) Textbook is in reasonable condition for resale.
- 3) If a newer edition has been or is about to be published, the older versions will not be purchased.
- 4) If returnable, custom packages must contain all original parts.

If a book is not appropriate for sale to the Bookstore, a wholesaler may choose to buy it, depending upon national demand. This option will be offered to you as well. The wholesaler generally pays up to 25% of the new book price. The buyback of used books is not guaranteed.

## **GRADUATION ATTIRE**

The Campus Bookstore provides graduation announcements and graduation attire to all graduating seniors wishing to participate in the annual commencement exercises. The bookstore also provides administrators and faculty with graduation attire rented through Collegiate Cap and Gown. Graduating seniors pay a fee for a complete set of graduation attire, while the faculty pays the rental fee set by Collegiate Cap and Gown plus a \$5.00 handling fee.

# **FINANCIAL AID PROCEDURES**

## **SKATING THROUGH THE FINANCIAL AID MAZE**

<b>Going to college involves Three separate processes:</b>	<ul style="list-style-type: none"><li>• Applying to the college admissions</li><li>• Arrange for housing</li><li>• Applying for assistance</li></ul>
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*Applying for financial aid may seem overwhelming, but in reality, you only need to take the following 10 basic steps.*

1. Submit the Free Application for Federal Student Aid (FAFSA) to the central processor or apply on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. The results are sent to the colleges you listed on the FAFSA form.
3. The colleges you listed will contact you.
4. You **must** respond to the colleges' request and provide them any needed information.

- Notification of your financial aid eligibility will be sent to you based on the information you provided in Steps 1 and 4.
- You **must** respond to the colleges' financial aid offer by accepting or rejecting the financial aid offers. IF you don't respond by the deadline the award will be cancelled. Be sure to inform the colleges you decided not to attend that you are rejecting their award so the college can re-allocate the funds to students who are planning to attend their institution and they can close your file.
- If you have accepted a student loan as part of your financial aid award, you must complete and sign a Master Promissory Note (MPN), per the college's instructions.
- After you have been accepted for admission and register for classes, you will receive a bill listing your charges and the financial aid you accepted.
- You **must** respond to the Business Office to confirm your attendance and arrange final payment of your account.
- Financial aid in excess of college charges will be available to you in a refund check, if applicable.

## **REGISTRAR PROCEDURES**

### **USING 'DAWGS' – MONTANA WESTERN'S WWW STUDENT INFORMATION SYSTEM**

The University of Montana Western

Currently enrolled UMW students and individuals who have been accepted for admission to Western can register for classes via the Internet. Registering for classes via the Internet is a relatively simple process. Internet Explorer works best for accessing DAWGS. Before you begin the process, be sure to have your class schedule planned with the appropriate course numbers and titles, information from the following lists and reports might be helpful in selecting classes (all this information is available on line at: [www.umwestern.edu](http://www.umwestern.edu)): Class Schedule, Class (Schedule) Addendum, Closed & 80% Class list. New students attempting to register should contact the advising office.

Check Class Schedules for information on course times, course reference numbers (CRNs) and descriptions. Once you've completed a trial schedule or registration worksheet, login to DAWGS. You will be asked to enter your User ID Number and your PIN (see below). For security reasons the on-line registration system will automatically logoff or disconnect if there's no activity within five minutes, by being prepared you won't waste time on the system and experience unnecessary delays.

Remember, if you enter invalid data in DAWGS the system alerts you to the error and prompts you for the correct information. After you add or drop courses or change course options, you must "Submit" those changes. If you logoff before you have "submitted changes", your actions (course additions/withdrawals, entered data etc) are not saved. If you have problems, call the Registration Help Line at (1-866-869-6668 or 683-7371).

### **HOW TO USE DAWGS – MONTANA WESTERN'S WEB REGISTRATION SYSTEM (INTERNET EXPLORER WORKS BEST)**

- Click on Login to Secure Area at the [HTTP://DAWGS.UMWESTERN.EDU](http://DAWGS.UMWESTERN.EDU) site.
- First-time users follow directions on the screen: enter a Password (your Student ID/SSN) and your PIN (your birth date in "mmddy" format; example if DOB is June 7, 1972, PIN is 060772). If you are a first-time user, DAWGS will ask you to change your PIN (for security purposes) and require you to enter a "reminder" question & answer/hint in case you forget your new number. Individuals who have used DAWGS previously, should follow instructions when prompted.
- Re-enter your new PIN then click "Login".
- At the Main Menu, click "Student and Financial Aid".
- At Student and Financial Aid, click "Registration".
- At Registration, click "Add/Drop Classes".
- A Select Term option will appear; choose the term you are registering for and click "Submit Term".
- Enter your Alternate (Registration) PIN when prompted; your advisor, division dean or Outreach staff will provide this number.
- Read/follow directions on the screen, enter course reference numbers (CRNs) of the courses you want to take, then click "Submit Changes"; check to see that all classes are part of your official schedule.

10. To drop a course, click on the pull-down menu arrow to the left of the appropriate course, then click the "Web DROP" option. **Click "Submit Changes" each time you change your class schedule.** If you want to "audit" a class (for no credit) you must stop at the Registrar's Office to complete a schedule change card/form.
11. FYI – DAWGS includes a course search option feature. You can search for a particular class via a variety of options including times and instructors (in addition to course title, etc
12. Use the "Menu" button (instead of the Back button) at the top of the screen to facilitate migration in DAWGS
13. To end the registration process, click "Submit Changes", then "Exit" (top right corner of the screen), then "Return to Homepage". **Always close the browser** to prevent unauthorized third-party access to your information in DAWGS.

You can use DAWGS to access a variety of information; final grades, information about 'holds', account info, view what directory information the university has recorded for you, your current class schedule (detail & summary) etc.

## **UM-WESTERN GRADUATION APPLICATION PROCEDURE**

At the end of the junior year (upon accumulating roughly 90 credits applicable toward a baccalaureate degree) or start of the senior year, students should pick up a Graduation Application form at the Registrar's Office or print the forms available at the university website ([www.umwestern.edu](http://www.umwestern.edu), Academics, Registration & Registrar, Printable Forms).

### **GRADUATION APPLICATION PROCEDURE**

- (1.) Pick up a Graduation Application at the Registrar's Office (one application per degree) - **students applying for a BS Degree in Education should apply for graduation no later than when they apply for Student Teaching.**
- (2.) Complete the grad app; answer all questions - incomplete or improperly completed forms will not be processed; print legibly.
- (3.) Stop at the UMW Financial Aid Office for signature.
- (4.) Secure Advisor signature.
- (5.) Stop at Business Services to pay grad app fee (\$25/app); Business Services personnel signature must appear on the form and (GradApp fee payment) receipt must be attached.
- (6.) Return completed/signed grad apps\* to the Registrar's Office on/before the applicable deadline (see below). Applicants for BS degrees in Education must present a completed Student Teaching application form when submitting completed grad apps.

### **GRADUATION APPLICATION FILING DEADLINES**

The Registrar's Office will attempt to complete preliminary graduation audits prior to the applicant's final term of enrollment. However, students who desire "early audits" prior to their last term of enrollment must submit completed grad app forms according to the deadlines below. For example, if a student applies to graduate at the end of Spring term and s/he submits a grad app on/before the previous August 15th (Early Audit) deadline, we will try to complete a grad audit prior to the start of Spring classes (giving the applicant one last opportunity/term to complete all remaining requirements - take a course, submit paperwork, etc - required for the degree/major/option being pursued). "Early-audit" and "no-audit" application submission deadlines follow:

<b>PLANNED GRAD DATE (end of term)*</b>	<b>EARLY-AUDIT GRAD APP DEADLINE**</b>	<b>FINAL (NO AUDIT) GRAD APP DEADLINE***</b>
Spring Semester (early May)	Previous May 1	Previous January 1
Summer Session (mid-August)	Previous September 15	Previous May 1
Fall Semester (mid-December)	Previous March 15	Previous September 1

\*End-of-term date.

\*\*Students who submit grad apps after these dates should not expect early audits.

\*\*\*Grad dates of students applying after these dates will be moved to the next term or later depending upon when requirements are actually completed.

Lists (by term of graduation) of students who filed graduation applications are posted in the James Short Administration Building on the bulletin board across the hall from entrance to the Admissions Office.

### **DAWGS ([dawgs.umwestern.edu](http://dawgs.umwestern.edu))**

“DAWGS” is Montana Western’s on-line student information and registration system. UMW students use DAWGS to register for classes, change their class schedules (add or drop classes - before a term begins), look at final grades and transcript information, change their program of study, update local address and phone information, access self-serve enrollment verification services, look at their class schedules for a term, etc. More information about DAWGS is available at the **UMW** website. You’ll need the following security codes to access DAWGS ([dawgs.umwestern.edu](http://dawgs.umwestern.edu)):

- User ID (Student ID or SSN),
- PIN (initially your birthdate in MMDDYY, you are prompted to change your PIN periodically for security purposes),
- Alternate/Advising PIN (this number which changes each term, is necessary only if you are registering or changing your class schedule on line).

You can access DAWGS from any internet-connected PC. Students should become familiar with how DAWGS works and use this valuable service often. CAUTION: identity theft can have serious consequences, students are urged to use caution when providing personal information via the internet and should always log-off and close the browser after they are finished working on-line.

### **CHANGING CLASSES – ADDING-DROPPING-WITHDRAWING**

Students are responsible for making informed enrollment decisions and for timely notification of enrollment changes they wish to make! **Note calendar and procedural differences between full-term “stringer” classes and “block” classes!** Walking away from a class or from the university does not constitute an **official DROP** or **WITHDRAWAL!** Conversely, simply showing up for or attending a class does not constitute an **official ADD** or **REGISTRATION!** Official action must be taken by a student to register for, add, drop, or withdraw from a class or classes offered by **UMW**. Class schedule changes must be completed in a timely fashion and according to procedures outlined below. Students changing to/from **Audit** status should contact the Registrar’s Office (406 683-7371).

Student class schedule changes are grouped into three different categories depending upon **when** the change takes place. Student class schedule changes can occur: (1.) **BEFORE** classes start; (2.) **AFTER** classes start but before the published deadline; and, (3.) **AFTER THE DEADLINE** for such action; **review AY calendars for appropriate dates and deadlines.**

#### **ADD - DROP - CANCEL --- BEFORE the Semester/Term Begins**

Access DAWGS ([www.dawgs.umwestern.edu](http://www.dawgs.umwestern.edu)) and make the needed changes, OR, complete and submit a Student Class Schedule Change Form (available at the Registrar’s Office or on-line at: [www.umwestern.edu](http://www.umwestern.edu)), OR, submit written notification (sign and date the letter, include your student ID number/SSN and all other pertinent information) to the Registrar’s Office (UMWestern, 710 South Atlantic, Dillon, MT 59725). Students attempting to ADD a closed or restricted class must complete a Student Class Schedule Change Form and secure written approval of the course instructor when submitting the change form.

#### **ADD - DROP - WITHDRAW --- AFTER the Semester/Term Begins AND BEFORE the Appropriate Deadline (see academic calendar)**

Once a term begins, all student class schedule changes including withdrawal from college, begin and end at the Registrar’s Office.

1. Complete an ADD-DROP-WITHDRAWAL FORM (available at the Registrar’s Office; incomplete forms will be rejected).
2. Secure the necessary signatures/approvals (instructions on back of or attached to the Add/Drop Form).
3. Return the completed card to the Registrar’s Office **BEFORE THE DEADLINE FOR SUCH ACTION** (see semester calendars for applicable deadlines), save ALL enrollment related paperwork for future reference!
4. Pay all costs/expenses related to the action taken.

## LATE ADD - DROP - WITHDRAW --- AFTER the Deadline for such Action (review term calendar for applicable deadlines)

These changes do not occur automatically upon request, students must petition for late action; the UMWestern Admissions & Academic Standards Committee will decide these issues.

1. Complete a POLICY WAIVER REQUEST FORM and an ADD-DROP-WITHDRAWAL FORM (available at the Registrar's Office; incomplete forms will be rejected).
2. Secure the necessary signatures and approvals (instructions on back of Add/Drop Form).
3. Secure documentation to support/verify the existence of extenuating circumstances, which might have prevented timely action (examples: illness, family emergency, non-attendance, registration errors); only in verifiable and pertinent cases of emergency or extenuating circumstances are post-deadline schedule changes permitted, reasons for late submission must be fully explained and justification well-documented.
4. Return completed forms and documentation to the Registrar's Office WITHIN ONE YEAR of the end of the term in which affected course enrollment occurred (make & save copies of ALL enrollment related paperwork for future reference); the Academic Standards Committee will review and decide on requests for late action.
5. Pay all costs/expenses if request for late action is approved.

**REFUNDS** – ALL refunds are handled through UMWestern Business Services. The amount of refund an individual receives is based upon when an official drop/withdrawal is processed and the class load remaining after processing student class schedule changes. Students are advised to review the academic calendar carefully, to take timely action, to follow through to completion of action to change their class schedule, and, to contact the Business Office (406 683-7101) with questions about refunds.

## **RESIDENCE LIFE**

### **MISSION STATEMENT & GOALS**

Residence Life at Montana Western provides residents with a safe and respectful learning community. We promote a fun lifestyle and a sense of belonging through a wide range of diverse social and personal experiences. Specifically, we:

- promote activities that get residents involved on the weekends;
- stress the importance of education and being a student;
- make the halls a fun and relaxed place to live by offering social and recreational opportunities;
- are a staff that the campus knows and respects;
- model a positive lifestyle for all students, despite background or life experience;
- are fair and consistent in applying rules and regulations.

### **RESIDENT RIGHTS & RESPONSIBILITIES**

Living in campus housing presents both opportunities and challenges. Community responsibilities, such as cooperation and respect, accompany group living situations. Your actions affect others, especially when space is limited. The Residence Life staff members help foster a sense of community; however, each resident is ultimately responsible for the creation and maintenance of this community.

**You have the right** to get the best education possible; **you have the responsibility** to work toward your own academic success.

**You have the right** to equal opportunity and access to University housing without regard to race, creed, sex, age, disability, national origin or sexual orientation; **you have the responsibility** to help maintain the sense of community by including others and making them feel part of the group. Action, direct or covert, that discriminates based on race, creed, sex, age, disability, national origin or sexual orientation is not tolerated in this community.

**You have the right** to associate with whomever you please; **you have the responsibility** to accept all other residents for who they are and from where they come, and to educate yourself on issues of human diversity and to appreciate differences as simply differences.

**You have the right** to a reasonably peaceful and quiet space in which you can study and sleep; **you have the responsibility** to observe quiet hours, keep your stereo and your voice at a reasonable volume in the residence halls, and remind others that you expect the same courtesy of them.

**You have the right** to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room; **you have the responsibility** to let your roommate know of your preferences for study hours, sleep, and visitation and to work through any differences that may arise in a peaceful manner, within established guidelines.

**You have the right** to choose your means of recreation and relaxation; **you have the responsibility** to know and abide by the laws of the State of Montana, including those pertaining to alcohol, illegal drugs, and smoke-free environment; and to follow the rules and regulations established by Western to support its educational purpose and to sustain a safe and comfortable living environment in the residence halls.

**You have the right** to confront another person, in an appropriate manner, whose behavior infringes upon your rights; **you have the responsibility** to examine your own behavior when confronted by another person and work toward resolving conflicts.

**You have the right** to feel safe and free from threat of intimidation, physical, or emotional harm; **you have the responsibility** to help maintain personal and community security by being aware of and reporting any suspicious acts, as well as taking practical precautions (never prop doors open, allow unescorted visitors into the residence halls, or lose, lend, or forget room or building keys).

**You have the right** to participate in residence hall programs and activities as you choose; **you have the responsibility** to attend all mandatory hall programs.

**You have the right** to confidential assistance from your Residence Life Staff and other Western personnel, and referral to appropriate areas when you need help with a problem; **you have the responsibility** to notify the Residence Life Staff of a problem, and to cooperate in mutually working toward a solution; and to refer friends or peers in times of need to Residence Life Staff or other appropriate resources.

## **ABOUT RESIDENCE LIFE**

Staff in each residence hall consists of Resident Assistants (RA's) supervised by a Hall Director. RA's are assigned to each floor to assist the student with personal and academic related issues. It is also the responsibility of the RA's to complete duty rounds and to document all infractions of University policies.

The Hall Director has the same responsibility toward assisting residents and documenting violations of policy. Any concerns a resident might have should be first directed to the RA or Hall Director, and then to the Student Life Office.

The Dean of Students supervises the residence life program, and is responsible for training and supervision of the undergraduate and office staff.

## **RESIDENCE LIFE FACILITIES**

### **Halls**

Residence Life at Montana Western consists of two types of housing: standard rooms (Jordan-Davis-Centennial complex), and non-standard rooms (Mathews Hall).

### **Student Life Office**

Residence Life is administered from the Student Life Office (SLO) in Davis Hall. Services include room and roommate assignments and changes, I.D. cards, cashing checks, incoming packages and stamps, refrigerator and microfridge rentals, and outgoing mail drop.

### **What's In Your Room**

The typical "double room" contains two single beds, two closets with drawers, two desks, two chairs, bookshelves, mini-blinds, wastebasket, mirror, and smoke detector.

### **Bed Lofts**

Bed lofts designed for use in Montana Western's residence hall rooms are available through the SLO. These bed lofts are safety inspected and incorporate existing bed frames that cannot be stored elsewhere.

### **Bicycles**

Bicycle racks are available outside the residence halls. Students are responsible for proper lock-up and security of their bikes.

### **Laundry Rooms**

Coin-operated laundry facilities are located in Mathews Hall and the Jordan-Davis-Centennial Complex. Ironing boards are available there as well.

## **Lounges**

Television and study lounges are provided in each residence hall.

## **Vending Machines**

Snack, juice, and soft drink vending machines are located throughout the residence halls.

# **GENERAL PROCEDURES**

## **RESIDENCY REQUIREMENTS**

All students with fewer than 30 credits are required to live in the residence halls.

Exceptions to this policy are granted for the following reasons:

- Student is living at home with parents or guardians.
- Student graduated three or more years ago from high school.
- Student is married or a parent with child custody.

Exemption forms are available from the Student Life Office. All exceptions to the "30 Credit Rule" must be documented and submitted to the Student Life Office. Forms may be requested by phone or mail. All students under the 30-credit limit will be billed for room and board unless the Exemption form has been received and approved in the Student Life Office before the first day of classes. Students must be enrolled in a minimum of six (6) credits per semester to reside in the Residence Halls.

## **APPLICATION**

Residence hall application forms are available from the Student Life Office, 406-683-7565. Return the completed application with a \$100 application fee (half of this becomes the room damage deposit upon the student's arrival at Montana Western, and the other half is applied toward the student's room and board account), and a current photograph of the student. Housing applications are recognized only after students have been accepted for admission to Montana Western. Room reservations will be held until 5 p.m. on the first day of classes.

Due to limited space, Family Housing apartments might not be immediately available upon receipt of a student's application for an apartment. A waiting list is kept in the Student Life Office and students on the waiting list are contacted when an apartment becomes available.

## **APPLICATION FEE REFUND**

Refunds of the residence hall application fee will be made as follows:

**100% refund** if reservation is cancelled in writing by August 1 for Fall Semester; by December 22 for Spring Semester.

**100% refund** minus \$50 if reservation is cancelled in writing by August 25 for Fall Semester; by ten days before opening day of halls for Spring Semester.

**No refund** is given for notices received after August 25 for Fall Semester; or less than ten days before opening day of halls for Spring Semester.

## **TERMINATION OF RESIDENCE HALL CONTRACT & REFUNDS**

Students who contract to live in the residence halls accept financial responsibility for the room for the entire semester. No refunds will be given for students choosing to move off campus during the semester, UNLESS the student officially withdraws from all courses through the Registrar's Office before the final published date. Refunds may be prorated on a cost-per-day basis. Termination of a housing contract must be approved by the Housing Appeals Committee. Request for Termination Forms are available at the SLO.

## **BREAK HOUSING**

The residence halls and dining service are officially closed during Winter Break (December 14-January 13). **Room and board charges do not include this scheduled vacation period.** Board plans are not in effect during Thanksgiving Break (November 27-December 1) and Spring Break (March 10-14). Food service may be available during these break periods after consultation with Dining Services. Housing will be provided for continuing students wishing to stay in the residence halls during Winter and Spring Breaks **for an additional charge.** Advance notice is required at the Student Life Office for students who will be staying in the halls during break periods. **All students must return their room and building keys to the SLO during Winter Break.**

## **CHECK IN**

Residence hall room keys are distributed at the Student Life Office on and after the official opening date. Each student will complete a Room Inventory Report detailing the condition of the room and furnishings upon arrival (if sharing a room, both roommates complete their own report). The completed form signed by the student is given to the RA and kept on file in the Student Life Office until the student checks out of the halls at the end of the semester or the end of the year. This form is a protection for the student and should be completed carefully; otherwise, the student may be considered responsible for damages for something upon check-out that already existed upon arrival. Students are responsible for any discrepancies between the check-in and check-out reports. Family Housing tenants return the completed and signed Room Inventory Report form to the SLO.

## **CHECK OUT**

Students must clean their rooms or apartments thoroughly, leaving them in the same condition as when they arrived, including removing all trash. An RA or SLO staff member must be contacted to inspect the room/apartment, compare it with the Room Inventory Report, and the student and staff member must sign the completed report. Residents turn in their room/apartment key and the completed Room Inventory Report to the Student Life Office to complete the check-out process. Frequently the maintenance and custodial staff discover damages and items requiring additional cleaning after checkout. Charges for these items will be assessed to the resident.

## **DAMAGE DEPOSIT**

The resident is responsible for damage to the room/apartment, furnishings, telephone, windows, screens, locks, doors, etc. Appropriate charges for excessive cleaning or damage to and/or loss of University property for which the student is responsible will be deducted from the damage deposit. The student is responsible for any costs exceeding the damage deposit and will be billed for any overage. The deposit may be forfeited if the housing contract terms are not fulfilled.

## **DECORATING ROOMS**

Many adhesive substances damage surfaces. Poster putty, which can be purchased at the Campus Bookstore, is suggested. Damage resulting from adhesive residue is deducted from the damage deposit. A list of costs for damage is available at the SLO.

## **KEYS & LOCKS**

Each student in the residence halls receives a key that opens the residence hall room, the fire doors on each end of that hallway, the outside door of that residence hall, and their mailbox. Family Housing residents are issued two keys to their apartments.

## **LIABILITY**

Western is not, nor are its officers, agents, or employees, liable for the loss, theft, disappearance, damage, or destruction of any property belonging to, used by, or in the custody of any student, no matter where such property may normally be kept, used, or stored. Students are encouraged to consider purchasing insurance to cover loss or damage of personal property or an extension of their parents' homeowner's insurance for this purpose.

## **LOCK-OUT**

A student who is locked out of their room/apartment/mailbox or temporarily misplaces a key may obtain a temporary replacement at the Student Life Office for \$1. For security purposes, residents must present their I.D. The key may be kept five (5) days. If the original key is not located by then, the lock will be changed, a new key issued, and the resident will be billed a \$60 lock change fee.

## **LOCK-UP**

Building outside doors are locked at 11:00 p.m. every night and unlocked at 7:00 a.m. weekdays and 11:00 a.m. weekends. Residents must have their keys with them to gain entrance to the residence halls during those times.

## **LOSS AND THEFT**

Residents should report any missing personal property immediately to their RA or the SLO with a description of the property, its value, and any other pertinent information. For insurance purposes on valuable items, or in the case of loss or theft, a report should be filed with the Police Department.

## MAIL SERVICE

Residence hall and Family Housing mailboxes are located in the Davis TV Lounge. Each student is given a mailbox and its key upon arrival. Incoming packages can be picked up in the SLO. Services available at the Mail Room in the Administration Building include freight, UPS and Federal Express shipping and receiving, and sale of stamps. Mail Room hours are posted in the Administration Building. Students should provide a forwarding address for mail when moving out of the residence halls or Family Housing apartments.

### **Address Resident Mail as:**

Name

750 E. Cornell, #\_\_\_ (your mailbox #)

Dillon MT 59725

## PAINTING ROOMS

All paint requests must be approved by the Facilities Manager, Neil Snyder. Upon approval of the request, supplies will be furnished for the project. All rooms/ apartments must be restored to the original color before the student checks out, or the cost of repainting the room will be deducted from the damage deposit.

## REPAIRS & MAINTENANCE

To report a maintenance problem, stop by the Student Life Office or call 7565 during normal business hours. During the academic year, we will attempt to respond to all requests within one hour. After hours, please leave a message. We will respond to all requests the next business day. ***In case of an emergency, call 925-9828.*** Emergencies consist of the following: flooding, electrical problems, or potentially hazardous (life-threatening) situations.

## ROOM CHANGES

Requests for change of residence hall rooms must be made and approved by the SLO before any changes occur. The check-in and check-out procedures must be followed (i.e. Room Inventory Report and room inspection by RA) for any room changes.

## ROOMMATE ASSIGNMENTS

All students are required to share a room in the residence halls with another student. Upperclassmen are doubled only if enrollment requires, based on academic status. Requests for specific roommates will be given primary consideration. All others will be assigned by the computer based on preferences checked by each applicant. If a student's roommate leaves for any reason during or at the end of a semester, the remaining roommate may (depending upon availability) have the option of keeping the room as a single room at a higher rate. To keep the room as a single, residents must contact the Student Life Office within three (3) days of the roommate's departure. Otherwise, a new roommate may be assigned to the room. The University reserves the right to reassign and consolidate residents to other residence halls or rooms at any time for best utilization of the facilities.

## SINGLE ROOMS

A limited number of single rooms are available in the residence halls and are allotted on a first come, first served basis, usually by academic status. Requests based upon medical reasons will have priority. Single room rates are higher than a shared room.

## SMOKE DETECTORS AND SPRINKLER HEADS

Each residence hall room in Mathews hall is equipped with a battery-operated smoke detector. On a monthly basis, the smoke detector batteries in the residence hall rooms are checked by the RA, in compliance with fire safety regulations. Students will be charged for replacement of any battery found missing from their smoke detector. When the battery is low and needs to be changed, the detector beeps at regular intervals. Replacement batteries are available from Neil Snyder, Facilities Manager, 683-7520. All residence halls are equipped with sprinklers and are checked on a monthly basis.

## TELEPHONE

Students living on campus must provide their own long distance carrier. Phone cards may be purchased at the Campus Bookstore.

If a student is unable to be reached by the family in an emergency, a message can be given to the Student Life Office (406-683-7565). Every attempt will be made to notify the student of the message as soon as possible.

## F. FAMILY HOUSING FACILITIES

Family Housing, consisting of 16 apartments (10 one-bedroom and 6 two-bedroom), is available to student families on a first-come, first served basis.

### WHAT TO BRING

Tenants must supply their own furnishings, dishes and cooking utensils, bed linen, blankets, towels, clothes hangers, etc.

### LAUNDRY ROOM

Coin-operated washers and dryers are located in the basement storage area of the Family Housing unit for use by Family Housing tenants only. Apartments are not equipped with washer-dryer hookups.

### STORAGE LOCKER

Each Family Housing apartment is assigned a storage locker, which is located in the basement. Tenants must provide their own padlock for security of items in storage.

### UTILITIES

Cable TV, computer hookup, garbage, water, electricity, and heat are included in the monthly rent.

### VEHICLE PLUG-INS

In cold weather, residents may rent an outlet that is provided next to Clark Hall to plug in their vehicle. Cords may not be run from residence hall or Family Housing rooms for this purpose.

## G. RESIDENT SAFETY & SECURITY

Montana Western assumes no responsibility for any accident, loss, theft, or damage to personal belongings on the Montana Western campus, including residence halls, Family Housing, parking areas, common areas, classrooms, etc. Residents are encouraged to take the following precautions for their own and others' safety and security.

### *Personal Property*

- 1) Lock room/apartment whenever leaving it, even for just a few minutes to the bathroom, vending room, lounge, or to a friend's room. Always keep door locked when sleeping.
- 2) Always take key with you.
- 3) Do not allow others to be in the room while the resident is not there. The resident of the room is responsible for all behavior occurring in that room, even when the resident is absent.
- 4) Room windows readily accessible from the ground should always be secured when the room is unoccupied.
- 5) Keep a record of serial numbers and manufacturer names for personal property.
- 6) Avoid keeping large amounts of cash in room. Do not tell anyone, even a roommate or best friend, where money and valuables are hidden.
- 7) Keep security doors closed and locked. ***Do not prop locked doors open for any reason!***
- 8) Be alert to strangers in the living area and report suspicious activities to RA, Hall Director, or the Student Life Office.
- 9) Never leave clothes unattended in the laundry rooms or bathrooms.
- 10) Carry personal property insurance. Some homeowner policies will cover possessions away from home, so check with parents and/or insurance agent.
- 11) Utilize the Campus Security escort service (683-7141 or 596-2222) if crossing campus after dark.

# APPENDIX 1 - MISCONDUCT NOTICE OF INTERVIEW

## NOTICE OF INTERVIEW

TO: <NAME>

DATE: <DATE>

FROM: Dean of Students

This notice provides you the opportunity to meet with a University Administrator to discuss reported misconduct and alleged violations of University Student Conduct Policies. Below is more specific information concerning the alleged violation(s):

### **SPECIFIC POLICY(IES) AND/OR REGULATION(S) ALLEGEDLY VIOLATED:**

<POLICY>

**DETAILS OF INCIDENT:**<DETAILS>

**LOCATION OF THE ALLEGED VIOLATION:** <LOCATION>

**DATE OF THE ALLEGED VIOLATION:** <DATE OF A.V.>

**TIME OF THE ALLEGED VIOLATION:** <TIME>

1. You have three (3) business days from the date of this notice to schedule an interview with the Dean of Students. You may call 683-7565 to make an appointment or visit the Student Life Office.
2. Your choice not to schedule or participate in an interview may result in referral of the incident to a Student Conduct Hearing or a HOLD placed on your academic records.
3. *An Incident Report Form* and/or any other relevant documents are available at the interview for your review.
4. Information discussed during the interview is subject to Administrative Confidentiality. Administrative Confidentiality means that the information is available only to those involved in the case.
5. If you choose to admit responsibility in the interview you waive your right to a Student Conduct Hearing.
6. As a result of the interview, a sanction or sanctions may be imposed by the Dean of Students.

For information concerning policies, regulations, and procedures, please refer to the UM-Western Student Handbook.

# APPENDIX 2 - DISCIPLINARY FINDINGS/ SANCTIONS NOTICE

## DISCIPLINARY FINDINGS/SANCTION LETTER

<DATE>

<NAME>

<ADDRESS 1>

<ADDRESS 2>

Dear <NAME>,

Thank you for meeting with me on <DATE> to discuss the incident in which you were involved. This letter serves to document our conversation and to summarize the action being taken from this point. On <DATE> you were documented as having <DESCRIPTION OF INCIDENT>. In our conversation you acknowledged being responsible for this behavior. This behavior constitutes a violation of the Student Conduct Code. (Student Handbook, <reference>)

As such, you are being assigned the following sanctions. <DESCRIPTION OF SANCTIONS>

Please note that failure to complete your community service will result in a HOLD placed on your academic records and services. Additionally, failure to appear during community service hours will result in additional hours being served.

You have the right to an administrative appeal of these sanctions as outlined in the Student Handbook.

I appreciate your cooperation in this matter. If you have any questions, please feel free to contact me at 683-7565.

Sincerely,

Dean of Students

## APPENDIX 3 - CRIME STATISTICS

### CRIME STATISTICS FOR THE UNIVERSITY OF MONTANA WESTERN REPORT COMPILED MAY, 2007

#### NUMBER OF REPORTED OCCURRENCES OF SELECTED CRIMES ON CAMPUS

CRIME	2005 Total	2006 Total	2007 Total
Homicide	0	0	0
Rape	1	0	0
Robbery	0	0	0
Aggravated Assault	3	2	0
Burglary	0	0	3
Motor Vehicle Theft	0	0	0

#### NUMBER OF CAMPUS ARRESTS FOR SELECTED CRIMES

CRIME	2004 Total	2005 Total	2006 Total
Alcohol Violations	0	4	0
Drug Violations	0	5	0
Weapons Violations	0	0	0

This report is compiled on a calendar year basis: January 1 through December 31 of each year.

## APPENDIX 4 - CAMPUS NOTIFICATION OF INCIDENT

<DATE>

SPECIAL BULLETIN FROM THE  
CHANCELLOR

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On <DATE>, Western experienced an incident about which students, staff, and faculty should be informed.

Specifically, <DETAIL>.

This information is made available in accordance with the Student Right to Know Act. Only general information can be made available at this time to protect the privacy rights of those involved. If you have concerns or questions, please feel free to contact my office. Thank you.

Chancellor

