

MONTANA 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
then call Dean of Students, Cell: 925-9782
Dillon Police Department, 683-3701, Paul Craft, Chief of Police
Dillon Fire Department, 683-2333, Mike McGinley, 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
Dan Payne, Director of Facilities Services.

Crisis Management Team

Nicole Hazelbaker, Dean of Students 683-7900, cell: 925-9782
Dick Storey, Chancellor, 683-7151
Karl Ulrich, Provost and Vice Chancellor for Academic Affairs, 683-7115
Susan Briggs, Vice Chancellor for Administration, Finance, and Student Affairs 683-7031

Poison Control – 1-800-525-5042

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.....	Short	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.....	Main115	7891
Bookstore	Sub.....	7281
Business Services.....	Short	7101
Campus Security.....	Heat	7141
Campus Stores	Block	7140
Campus Operator.....	Short	-0-
Career Services	STC	7143
Center For Service Learning.....	STC	7916
Chi Alpha Office	Itbsmt	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.....	Davs205	7388
Dining Services	Cftr	7355
Disability Services.....	Davs205	7388
Education Office.....	Main212	7325
Elderhostel/Road Scholar	Main115	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 Affairs		7570
Field Experience	IT	7636
Financial Aid Office	Short	7511
Foundation Office	Roe	7306
Great Divide	ltbsmt	7635
Health Services	DAVS 206	7900
Heating Plant	Heat	7141
Information Telecomm	BH124	7411
JV Men's Bb Coach	Pe214	7300
JV Women's Bb Coach	Pe214	7300
KDWG – Business Line	Subbsmt	7156
Request Line		7394
Kitchen	Cftr	7144
Library	Short	7541
Mail Room	Short	7561
Microcomputer Center	Stc201	7054
Media Relations	Roe	7201
Moodle Suport		1-866-217-5601
Motorpool Desk	ENGt	7148
Office Simulation	Main222	7823
Outreach, School Of	Main115	7537
PE Complex Office	Pe152	7341
Printing and Graphics	Stc002	7170
Professional Guide Institute	BH 318	7822
Radio Station – See "KDWG"		
Registrar's Office	Short	7371
Residence Life Office	Davs206	7565
Rural Education	Main214	7121
Stc Av Support	Stc101	7163
Stageline Pizza	Sub	683-9004
Traffic Control	ENG	7147
Training Room	Pe115	7329
TRIO Student Support Services	Main216	7322
VA Representative	Short	7511
Wellness	Pe220	7441
Youth Challenge	Clrk102a	7556

Building Abbreviations

BSMT	Basement Of Building	LIBR	Library
BH	Block Hall	MAIN	Main Hall
CENT	Centennial Hall	MATH	Mathews Hall
CFTR	Cafeteria	PE	Physical Education Building

CLRK	Clark Hall	Short	James Short Building
DAVS	Davis Hall	STC	Swysgood Technology Building
ENG	Engineers House	ROE	Roe House
HEAT	Heating Plant	S.CMPS	South Campus (Crosswinds Area)
IT	Industrial Technology Building	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

COLLEGE OF ARTS & SCIENCES

The Vice Chancellor for 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.

Elderhostel/Road Scholar

Elderhostel/Road Scholar programs offer educational adventures to adults of any age. Participants can expect to share new ideas, explore new places, and make new friends. Montana Western offers traditional, service, intergenerational, outdoor adventure and travel programs at sites in and around Yellowstone and Teton National Parks.

COMMUNITY SERVICES MEDICAL:

Community Health Center

683-4440, 41 Barrett St.

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 Student Union Building

COMMUNITY SERVICES BANKS:

High Peaks Credit Union

683-4373, 222 S. Pacific St.

Pioneer Federal Savings & Loan

683-5191, 32 N. Washington

State Bank & Trust,

683-2393, 110 S. Idaho

Stockman Bank,

683-8200, 590 N. Montana

Wells Fargo Bank

683-4222, 20 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, 1049 Laknar Lane

Southern Baptist

683-5132, 1100 E. Bannack

Church of Jesus Christ of Latter Day Saints

683-6763, across from Barrett Hospital

Our Saviors 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

683-4391, 226 S. Atlantic

Seventh Day Adventist

782-2260, 233 S. Railroad

COMMUNITY SERVICES, GENERAL SERVICES:

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

Bresnan Communications 1-877-273-7626

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 AFFAIRS

The Student Affairs Division provides support to all students through a number of different services. The Student Affairs Division is supervised by the Dean of Students. Departments of the Dean of Students Office include:

Conference & Events

Student Conduct & Grievances

Counseling Services

Student Insurance

Dining Services

Student Government

Disability Services

Student Programming, Activities & Intramurals

Health Services

t

Housing & Residence Life

Orientation

The Dean of Students Office is open from 8-5 Monday through Friday. Contact Dean of Students Office 750 E. Cornell, Dillon MT 59725, (406) 683-7388.

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. Students new to Montana Western 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. The Advising Center can answer any questions students may have about the advising process and registration. 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.

BARK N BITE

The Bark n Bite offers the usual convenience store fare along with fresh salads, sandwiches, fruit and many other healthy options. Usual store hours during the school year are: 7:45 am to 5:00 pm Monday through Friday. Weekends, holiday and block breaks are 11:00 am to 4:00 pm.

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 and office supplies, study aids, art supplies 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/bookstore/.

BUSINESS SERVICES

Business Services is responsible for collection of tuition and fee payments from students, distribution of financial aid refund checks and student employment payroll checks, and all other monetary business of the University. It is located in the James Short Administration building. Normal window hours are 9:00 am to 4:00 pm. For more information please contact 406-683-7101.

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. The campus counselor is Lynn Weltzien and she is located in Davis 209.

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. Placement files are maintained for all graduates who request them through the Career Services office. Recruiters from a variety of industries conduct on-campus interviews each semester. Career Services is located in the Learning Center in the basement of the Lucy Carson Library, LCL 006 or call 683-7143.

CURIIOUS 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. Curious Minds is located across from the Facility Services Heating Plant, 683-7320.

DINING SERVICES

Dining Services is located in Mathews Hall. All students who have purchased a meal plan have unlimited entry to Dining Services Monday through Friday from 7:00 am to 6:45 pm. Specific meal times are available on the Dining Services web site. Breakfast and dinner is served on weekends, block breaks, and holidays. With the meal plan, there is also \$100 per semester that can be used at the Bark n Bite convenience store located in the Student Union or to 'host' a guest in Dining Services. A commuter plan can be purchased by students living off campus or by employees to be used in Dining Services and/or the Bark n Bite. Dining Services is committed to supporting local food producers through our Farm to College Program.

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 1.

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 (dawgs.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 60 Megabyte 'Z' drive (Windows share area - available from campus labs/offices only).
 - o 100 Megabyte Email area (<http://hotdawg.umwestern.edu>).
- ResNet - Dorm Internet access
 - o To initiate, complete an application form at the Residence 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.

NETWORK FILE SHARING STATEMENT

Unauthorized sharing of copyrighted material using methods such as peer-to-peer file sharing networks is illegal. Using the campus network for these types of activities may subject the offending student to civil and/or criminal penalties. In addition, engaging in these types of activities may result in campus disciplinary actions.

It is the policy of the University of Montana Western to minimize peer-to-peer file sharing by monitoring network traffic, limiting port access on dorm and wireless networks, and informing students of the potential ramifications of these illegal activities.

It is recommended that students at Montana Western use only known, legal download sites for music or video downloads. Legal music download sites are listed on the Recording Industry Association (RIAA) of America website, and legal video download sites are listed on the Motion Picture Association of America (MPAA) website.

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 basketball, and in the Big Sky Region in men's and women's rodeo.

THE LEARNING CENTER

The Learning Center, located in the basement of the Library, provides several types of FREE peer tutorial services for all Montana Western students. Services include peer tutoring for a particular

subject and organized study groups. Learning Center tutors can also aid students in: organizing and locating resources, improve writing and editing skills, format papers, practice oral presentations or note taking skills and learn to correctly cite reference sources. Tutors conduct Workshop Wednesdays where they conduct a variety of workshops throughout each semester.

The Learning Center 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 and to understand your resources.

Peer tutoring 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 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 MONTANA WESTERN

Faculty/Staff Mail

Your Name

UMWestern Box ###

710 S. Atlantic

Residence Hall/Family Housing Mail

Your Name

750 E. Cornell, #___ (Mail #)

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.

PRINTING AND GRAPHICS

Printing and Graphics, 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, PG can provide color prints for any project.

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

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 Ameri-

Corps 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.

Montana Western'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.

Special 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 (for example: entrance to PE parking lot, etc)
- Parking on lawns/sidewalks or driveways
- 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, in fire lanes, at fire hydrants, on lawns, and/or 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, print out a from the UMW web site or pick up an appeal form at the Traffic Office, and submit the completed appeal form to the 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

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:

- Meet low-income guidelines.
- Have a documented disability.
- 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 pro-

vide 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 SENATE

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.

SAFE RIDE

Safe Ride is a program that provides safe transportation for students from the downtown area to their residences on and off campus. The Vans run from 11:00 pm to 2:00 am every Wednesday, Friday and Saturday nights during the academic year, with the exception of holidays and block breaks. Call 406-865-0075. For more information contact the Student Senate 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.

ALPHA CHI HONOR SOCIETY

Alpha Chi is a select, national honor society open to the top 10% of juniors and seniors who have completed at least 30 credits at Montana Western. Invitations are extended on the basis of GPA; starting in the fall of 2008, nominations may also be made on the basis of faculty recommendation. Contact Dr. Sara Glasgow, 7204.

AMBASSADORS

The Ambassadors club provides students with a unique opportunity to promote Western through college fairs, correspondence, phoning, campus tours, Dawg Days Campus Visitation programs, and high school visits. The club also sponsors a variety of campus activities. Contact Kathey Hupp, 7283.

ART CLUB

The Art Club stands to provide an outlet for those students with a proactive interest in art, to expose their own art work and view the work of their peers and advisors. They provide unique experiences and opportunities to developing students, as well as provide positive exposure of the University to the community at large through artistic activities. Contact Rebecca Weed or Nolan Salix, 7232.

BAPTIST COLLEGIATE MINISTRIES

BCM is a bible based club, and is an outreach of the churches of the Southern Baptist Convention but not just for Baptists. They will sponsor various social, outdoor, eating and movie activities throughout the year. They hold Sunday worship services for students and faculty who want to attend. They will hold meetings on Monday, Wednesday, and Friday nights. They offer free faith

based total confidentiality counseling for students of any belief, about any matter. LIFE IS ALL ABOUT RELATIONSHIPS. Contact Michael Mhoon, 683-3593. www.dilloncollegiateministries.info

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 community on biological issues, as well as to emphasize biological research that is taking place at UMW. Contact Dr. Mike Morrow, 7254.

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 Fred Chilson, 7178.

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. CCM meets every Tuesday, at 7:00 p.m., in the CCM Space. Contact Judy Siring, 683-2365.

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 Emily Spitzer, 406-396-4978.

CLIMBING CLUB

The Climbing Club allows students interested in rock climbing and outdoor recreation to share skills and information, and meet people with which to potentially rock climb. Contact Steve Mock, 7261.

DRAFT HORSE DRIVING CLUB

The Draft Horse Driving Club's purpose is to promote draft horse driving as an organized and standard sport. They would like to generate interest, understanding, appreciation, and vigilance over the Western way of life, culture and Western Affairs. They encourage the humane treatment of animals and would like to encourage students and community members to embrace activities of the west. Contact Margaret Hebel, 925-1222.

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 USA Equestrian Federation. Members may have 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, trips to New York City, and fundraising. Contact Larry Brazill, 7038.

HONORS CLUB

The purpose of this organization shall be to facilitate the interdisciplinary learning through the Honors Program at UMW. The Honors Student Association may organize speakers, trips, lecture series, service-learning opportunities, etc. with the purpose of furthering student's educational experience. Contact Eric Dyerson, 7275.

HUMANS IN PERFORMANCE

The purpose of HIP is to promote an appreciation of, commitment to, involvement in, and responsibility to the fields of health, physical education, recreation, and dance through involvement in club activities. Contact Megan Chilson, 7336.

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 Olie Else, 7539.

INTERNATIONAL CLUB

The International Club strives to raise international awareness on campus and the wider Dillon community. It provides foreign students with the opportunity to share their culture with our student body. The club also organizes events that promote a multicultural/international curriculum, and that inform students about international opportunities that are available to them. Contact Bill Janus, 7019.

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 Dr. Gary Lundy, 7307.

MONTANA WESTERN COLLEGE DEMOCRATS

The College Democrats pledge 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 Brooke Erb, 7211.

MONTANA WESTERN COLLEGE REPUBLICANS

Montana Western 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 Jim Falvey, 7207.

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 Brent McCabe, 7405.

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.

PSYCHOLOGY CLUB

The psychology club provides all UMW students the opportunity to participate in psychology related activities as well as to be a part of an organization that provides support and academic guidance

for those students pursuing a career in the field of psychology. The psychology club also provides learning opportunities by sponsoring events that are open to all members of the campus community. Contact Dr. Mark Krank, 7547.

RODEO CLUB

Provides support for the Western Rodeo teams and hosts several functions each year, including the Fall Horse Sale, Heritage Days, and helps with the Rodeo Team's Community Appreciation Banquet. Contact Iola "Olie" Else, 7539.

RUGBY CLUB

The Rugby Club provides an outlet at The University of Montana Western for any persons interested in the sport of rugby. Emphasis is on team play, healthy living, and reaching out to the community. Contact Sarah Juran, 7200 or 7143.

SKI AND SNOWBOARD CLUB

The UMW Ski & Snowboard Club is a social and recreational club available to all UMW students. We welcome all abilities (Beginner to Expert) to join and experience the lifelong sports of skiing and snowboarding. As a member of the club you will get discounted trips to awesome winter resorts, discounted trips to local hills, learn to ski or snowboard with us, and a chance to meet exciting people that like to ski and board. Contact Joe Brandon, 7891.

STAND CLUB

The mission of STAND is to empower individuals and communities with the tools to prevent and stop genocide. STAND will enhance the Montana Western campus community by organizing events that promote genocide education on campus and in the community, informing and aiding students in ways that they can help prevent and stop genocide, and informing students about opportunities such as attending National Anti Genocide conferences and rallies across the country. Contact Eric Wright, 7274.

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 Montana Western. 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 Linda Lyon, 7075.

TWISTED INK CLUB

To draw interest to the English department of Montana 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 Montana 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.

UMW EDUCATION CLUB AT TECH

The UMW Ed Club at Tech is an outreach program for education students at Montana Tech in Butte. Through this club education students can interact with other education students and network, as well as build contacts for the future. Contact Kathy Shipman, 496-4852.

UMW HORSEMAN'S CLUB

The University of Montana Western Horseman's Club strives to promote and enhance the art of horsemanship. We seek to increase camaraderie between members of all horsemanship disciplines. Promoting interest, understanding, appreciation, and vigilance over the Western way of life,

culture and Western affairs is one of our goals. We encourage the humane treatment of livestock while enjoying the art of horsemanship. We will work to increase and maintain the interest of college students and community members in the art of horsemanship and other activities of the west. We will sponsor activities that will help club members with educational and horsemanship goals. And we seek to foster good relationships with The University of Montana Western, the college community, and the communities of Dillon and Beaverhead County. Contact Layne Carlson, D.V.M., 7334.

UMW STUDENT ALUMNI ASSOCIATION

The purpose of the UMWSAA is to bridge the gap between students, alumni, and the community of The University of Montana Western. They strive to instill pride in UMW and the community by developing opportunities to enhance knowledge, professionalism, and leadership. One goal of the UMWSAA is to increase the involvement, pride, and general morale on the Montana Western campus and within the Dillon community. Contact Amberly Pahut, 7305.

WESTERN GAMING ALLIANCE

The purpose of this organization is to offer students of UMW and the surrounding community a chance to come together in an informal setting to enjoy a wide variety of gaming activities. Contact Dr. Sara Glasgow, 7204.

W.R.A.P.S. (WESTERN'S RESEARCH ASSOCIATION FOR PARANORMAL STUDIES)

We are the University of Montana Western's Research Association for Paranormal Studies. This club will enhance the University's campus and community by researching local and surrounding sites that may contain paranormal activity. Dedicated to learning and researching areas of paranormal phenomenon, our goal is to educate ourselves, as well as others, while maintaining professionalism in this unique field. Contact Kathey Hupp, 7283.

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 Montana 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 Affairs Office. The Student Affairs 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 ENROLLMENT & ATTENDANCE

Students are held responsible for making informed enrollment decisions and for knowledge of and compliance with Montana Western policies and procedures as outlined in this handbook, the current University catalog, the official UMW web site and the current printed class schedule as well as special registration instructions which may be issued on a semester-by-semester basis.

Students at the University of Montana Western enroll on a semester basis and are expected to register (including paying tuition and fees) prior to the start of the term for all classes they plan

to complete during that term and once registered, to actively participate in learning activities associated with courses in which they are enrolled. Academic calendar add and drop deadlines are strictly enforced.

Faculty outline requirements for satisfactory completion of courses in a syllabus made available to students at the beginning of a class. Students are responsible for ascertaining attendance and course completion requirements of each class in which they are enrolled. Regular class attendance and participation is critical to student academic success.

Requirements for degrees and programs of study offered at Montana Western are listed in the University Catalog. Students should consult their adopted catalog and contact their advisor or Advising Office staff 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 of 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 University.
- 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.

A.1 ACADEMIC DISCIPLINE PROCEDURES

The focus of inquiry in disciplinary proceedings is to determine if a violation of the Standards of Student Code has occurred and, if so, to decide an appropriate academic penalty and/or University Sanction. 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 the Provost make impartial judgments concerning academic misconduct and fairly impose an appropriate academic penalty and/or University sanction. 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.

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

- 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 five (5) working days to arrange a meeting. The course instructor and the student may each have a person of choice present at this meeting. (Student Rights Section). 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 the academic penalty and possible University sanctions, and allow the student to respond.
- b. *Misconduct alleged at or after the conclusion of the course, or after a student has withdrawn from 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 of the course, or after a student has withdrawn from a course, 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 "N" 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 the Provost:*** The course instructor should consult with the Provost in order to determine whether any record of prior academic misconduct is on file in the student's disciplinary file maintained in the Dean of Student's Office, specially warrants a recommendation that the University sanction the student. The course instructor may make such a recommendation to the Provost based on the severity of the alleged offense or prior record of misconduct.
- d. *Resolution of charge by Course Instructor:***
- 1) If he or she 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 "N" 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 Provost.
 - 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 Provost 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 Dean of Student's 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 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 "N" grade is assigned.
 - 2) The transfer of the case to the Provost 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 Provost with a copy placed in the student's disciplinary file maintained by the Dean of Student's 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 Provost: After reviewing the course instructor's recommendation and written summary of the case and consulting with the instructor, the Provost reviews the student's academic disciplinary record, 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, or she, may bring a person of choice and that he, or she, also has the right to have legal counsel present during the interview. The student must notify the Provost 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 Provost:

- 1) If the Provost decides not to impose a University sanction, the Provost notifies and provides written justification of the decision to the student, course instructor, and the student's advisor. The decision of the Provost 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 Provost decides to impose a University sanction, the Provost informs the course instructor and the student's advisor, and the student is notified in writing by U.S. mail or personal delivery. Before imposing a University sanction, the Provost will consult with the course instructor. When a University sanction of Denial of a Degree, Revocation of a Degree, Expulsion, or Suspension is proposed, the Provost will present the recommendation to the Chancellor 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. The Provost will instruct the appropriate University officials to implement the sanction. A written summary of the case will be placed in the student's disciplinary file maintained by the Dean of Student's 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. A request for appeal with supporting evidence must be presented in writing to the Provost 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 the student received the notice of a University sanction, whichever occurs later.

A.2 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 decision may be appealed, as outlined in Section IV.A.1.3, 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 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), Intercollegiate Horse Show Association (IHSA), Frontier Conference, and Montana 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 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 NAAIA, Conference, or institutional rules and regulations.
 - c. Violation of the Student Athlete Conduct Code.
 - d. Violation of team rules.
 - e. Violation of the Montana Western Student Handbook.

B.1 ATHLETIC DISCIPLINE 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.

B.2 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. Dismissal

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 dismissal. 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 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. **Computer Use Policy**

The University of Montana Western utilizes electronic systems as a primary communication mechanism between itself and its students. In order to ensure that students have an email account that facilitates this communication, Montana Western will provide a local email account..

II. **Purpose**

Email is a primary communication mechanism between Western and its students. UMW 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 UMW are required to have an email address. Each student will have an email account provided to them, but they may provide the University with a preferred address via the Web for Student Module of the Banner Student Information System.

Email is a mechanism for official communication within the University. Montana 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 providing an alternate address via the Web for Student Module of the Banner Student Information System. If the student should decide to use another email address, it is up to the student to add or edit the xyz address via the Web for Student Module of the Banner Student Information System 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, Montana 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 Web for Students (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://mus.edu/borpol/bor1300/1303-3.htm>).
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

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

Standards of Conduct for Computer Use

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 computer 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, network, 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. **RAVE**

RAVE Alert is a system The University of Montana Western uses to broadcast emergency alerts through text messaging to our campus community. We will also send email messages through RAVE to our students when Montana Western needs to share important University

business with the student body. Students will automatically be signed up with RAVE by the University. Students can opt out of the text messaging by following the directions they will receive from RAVE. Students do NOT have the option of opting out of email messages. Students are responsible for updating their cell phone number and email address with RAVE.

3. **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 (Residence Life, Dean of Students Office, 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) **Use, possession, or distribution of medical marijuana**. Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued

medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession or cultivation of marijuana for medical purposes is therefore not allowed in any University of Montana Western housing or any other University of Montana Western property; nor is it allowed at any University-sponsored event or activity off campus.

- 13) **Disorderly or indecent conduct** on University-owned or controlled property or at University-sponsored activities.
- 14) **Interfering with the freedom of expression** of others on University premises or at University-sponsored activities.
- 15) **Hazing and or bullying**, 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.
- 16) **Malicious intimidation or harassment of another**. When a student, with the intent to terrify, intimidate, threaten, harass, annoy, bully, 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.
- 17) **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.
- 18) **Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or other noxious substances** on University premises.
- 19) **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.
- 20) **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.
- 21) **Retaliation against a person for filing a complaint**, or acts of intimidation directed toward the person to drop a complaint.
- 22) **Violation of the terms of any disciplinary sanction imposed** in accordance with this Code.
- 23) **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.

- 24) **Sexual Harrassment:** As defined under University Policy Section O.
 - 25) **Smoking & Tobacco:** The use of tobacco (including cigarettes, cigars, e-cigarettes, pipes, bidi, hookah, snus, orb, all forms of smokeless tobacco) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by The University of Montana Western.
 - 26) **Dangerous or disruptive student,** Montana Western is concerned about the physical, mental, and emotional welfare of its student. 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.
 - 27) **Suicide attempts,** Montana Western will consider 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 University 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. Student who would like to re-enroll must follow the University's re-admission procedures for returning to Montana Western.
 - 28) **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. 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 University.
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 on campus found to be in a clearly intoxicated state as documented by University staff members are in violation of the policy.
 - 2) **Medical Marijuana**

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

Because of the threat of fire to residents and their property candles, incense, beanbag

chairs, wall hangings that can obstruct fire sprinklers and halogen lamps are prohibited. Possession of any of the above items will result in community service hours. Items will be confiscated by Residence Hall Staff and held until semester ends.

4) **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).

5) **Cooking in Rooms**

Because of health concerns, only minimal cooking is allowed in residence hall rooms. Popcorn poppers are allowed if there is no exposed heating element. Coffee pots are allowed only if equipped with an automatic shutoff, but care should be taken to maintain these appliances. Small microwave ovens are allowed if under 750 watts. Refrigerators under 4 cubic feet are allowed. Toaster ovens, toasters and George Forman-type grills are not allowed. Items will be confiscated by Residence Hall Staff and held until semester ends.

6) **Credit Requirements**

Students living in campus housing are required to be a registered student while in residence.

7) **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.

8) **Firearms**

All weapons and ammunition must be checked into the Residence Life gun room. Under no circumstances are guns, bows, or ammunition to be carried onto resident floors. Knives which are intended for legitimate hunting purposes and simple pocketknives are allowed in the residence halls (must be approved by Director of Residence Life). However, severe disciplinary action will be taken against students displaying these knives in a threatening or challenging manner. Any other sharp and/or pointed objects are not allowed-this includes decorative knives or swords. Handguns, pellet/B.B. guns, paint ball guns, wrist rockets, sling shots, blow guns and any other self propelling apparatus are not allowed in the residence halls; possession will result in immediate confiscation and possible removal from the residence halls and/or Montana Western.

9) **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.

10) **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.

11) **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.

12) **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!**

13) **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.

14) **Roofs, Ledges, & Fire Escapes**

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

15) **Smoking**

The use of tobacco (including cigarettes, cigars, e-cigarettes, pipes, bidi, hookah, snus, orbs, all forms of smokeless tobacco) by students, faculty, staff, guests, visitors, and con-

tractors is prohibited on all properties owned or leased by The University of Montana Western.

16) **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 Residence Life staff member or the RLO.

17) **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 \$200 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 Residence 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 scholarships, 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 RLO by the first day of each month. Charges for partial month occupancy are 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 Director of Residence Life.

6) **Subletting**

Tenants are not allowed to transfer possession, lease, or sublet their apartment without written authorization of Residence 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 RLO 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 Residence Life gun room. Under no circumstances are guns, bows, or ammunition to be stored in Family Housing Apartments.

10) **Medical Marijuana**

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

C.1 GENERAL BEHAVIOR DISCIPLINE 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.

1. **University 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. If the student accepts the charges, the designated officer consults with the Student Affairs 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 Director of Residence Life, 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) Or other agreement of resolution.
- 5) 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 V).

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 IV. 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 and or sanction 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 V).
 - 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 to adversely affect 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 Affairs Office.

C.2 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 Vice Chancellor for Administration Finance and Student Affairs.

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 Vice Chancellor for Administration Finance and Student Affairs.

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 the 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 of Conduct may result in more severe

disciplinary sanctions than any individual violation might warrant.

- C. Committing any act prohibited by this Code of Conduct 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.

V. UNIVERSITY COURT

A. Composition of Court

The University Court, appointed by the Provost, 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 at the first meeting.

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.
9. The Chair will send a letter to the student informing the student of the decision made by the University Court.

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 either party 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, Dean of Students 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.

B. ALCOHOL POLICY SUMMARY

1. Consumption of alcoholic beverages on property belonging to the Montana University System is prohibited except as expressly permitted.
2. Unless otherwise authorized by the Chancellor or designee, alcoholic beverages may not be consumed on campus.
3. Authorization by the Chancellor for consumption of alcoholic beverages 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.
 - d. Must submit waiver form prior to the event.
4. 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 (100.5) is available from the Conference & Events Office, Mathews Hall, 683-7566.

C. TOBACCO FREE CAMPUS POLICY

The use of tobacco (including cigarettes, cigars, e-cigarettes, pipes, bidi, hookah, snus, orbs, all forms of smokeless tobacco) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by The University of Montana Western.

D. 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.

There are at least two alternatives for students 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 683-7565 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).

E. **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.

F. **GRADE APPEAL PROCEDURE**

The Montana Western 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 Montana Western 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 exist 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.

G. 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.

H. **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.
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.

I. 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 (Clery 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.

J. 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.

IN CASE OF EMERGENCY

Facilities Services Office	
8-5 Monday-Friday	683-7142
Heating Plant/Campus Security	
All Other Hours	683-7141
Dean of Students Office	683-7388
Residence Life Office	683-7565
Residence 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

K. STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT

The Student Right to Know and Campus Security Act (P.L. 101-542) (Clery Act) 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 Residence 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 Residence Life Office, 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. Residence 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 Affairs 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. *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.

9. ***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 found on our website or at the Student Affairs Office.

10. ***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.

11. ***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 Residence Life Office, Dean of Students Office, Campus Counseling Center, or Beaverhead Chemical Dependency Center for information on drug counseling and rehabilitation programs.

12. ***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. The Students Over Substance class is required of all student who violate the drug or alcohol policy on or off campus.

13. ***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.

L. ***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 Affairs programming staff during the school year. Student Affairs 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 Dean of Students Office for the Campus Counseling Program, 683-7388. The Community 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 available at the Dean of Students Office and the Bookstore.

M. **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 cease 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. 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 the 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 Noon 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 the first day of every block 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. We are unable to cash checks. Montana Western treats check-writing as a privilege and will revoke it from anyone who abuses this policy.

BOOKSTORE AUTHORIZATIONS

When paying fees at the beginning of every semester, 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. At the end of each semester any monies not used by the student will be returned to the Business Office and credited to the student's account.

ONLINE OR NONBLOCK 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 block 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. 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 8:00 am and 4:00 pm on the last day of block. For example: first block ends September 15, 2010, therefore, textbook buyback will be Wednesday, September 15 from 8:00 am to 4:00 pm. After book buyback has closed no more books will be accepted and students must wait until the end of the subsequent block.

TRADITIONAL SCHEDULING BUYBACK POLICY

The Bookstore will buy textbooks the last day of 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 33% 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. Students are notified of commencement activities, announcements, attire and diploma frames during the month of March. They receive an informational packet directly from the Registrar and need to complete and return the forms to the Registrar's Office. 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.

BUSINESS SERVICES POLICIES

According to federal law, a student's financial and academic account is posted under the student's name, not the parents'. Therefore, all fee statements, bills, and refund checks are mailed to the student, not the parents. However, refund checks generated as a result of Parent PLUS loans are mailed to the parents unless the Montana Western Financial Aid Office has received written authorization to disburse the funds to the student. Students will be sent statements on a monthly basis. It is the student's responsibility to keep mailing addresses current through DAWGS online. Students are responsible for all tuition and fee payments even if they have not received a billing statement.

Registration Finalization:

Students are personally responsible for knowledge of policies and procedures governing payment of fees at the time stated in the Academic Calendar. A student's registration is not complete until all fees are paid or until fee payment arrangements have been made. To finalize registration, a student must complete the mandatory electronic Registration Finalization form through the student's account in DAWGS.

Deferred Contract:

Montana Board of Regents policy permits students to pay fees in three installments. A Deferred Payment Contract, available at Business Services or online, must be signed and returned to Business Services. The contract allows for 1/3 payment plus a \$30 deferred payment service fee to be paid on the first day of the semester, 1/3 payment is due 30 days later, and the final 1/3 is due 60 days later. The summer session deferred contract is based on two payments. Please contact Business Services for more information on all deferred payment contracts.

Payments:

Payment on student accounts can be made by check, credit card (Visa, Mastercard, Discover), or cash. Electronic payments may also be made online through the student's DAWG account. Returned checks (electronic or otherwise) are subject to an additional returned check service charge of \$15.00. Late registration fees may also apply.

Non-Payment:

Any person who owes the University any fees, fines, or other charges will have a hold placed on their account. This hold will prevent the person from registering for classes, receiving academic credit or grades, obtaining any transcript, diploma, or record, or accessing any University facility or service. Attorney's fees or other collection costs may be added to the amount owed.

FINANCIAL AID PROCEDURES

<p>Going to college involves Three separate processes:</p>	<ul style="list-style-type: none">• Applying to the college admissions• Arranging for housing• Applying for assistance
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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
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.
5. Notification of your financial aid eligibility will be sent to you based on the information you provided in Steps 1 and 4.
6. 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.
7. 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.
 8. 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.
 9. You **must** respond to the Business Office to confirm your attendance and arrange final payment of your account.
 10. Financial aid in excess of college charges will be available to you in a refund check, if applicable.

REGISTRAR PROCEDURES

GENERAL REGISTRATION INFORMATION

The University of Montana Western policies regarding student enrollment, registration, and graduation are outlined in various publications (current catalog and class schedule, web page, Student Handbook/Planner, etc) which are available from several sources (university offices, internet, etc). Students are responsible for making informed enrollment decision and for complying with official Montana Western enrollment policies and procedures. Students should not rely on oral representations made by university faculty or staff that contradict official policy

REGISTRATION REQUIRED -- In order to participate in learning/class activities, earn grades, and receive course credit, individuals must officially register (or add). Students are responsible for making informed enrollment decisions and for complying with official Montana Western enrollment policies and procedures.

WHO MAY REGISTER? -- [1.] current students (actively enrolled within the past year) in "good" academic standing, [2.] new freshmen and new transfers who have been formally admitted to Montana Western and properly advised, [3.] former/previous students who have been approved for readmission, [4.] individuals intending only part-time temporary enrollment and who have the ability to benefit from courses offered. Prospective (new applicant) students with questions about registration should contact the UMW Admissions Office (406 683-7331), all other students contact the Registrar's Office (406 683-7371).

REGISTRATION PROCEDURE -- Prior to the start of a semester, students are expected to Register for ALL classes they intend to complete that term by: [1.] meeting with an advisor (discuss education goals, select classes, pick up Alternate PIN); [2.] enrolling in classes over the internet via DAWGS (see instructions below), OR, submitting a completed/approved registration form (to the Registrar's Office); [3.] paying all enrollment expenses (Business Services Office). Registration must be completed by the second day of the semester; class schedules of non-paying registrants will be cancelled (fees/charges are NOT automatically dropped however)! Review the current academic calendar carefully regarding applicable deadlines.

FULL-TIME STUDENT ENROLLMENT/ATTENDANCE STATUS -- For students to be classified as full-time at UMW, they must be officially enrolled in a minimum of 12 credits of coursework requiring at least 16 weeks of attendance/participation. Only eligible full-time students may receive maximum federal financial aid benefits and/or participate in intercollegiate athletics. Student enrollment status is determined as of the end of the second week of a semester. Review UMW Policy 201.1-Student Enrollment & Attendance for details (see link on DAWGS login screen).

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

Currently enrolled students and individuals who have been accepted for admission to Montana Western are eligible to register for classes on-line. User IDs and account PINs are assigned upon initial application/enrollment at Montana Western. Students get Alternate/Advising PINs from their advisors (student advisor lists are available at [myUMW](http://myUMW.edu)).

1. Click Login to Secure Area at the <http://dawgs.umwestern.edu/login/> site.
2. First-time users follow directions on the screen: enter a Password (your Student ID/SSN) and your PIN (your birth date in "mmddyy" 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 requires 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.
3. Re-enter your new PIN then click "Login".
4. At the Main Menu, click "Student and Financial Aid".
5. At Student and Financial Aid, click "Registration".
6. At Registration, click "Add/Drop Classes".
7. A Select Term option will appear; choose the term you are registering for and click "Submit Term".
8. Enter your Alternate (Registration) PIN when prompted; your advisor, division dean or Outreach staff will provide this number.
9. 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 by scrolling to the bottom of the screen and reviewing and acting on any error messages or notations.
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 such as: final grades, information about 'holds', financial account info, to view what directory information the University has recorded for you, and to view your current class schedule (detail & summary options),etc.

DAWGS (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):

- 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) 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), 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 (University of Montana Western 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 from 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 the University, begin and end at the Registrar’s Office.

1. Complete an ADD-DROP-WITHDRAWAL FORM or a STUDENT CLASS SCHEDULE CHANGE FORM (available at the Registrar’s Office OR AT myUMW; 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 form 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 University of Montana Western Enrollment and Attendance Committee will decide these issues.

1. Complete a POLICY WAIVER REQUEST FORM and an ADD-DROP-WITHDRAWAL FORM (available at the Registrar’s Office or at myUMW; 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 Enrollment and Attendance 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 Montana Western Business Services. The amount of refund an individual receives is based on 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.

MONTANA WESTERN GRADUATION APPLICATION PROCEDURE

At the end of the junior year (upon accumulating roughly 90 credits applicable to a baccalaureate degree) or start of the senior year, students should submit a completed Graduation Application form at the Registrar's Office. Forms are available at the Registrars Office or myUMW.

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 she/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:

PLANNED GRAD	EARLY-AUDIT	FINAL (NO AUDIT)
<u>DATE (end of term)*</u>	<u>GRAD APP DEADLINE**</u>	<u>GRAD APP DEADLINE***</u>
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 the entrance to the Admissions Office.

RESIDENCE LIFE

WELCOME

Welcome to the Residence Life program at the University of Montana Western. We are excited you have chosen to live on campus. Here in Residence Life, your success is our top priority. We believe in creating an environment conducive to the achievement of your academic goals and we strive to make your stay on campus stress-free, safe, and fun. During your stay with us, you will have the opportunity to get involved in on-campus activities, to meet a lot of new people, and to contribute to the community at UMW. Our dedicated staff is here to serve you in whatever way we can. Each floor is supervised by at least one resident assistant (RA) whose goal is to create a safe, unified community, to uphold school policies, and to be a resource for you.

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 reason-

able 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 Montana 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 Montana 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 Residence Life Office.

The Director of Residence Life supervises the residence life program, and is responsible for training and supervision of the undergraduate and office staff.

RESIDENCE HALL PROGRAMMING

WHAT ARE PROGRAMS?

A program is an event designed to enhance your learning and development or help facilitate floor community. You'll learn something new and have fun at the same time. Sometimes these activities will happen spontaneously on your floor, and other times, your RA will plan an activity for your floor or hall.

Throughout the semester, programs will be presented on your individual floors, in the main lobbies, and in other areas on campus. Keep an eye out for program announcements in your community!

WHY SHOULD I ATTEND PROGRAMS?

Students who get involved in college activities are more likely to be successful as students at UMW. You'll spend a great deal of time on your floor or in your residence hall, so it is important to become involved and connected. By attending programs, you will get to know the students in your hall.

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).

Residence Life Office

Residence Life Office (RLO) is located in Davis Hall. Services include room and roommate assignments and changes, I.D. cards, incoming packages and stamps, refrigerator and microfridge rentals, and outgoing mail drop. The Residence Life Office is open from 8-5 Monday through Friday and from 12-2 pm and 7-9 pm on Saturday and Sunday.

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, smoke detector, and fire suppressing device.

Bed Lofts

Bed lofts designed for use in Montana Western's residence hall rooms are available through the RLO. 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. All bikes must be removed from residence hall racks at the end of Spring semester or they will be confiscated by Montana Western.

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

LIVING ON CAMPUS 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 legal guardians.
- Student is 20 years of age or older.
- Student is married or a parent with child custody.
- All residence hall students are required to contract for a meal plan.

Exemption forms are available from the Residence Life Office. All exceptions to the "30 Credit Rule" must be documented and submitted to the Residence 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 Residence Life Office before the first day of classes. Students must be a registered student to reside in the Residence Halls.

APPLICATION

Residence hall application forms are available on-line <http://www.umwestern.edu/studentlife/housing/> or from the Residence Life Office, 406-683-7565. Return the completed application with a \$200 application fee. 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 Residence 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:

Fall

1. *A 100% refund if the student notifies Residence Life in writing by July 15.*
2. *A 50% refund if the student notifies Residence Life by August 15.*
3. *No refund for notices after August 15th.*

Spring

1. *A 100% refund if the student notifies Residence Life in writing before the 1st day of classes.*
2. *No refund for notices after the semester starts.*

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 RLO.

BREAK HOUSING

The residence halls and dining service are officially closed during Winter Break (December 21-January 9). **Room and board charges do not include this scheduled vacation period.** Board plans are not in effect during Thanksgiving Break (November 21-25) and Spring Break (March 5-9). 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 Residence Life Office for students who will be staying in the halls during break periods. At the conclusion of each semester, information will be provided to students about check-out procedures. A \$25.00 improper check-out fee will be assessed if check-out procedures are not followed.

CHECK IN

Residence hall room keys are distributed at the Residence 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 Residence 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 RLO.

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 RLO 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 com-

pleted Room Inventory Report to the Residence 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. A \$25.00 improper check-out fee will be assessed if check-out procedures are not followed.

WHAT DOES CLEAN MEAN?

This applies to the entire room

FLOORS swept and mopped even under the bed, desk, and in closet.	MIRRORS cleaned, no tape, not cracked or broken.
DESK cleaned, not damaged or broken.	MINI BLINDS not bent or missing parts.
SHELVES cleaned.	BULLETIN BOARD no tacks, staples, or poster putty.
DRAWERS empty and washed, clean pulls, sides and joints not broken.	NO doodles, carvings or drawings anywhere.
WALLS cleaned, no dirt, glue, or writing.	CHAIR not damaged or broken.
FURNITURE & BEDS properly assembled.	SINK cleaned of spills, stains, soil, and garbage.
BED PARTS not damaged or broken.	SINK DRAIN cleaned and not plugged.
MATTRESS not torn or soiled on both sides.	WINDOWS cleaned and no writing, tape or stickers.
DOORS cleaned on both sides, no holes or tape, peephole, latch and knob not broken.	WINDOWS closed and locked, hinges and latches not broken.
CARPET vacuumed and clean.	SCREENS not torn and in place.
REFRIGERATOR cleaned, no dents or scratches.	ELECTRIC OUTLET has plate and not broken.
LIGHT FIXTURE has cover and is working.	COMPUTER/CABLE OUTLET has plate, not broken.

APPLIANCES and other items owned by resident must be removed from campus or you will be billed for removal.	CEILING TILE in place, not damaged, no tape poster, pins or tacks.
WASTEBASKE cleaned, empty and no liner.	CLOSET DOOR operates properly, rods and towel rack clean and no clothing items left behind.
TAPE no tape or tape residue anywhere.	DO NOT SWEEP dirt and garbage into the hallways.
NO MOONS, STARS OR COMETS on ceiling or walls.	A DIRTY HALLWAY in front of your room will be billed to you for cleanup.

Brooms, dust mops, general purpose cleaner, buckets, mops and mop buckets, will be available in the janitor closets on your floors. Vacuums and trash bags will be available at the Residence Life Office.

You are responsible for and will be charged for any missing, damaged, broken or dirty items.

While you are in the process of moving, DO NOT leave belongings unattended or they may disappear – be aware of who is in the area.

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 RLO.

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

Montana 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 Residence 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 for a room key. If the mailbox key has to be replaced as well, there is a \$10.00 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 10:00 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 RLO 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 RLO. 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 mail #)

Dillon MT 59725

PAINTING ROOMS

All paint requests must be approved by the Facilities Manager, Neil Snyder. Upon approval of the request, supplies and paint are the responsibility of the resident/s. 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 Residence Life Office, find a Resident Assistant, or call 683-7565 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.

COMMUNITY DAMAGES

If excessive damage is incurred in a common area due to a group of individuals, community damages may be assessed to the group responsible.

ROOM CHANGES

Requests for change of residence hall rooms must be made and approved by the RLO 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. A \$25.00 improper check-out fee will be assessed if check-out procedures are not followed.

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 Residence 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 Western staff, 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 Bill Herrin, Head Custodian, 683-7339 or Neil Snyder, Facilities Manager, 683-7520. All residence halls are equipped with sprinklers and are checked on a monthly basis.

ROOM ENTRY

The University may enter the Student's room or suite during normal working hours for cleaning, maintenance, and/or reason allowed by law, including to make repairs, alterations, or facility improvements, to ensure compliance with health and safety regulations, or in the event of an emergency, building evacuation, or abandonment of the room or suite by either the Student or the Student's roommate(s). Prior notice will be given of such entry to the Student or Student's assigned roommate(s) except for emergency, abandonment or where impractical.

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 Residence Life Office (406-683-7565). Every attempt will be made to notify the student of the message as soon as possible.

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 hoo-kups.

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.

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 your door locked when sleeping.
- 2) Always take your 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. Most rooms in JDC are equipped with a security stick.
- 5) Keep a record of serial numbers and manufacturer names for personal property.
- 6) Avoid keeping large amounts of cash in your 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 Residence 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 Affairs 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