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GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

Student Policy & Procedure Handbook

2012-2014

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Below is a list of Section 300 Student Affairs Policies and Procedures of Great Falls College MSU. These Student Affairs Policy and Procedures, as well as other Great Falls College MSU's Policies and Procedures, can be accessed at:

www.msugf.edu/about/PoliciesProcedures/300Policies.php

300 STUDENT CONDUCT, GRIEVANCE AND TITLE IX

301.1 ACADEMIC INTEGRITY (REPEALED 3/2012. SEE POLICY 300, STUDENT CONDUCT AND GRIEVANCE)

302.1 EQUAL OPPORTUNITY

302.2 SEXUAL HARASSMENT (REPEALED 3/2012. SEE POLICY 300 , STUDENT CONDUCT AND GRIEVANCE)

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303.1 DRUG FREE CAMPUS

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306.3 QUARTER TO SEMESTER CREDIT CONVERSION - NEW

306.4 RECORDS OF DECEASED STUDENTS - NEW

307.1 STUDENT ORGANIZATIONS

308.1 GRADING POLICY

308.2 TUITION AND FEES

308.3 HONORS

308.4 POSTHUMOUS DEGREES - NEW

309.1 STUDENT COMPLAINTS (REPEALED 3/2012. SEE POLICY 300, STUDENT CONDUCT AND GRIEVANCE)

309.2 STUDENT CONDUCT COMPLAINTS (REPEALED 3/2012. SEE POLICY 300 , STUDENT CONDUCT AND GRIEVANCE)

309.3 STUDENT EQUAL OPPORTUNITY COMPLAINTS (REPEALED 3/2012. SEE POLICY 300 , STUDENT CONDUCT AND GRIEVANCE)

310.1 HIGH SCHOOL DUAL ENROLLMENT

311.1 ACADEMIC FORGIVENESS/FRESH START

**NOTICE CONCERNING MATERIALS
DESCRIBED IN THIS HANDBOOK:
ALL PROVISIONS WITHIN THIS
HANDBOOK ARE SUBJECT TO CHANGE
WITHOUT NOTICE.**

GENERAL INFORMATION / ACADEMICS

NOTICE CONCERNING MATERIALS DESCRIBED IN THIS HANDBOOK:

ALL PROVISIONS WITHIN THIS HANDBOOK ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Equal Opportunity Policy

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin. The College's Equal Opportunity Officers are the Executive Director of Human Resources and the Associate Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Tagline

Changing Lives – Achieving Dreams

Vision

In the next decade, Great Falls College MSU will play a leading role in transforming the lives of our students, their communities, and the economic prosperity of Montana by responding to learner and community needs through the use of partnerships, innovation, outreach, and technology.

Mission

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.

Values

- **Accountability** – We ensure our decisions are data-informed and grounded in the best interest of our students and their communities.
- **Integrity** – We value civic responsibility, high academic standards, ethical practices, and the courage to act.
- **Lifelong Learning** – We believe education is a lifelong necessity and commitment; we personify this belief by engaging and reengaging students from all generations in learning opportunities.
- **Respect** – We value differences and treat others with civility, encouraging open and honest communication.
- **Responsiveness** – We recognize and act upon opportunities to be innovative, flexible, and adaptable to our students' and communities' needs.
- **Student Success** – We are dedicated to student success and achievement; we strive to meet the educational needs of our students and their communities.

Governance of the Institution

Great Falls College MSU is a two-year technical/community college within Montana's public university system. Central administrative control of the College is vested exclusively in the Montana Board of Regents. The Regents have full power, responsibility, and authority to supervise, coordinate, manage, and control the colleges and universities within the Montana University System. Although a stand-alone institution for purposes of institutional accreditation, budget, personnel, and management, Great Falls College MSU has been affiliated with Montana State University since July 1, 1994.

Accreditation

Great Falls College MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU), a regional postsecondary accrediting agency. Regional accreditation assures the quality of the educational experience and facilitates the transfer of credit to state and national colleges and universities. In addition, the Dental Assistant, Dental Hygiene, Emergency Medical Technician Paramedic, Health Information Technology, Medical Assistant, Physical Therapist Assistant, Practical Nurse, Respiratory Care, and Surgical Technology programs are accredited and/or approved by their respective state and/or national agencies.

All educational programs offered by the College are approved by the Montana Board of Regents, United States Department of Education, United States Department of Veterans Affairs, and Montana Department of Vocational Rehabilitation Services.

Great Falls College MSU's Non Discrimination Statement

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all college programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin. The college's Equal Opportunity Officers are the Human Resources Director and the Associate Dean for Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Academics

Academic Progress

Academic progress standards are as follows:

- All students enrolled in credit bearing courses at Great Falls College Montana State University are required to maintain a 2.0 cumulative grade point average (CGPA). Students with less than a 2.0 CGPA at the end of any academic term will be notified by the Registrar that they have been placed on academic probation for the following academic term. If, at the end of a subsequent term, they meet the required 2.0 CGPA, they are removed from academic probation. Academic probation serves to notify students that the quality of their work is below an acceptable level and that the continuation of unsatisfactory work during their next semester of enrollment will result in academic suspension. Students on probation will be limited to 13 credits during the probationary period in fall/spring; 7 credits in summer.
- All students enrolled in credit bearing courses who receive less than a 2.0 GPA and have a CPGA below a 2.0 for the second consecutive academic term will be suspended from the College. Students on academic probation who earn at least a 2.0 grade average for the semester without raising their cumulative grade average to the required minimum will remain on academic probation.
- Following suspension, students will not be considered for reinstatement until at least one semester (excluding summer) has passed. Readmission must be initiated through the Registrar's Office by completing the Application for Admission and the Admission Academic Progress Appeal Form. If the appeal for admission is approved, students will be readmitted on probationary status, limited to 13 credits in the fall and spring terms and 7 credits in the summer term, and will be re-enrolled under the current catalog requirements for graduation.

Forms are available at: Application- http://www.msugf.edu/admissions_records/pdf/Application%20for%20web.pdf or Academic Progress Appeal - http://www.msugf.edu/admissions_records/pdf/Adm%20and%20Fin%20Aid%20Joint%20Appeal%20form.pdf.

- If a student is suspended at another college he or she will have to complete the Academic Appeal process to be considered for admission.

- Transfer applicants may be admitted on academic probation based upon their academic standing at previous institutions.
- Readmitted applicants may be admitted on academic probation based upon their cumulative grade point average (CGPA) and/or academic standing when last in attendance.
- Students who have been placed on academic probation or suspension may appeal in writing to the Registrar for review of circumstances.

Academic Records Appeals

Appeals regarding academic records must be addressed within three years of course enrollment. Any appeals filed more than three years after the date of last attendance will not be considered. Note: This policy applies to appeals for retroactive withdrawals and tuition refunds only. For policy on academic performance appeals, please see the Instruction Complaint Procedures Section 300.30 of Policy 300 Student Conduct and Grievance section of this Handbook or at: http://www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_004.pdf. The form for Academic Records Appeals may be found at:

www.msugf.edu/admissions_records/pdf/SpecialConsideration.pdf

Adding and Dropping Courses

Adding Courses

Students may add courses on Banner Web/My Info up to the end of the THIRD day of fall and spring semesters. After the THIRD day faculty must approve any requests to add courses.

Students may add courses on Banner Web/My Info up to the end of the SECOND day of summer semesters. After the SECOND day faculty must approve any requests to add courses.

The following steps must be completed in order to add a course after the third day of the spring or fall terms or after the second day of summer terms.

- Obtain an official 'add' card from Student Central or online
- Complete the card and secure the necessary faculty signature(s)
- Return the card to Student Central

Dropping Courses

Students may drop one or more courses on Banner Web/My Info with no grade up to the end of the 15th day of fall and spring semesters.

Students may drop one or more courses on Banner Web/My Info with no grade up to the end of the 9th day of summer semesters.

Although no refund will be given, students may continue to drop one or more courses with a grade of "W" prior to the end of the published deadline. See the tuition and fees section of the catalog for further information.

The following steps must be completed in order to drop a course after the 15th day of the spring or fall terms or after the 9th day of summer terms.

- Obtain an official 'drop' card from Student Central or online
- Complete the card and secure the necessary Advising Center signature
- Return the card to Student Central

In all courses for which a student fails to complete all requirements and for which no formal drop (withdrawal) has been filed in Records, the final grade will be the grade the student has earned at the end of the course.

Attendance

Absences are exclusively within the purview of the faculty. When a student enrolls in a course, he or she enters into a contractual agreement with faculty for the duration of the course. Both the student and the faculty are expected to

honor the specified terms of that agreement. It is important, therefore, for the student to understand the particular attendance requirements in each course. Generally, faculty communicate these requirements to students through the course syllabus and/or verbally during the first or second class meeting.

Course Numbering System

Courses numbered below the 100 level cannot be used to satisfy core requirements or general elective requirements and do not count toward graduation requirements, except when required in programs. They do count as credits required to meet financial aid satisfactory academic progress requirements if enrollment is required based on placement test scores.

A unit of credit at Great Falls College MSU is defined as three hours of student work per week for a 15 week semester, or an equivalent number of work hours in an instructionally related activity, and/or student study time. Academic credit is awarded based upon this definition, which is consistent with the glossary definition of a credit unit as defined by the NWCCU.

Common Course Numbering

www.msugf.edu/Advising_planning/AdvisingDocuments/CNS/index.html

The Montana University System is moving to common numbering for all undergraduate courses for public colleges and universities in Montana to assist with the transferability of courses among the State's institutions of higher education.

What this means:

- Most current Great Falls College MSU subject abbreviations and numbers will change as implementation moves forward.
- All public colleges and universities in Montana will use the same subject abbreviations (the letter codes that indicate the course subject), numbers, and title for courses taught on more than one campus.
- If students transfer to another Montana campus, any common numbered course that is also taught at the new campus will automatically transfer as equivalent. All other courses will continue to transfer at the discretion of the Registrar's Office and the faculty at the receiving institution.
- Many familiar titles will change.
- Some courses will change level (e.g., from the 100-level to the 200 level).
- Course content is not affected by this process.
- During the transition period, which is likely to last several years, Program Advising Sheets and the Catalog will be updated annually to reflect the changes.

Course Substitution

Students may request a substitution for a course if they have previously completed a college course in which the subject matter closely parallels that of the course for which they request the substitution. The Division Director, program director, and the Registrar must approve all substitutions. In no instance will a reduction be made in the number of credits required for completion of a program.

Course Waiver

A course may be waived if the student has previously completed equivalent work. All waivers must be approved by the program director, Division Director, and the Registrar. College credit will not be given for a waiver. In no instance will a reduction be made in the number of credits required for completion of a program.

ACADEMICS

Credentials Offered:

Certificate of Applied Science (C.A.S.)

The Certificate of Applied Science (C.A.S.) recognizes a short program of study designed to prepare the student for entry-level employment in a specific technical field. The C.A.S. comprises 30 - 45 credits, with rare exceptions. Students should be able to complete the Certificate program in one calendar year or less, if they are academically prepared in math and writing. The general education coursework in a C.A.S. often has an applied, rather than an academic focus.

Associate of Applied Science (A.A.S.)

The Associate of Applied Science (A.A.S.) degree is awarded in specific technical career fields. This degree is designed to prepare students for immediate entry into employment but may be fully or partially transferable to programs at selected four-year institutions.

A.A.S. degrees must comprise at least 60 but no more than 72 credits. For students entering these degrees prepared for the required math and writing, the A.A.S. degree requires at least two academic years to complete. A main difference between this degree and the C.A.S. is the added general education coursework required. Great Falls College MSU offers A.A.S. degrees in both the Business/Trades & Technology and Health Science areas.

Specific requirements for each program are listed in the program section of the catalog.

Associate of Arts (A.A.)

The Associate of Arts (A.A.) degree is a general transfer degree indicating the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize in history receives the A.A. degree, not an A.A. in History.

Associate of Science (A.S.)

The Associate of Science (A.S.) degree is a general transfer degree indicating the student has completed a course of study equivalent to the first two years of a bachelor's degree. This degree does not officially include a major or minor course of study. For example, a student who plans to emphasize in mathematics receives the A.S. degree, not an A.S. in Mathematics.

Associate of Science in Registered Nursing (A.S.N.) (coming Fall 2013)

The Registered Nurse program at Great Falls College MSU is currently approved by the Montana State Board of Nursing. Upon completion of the Associate of Science Degree in Registered Nursing, students will be prepared to begin a successful career as a registered nurse. Students are prepared to sit for the national licensure examination for registered nursing.

Professional Certificate (Prof. Cert.)

The Professional Certificate (Prof. Cert.) is a designation earned to assure the knowledge, experience, and skills to perform a specific job. Many Professional Certificate programs are created, sponsored, or affiliated with professional associations and trade organizations interested in raising standards. Many times the proof comes in the form of a certification earned by passing an exam that is accredited by an organization or association that monitors and upholds prescribed standards for the particular industry involved. The Professional Certificate is composed of 16 or less credits, with rare exceptions. Students should be able to complete the program in one semester if they are academically prepared.

Note: Baccalaureate requirements vary considerably among and within institutions. It is strongly recommended students pursuing a general program of study for their A.S. or A.A. degrees carefully select courses meeting specific institution program requirements for a baccalaureate degree. A current catalog of the selected institution should be consulted. Students should work closely with an academic advisor at the transfer institution.

Experiential Learning Policy

(Policy 306.1 – Experiential Learning)

www.msugf.edu/about/PoliciesProcedures/300/306.1_ExperientialLearning_Updated.pdf

Great Falls College MSU recognizes that learning occurs outside of the college setting. The outcome of this learning is often the acquisition of skills and/or knowledge which may be equivalent to learning at Great Falls College MSU and other institutions of Higher Education. Great Falls College MSU may award credit for this learning through the College's Experiential Learning Policy. This policy is based on the Northwest Commission on Colleges and Universities (NWCCU) Policy 2.3: www.nwccu.org/Standards%20and%20Policies/Standard%202/NWCCU_Standard_Two.htm.

- A. Credit may be granted only for documented learning which ties the prior experience to the theories and content of the relevant academic field(s).
 - B. Credit may be granted only for documented learning which falls within the regular curricular offerings of the institution.
 - C. Credit for prior experiential learning may be granted only at the undergraduate level.
 - D. The applicability of Experiential Learning Credit toward specific degree program requirements is subject to departmental/institutional approval.
 - E. Experiential Learning Credit will be based on the following evaluation methods:
 - i. Portfolio
 - ii. Challenge Exams
 - iii. Proof of Competency
- NOTE:** The Division Director or faculty, delegated by the Division Director, will develop the criteria of the portfolio, challenge exams, and/or proof of competency.
- F. Credit for prior experiential learning should not constitute more than 25% of the credits needed for a degree or certificate.
 - G. No assurances are made as to the number of credits to be awarded prior to the completion of the institution's review process.
 - H. Credit may be granted only to enrolled students and is to be identified on the student's transcript as credit for prior experiential learning.
 - I. Credit for prior experiential learning cannot duplicate other credit awarded.
 - J. Experiential Credit will be treated in the same way as transfer credit. A "P" (pass) will be assigned, and it will not count toward the student's GPA.
 - K. Materials and documents submitted for consideration of credit for experiential learning must comply with all Great Falls College MSU and Montana University System Policies. No experiential learning credit is guaranteed.
 - L. Credits granted for experiential learning at Great Falls College MSU may transfer to other institutions. Students should check with the transfer institution regarding transferability.
 - M. All submitted materials and documents become part of the student's academic record and will not be returned.

- N. Credit awarded for experiential learning will become part of the students' academic transcript.
- O. The student is responsible for providing the appropriate documentation as required by the guidelines and/or criteria established by the faculty member, program director, or Division Director for the award of credit for experiential learning.
- P. Students will be assessed an experiential learning fee for each course substitute attempted through the award of Experiential Learning Credit. This fee will be 1/3 of the cost for the tuition of the course had the student enrolled in it through traditional means.
- Q. Experiential learning credits do not count toward enrollments in evaluating financial aid status.

Experiential Learning Forms are available online at:
www.msugf.edu/admissions_records/forms2.html

Grading

(Policy 308.1 - Grading Policy)
www.msugf.edu/about/PoliciesProcedures/300/308.1_GradingPolicy.pdf

The following table outlines the grading system used at Great Falls College MSU:

Grades	Quality of Work	Grade Points for Each Credit
A.....	Excellent.....	4.0
A-.....		3.7
B+.....		3.3
B.....	Above average.....	3.0
B-.....		2.7
C+.....		2.3
C.....	Average.....	2.0
C-.....		1.7
D+.....		1.3
D.....	Passing.....	1.0
F.....	Failing.....	0
P.....	Pass.....	0
AU.....	Audit.....	0
CR.....	Credit.....	0
W.....	Withdraw.....	0
I.....	Incomplete.....	0
NC.....	No Credit.....	0
NR.....	Not Recorded.....	0

Grade Point Average (GPA)

A student's level of academic performance is determined by the grade point average (GPA). To calculate the GPA the total number of grade points is divided by the total number of completed credits.

Grade Reports

Mid-term grades are available on Banner Web/My Info after the half way point of spring and fall semesters. Final grades are available on Banner Web/My Info one week after the end of the term.

Change of Grade

A change of grade may be submitted to the Registrar. All grade changes must come from the instructor or Division Director. If, after consulting with the instructor, questions still remain about the changing of a grade, please refer to

Section 300.26 of Policy 300 Student Conduct and Grievance in this Handbook or at http://www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_004.pdf.

Audit

Registered students may, with the permission of faculty, enroll in a course as an auditor for no credit. A student must decide to audit a course by the 'Add' deadline of the term. Auditors pay the same tuition and fees as students enrolled for credit and are expected to follow the attendance guidelines set forth in the course. If attendance guidelines are not followed, the student may be issued a failing grade. If attendance guidelines are followed, the student will receive a grade of AU (Audit).

Incomplete

An Incomplete (I) grade is issued at instructor discretion when student coursework has been satisfactory up until the final few weeks of a semester, but unavoidable mitigating circumstances have prevented the student from completing the course. After consulting with the instructor of the course, a student must make a formal request for an Incomplete grade by completing the Request for an Incomplete Grade form, stating what unavoidable mitigating circumstance(s) prevented completion of the work and proposing the conditions under which the work will be completed. If a request form does not accompany the final grade, the student will be issued a Not Recorded (NR) grade until the proper paperwork is completed and submitted to the Registrar. If the instructor approves the request, the student will have until the end of the following semester to make up the Incomplete. If a student fails to make up an Incomplete within the allotted time, the Incomplete grade will be converted to an "F." The Division Director will approve all Requests for Incomplete Grades before they are submitted to the Registrar for posting.

The Division Director must be given all information necessary to do final grading for the student as backup for the instructor in case he or she is not available to do the grading at the appropriate time.

Pass/Fail Policy

As a general policy, courses at Great Falls College MSU are graded with the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. However, certain courses, as indicated in the catalog, are offered only on a pass/fail basis for ALL students registered in the course. A passing (P) grade is equivalent to a grade of "C-" or better. Students receiving "P" grades may not request a change to a letter grade.

Course Repeat

Courses may be repeated to increase one's knowledge and/or grade point average. The original grade, as well as subsequent grade(s) in the course, is reflected on the academic transcript. However, the grade and grade point value for the repeated course will replace the earlier grade and grade point value in the cumulative totals. The grade and accompanying information for a repeated course will be posted on the student's academic transcript for the semester during which the repeated course was completed. Students may repeat a passed course only one time on financial aid. Passed courses are those courses completed with a grade of a D or above. If a student repeats the same course more than once, that course will not be considered in determining the enrollment status for financial aid purposes but will still be counted in attempted credits for SAP determination. Courses for which the student received a W or F grade may be repeated multiple times as long as the student is otherwise meeting SAP standards.

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Graduation

Great Falls College MSU's students follow the catalog in effect when they began their enrollment at the College, as long as that enrollment has been continuous, or may elect to follow any subsequent catalog. If a student is absent for one or more semesters (excluding summer), the catalog in effect at the time of readmission governs the student's graduation requirements. Students must pass all required courses and have an overall grade point average of 2.0 to graduate from Great Falls College MSU. Each program in the Health Science Department has specific requirements for matriculation and graduation. Students are informed of other specific program policies and requirements, both at the time of their program orientation and throughout their educational experience.

Identified programs in the Business, Technology, and Trades Department have specific requirements for matriculation and graduation. Courses requiring a grade of "C-" or above are designated for each program in the program section of the catalog.

A student must submit a formal application for graduation by the published term deadline. Applications can be obtained from Student Central or online at www.msugf.edu. A \$25 non-refundable graduation fee is due upon submission of the application to Student Accounts.

Application deadlines are published in the catalog and on the Academic Calendar located on the College's website. Students who fail to submit an application for graduation will not receive a certificate/degree. Students completing more than one certificate or degree must submit an application and \$25 fee for the first degree and certificate in a semester and \$15 for each additional degree or certificate in the same semester.

Students will be awarded a certificate/degree upon satisfactory completion of all program requirements, provided that 25% of the coursework required in the degree program has been completed at Great Falls College MSU.

The commencement ceremony is held each May, at the conclusion of the spring semester. Caps and gowns can be purchased through the bookstore for a fee. Courtesy of the Associated Students of Great Falls College MSU's gown recycling program, some gowns are available for purchase at a lower rate than the new ones. Graduation announcements are also available for purchase through the bookstore.

Lost diplomas can be replaced at the request of the student. The cost of replacing a certificate, diploma, and/or cover is \$10 (each).

Honors

Great Falls College MSU recognizes students' academic achievements according to the following standards:

Dean's List

(Policy 308.3 – Dean's List)

www.msugf.edu/about/PoliciesProcedures/300/308.3%20_DeansList.pdf

To be eligible for the Dean's List, a student must earn 12 or more credits in Non-Pass/Fail courses in one term, have a semester grade point average of 3.5 or above, and not have any Incomplete grades. If Incomplete grades changed to passing grades affect Dean's List eligibility, the student may request a letter noting Dean's List recognition.

Phi Theta Kappa

A chapter of Phi Theta Kappa, an international honor society for two year colleges, was chartered at Great Falls College MSU in 1998. Membership is based primarily on academic achievement. Students who meet the criteria are invited to join each semester. To be eligible, students may be full-time or part-time, must have completed 12 semester credits, and must have a cumulative grade point average of 3.5.

Membership in Phi Theta Kappa offers much more than a mere certificate of membership. The organization offers opportunities for scholarships, intellectual enrichment, and personal development through programs based on the four hallmarks of Scholarship, Leadership, Service, and Fellowship.

Graduation Honors

Upon successful completion of program requirements, a graduating student with a cumulative GPA of 3.75 or higher will receive High Honors, and graduating student with a cumulative GPA between 3.5 and 3.749 will receive Honors. Graduation Honors are noted on the student's transcript.

Scholarships

Applying for Scholarships

Great Falls College MSU has a common scholarship application for most campus scholarships. The deadline for this application is in February for the next academic year. Contact the Financial Aid Office for this application, and to find out what other scholarships require a separate application.

Governor's Best and Brightest Scholarship

The purpose of the Governor's "Best and Brightest" Scholarship is to provide Montana residents with greater access to Montana's postsecondary institutions and Montana's tribal colleges, through scholarship grants based on academic achievement and financial need. The goal of these scholarships is to relieve student debt burdens, allowing more Montanans to stay in the state upon graduation. The Governor's Best and Brightest Scholarship Program is divided into 3 areas: high school merit scholarships, merit-at-large scholarships and need-based scholarships. Each scholarship is administered in a different way:

High School Merit Scholarships

Merit scholarships are awarded to graduating Montana high school seniors who plan to attend either a two- or four-year institution. A student attending a four- year campus will receive \$1,000/semester (\$2,000/year) for 8 semesters. Students who attend a two-year campus will receive \$1,000/semester (\$2,000/year) for 4 semesters*. To receive a scholarship, students must demonstrate academic excellence, by having either a 3.0 GPA, or scoring at least 20 on the ACT or 1440 on the SAT. Recipients are chosen by their designated high school official.

Merit At-Large Scholarships

Students must apply online at www.mgslp.org for the merit-at-large scholarship and submit a completed application to MGSLP no later than March 1 of each year. Late, incomplete or ineligible applications will not be accepted. Applications will be available in early January. Non-traditional and home school students are encouraged to apply. The merit-at-large scholarship can be awarded to students who plan to attend either a two-or four-year institution. A student attending a four-year campus will receive \$1,000/semester (\$2,000/year) for 8 semesters. Students who attend a two-year campus will receive \$1,000/semester (\$2,000/year) for 4 semesters*.

Governor's Postsecondary Scholarship - Need Based

Governor's Postsecondary Need Based Scholarships are available to entering freshmen who demonstrate unmet need as determined by the FAFSA, are Montana residents, and are degree seeking. The amount of the award is

\$1000 and may be renewable for up to two years. Funding is limited and recipients are selected by the Financial Aid Office based on annual funding levels.

Renewing the Governor’s Scholarships

Students must:

- Maintain Satisfactory Academic Progress
- Continue Full Time Enrollment (Merit, Merit-at-Large)
- Continue to have Financial Need (Need Based)

Montana University System Honor Scholarship

Recipients of the Honor Scholarship are selected by the Office of the Commissioner of Higher Education and will receive a waiver of tuition for fall and spring semester. Recipients must submit to the Financial Aid Office a copy of their Honor Scholarship notification from the Commissioner’s Office upon receipt.

Honor Scholarship for National Merit Scholarship Semifinalists

Tuition shall be waived for National Merit Scholarship semifinalists from Montana. This scholarship tuition will be valid through the first two semesters of enrollment exclusive of any credits earned prior to high school graduation.

Scholarship Searches

Graduating seniors are encouraged to discuss scholarships with their high school counselors. Many high schools offer good scholarship servicittle or no charge. All students should periodically check the Financial Aid website: www.msugf.edu/admissions_records/financialaid/Scholarships.php. The Financial Aid Office posts scholarship information and deadlines on the Financial Aid website as information becomes available. There are many FREE scholarship searches available online as well.

Student Evaluation of Courses

Students are provided the opportunity to evaluate each of the courses they complete at the College during the final four weeks of each course. Students are asked to approach the serious task of course evaluation professionally and positively. All faculty look forward to input from students in their courses. Faculty utilize the input from their students to improve or modify courses.

Withdrawal from the College

Per Montana Board of Regents of Higher Education Policy 940.7: www.mus.edu/borpol/bor900/9407.htm: Unless otherwise required by the Higher Education Act of 1965, as amended, refunds of tuition and fees in the event of withdrawal from college are authorized according to the following procedures. The registration and application fees are non-refundable.

Students withdrawing from Great Falls College MSU are refunded the tuition and fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar’s Office:

Fall & Spring Semester:

Days of Instruction*	Percent Refunded
Registration day.....	100
1-5.....	90
6-10.....	75
11-15.....	50
16-on.....	0

These dates are pro-rated for the summer term(s)

* Days of instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The Registration Fee and Application Fees are Nonrefundable per Montana Board of Regents of Higher Education Policies 940.2 and 940.7, mus.edu/borpol/bor900/9402.htm, mus.edu/borpol/bor900/9407.htm.

Students planning to withdraw from all courses must consult with The Advising and Career Center. The Advising and Career Center will provide important information regarding the way a withdrawal will affect financial aid eligibility, tuition refunds, readmission to the College and grade point average. Courses the student is enrolled in at the time of withdrawal from the College will be entered on the student’s transcript in accordance with the grading policy in effect at that time.

What is a College Withdrawal?

Students who find it necessary to discontinue all college work at any time other than at the end of a semester must complete an official withdrawal. A college withdrawal occurs when the student discontinues all of the courses he enrolled in. If a student has enrolled in courses but never attended, a withdrawal is still required. Withdrawing from college may affect grade point average, financial aid eligibility, tuition refunds, and readmission to the College. The specific consequences depend on when during the term the student withdraws. All students have the right to withdraw from the College. A student’s decision may be based on medical concerns, transportation issues, changes in employment or income, relocation, military orders, personal concerns, academic issues, or a change in academic goals.

How to Withdraw

Students planning to withdraw from all classes must consult an advisor in the Advising and Career Center. The Banner Web-My Info system does not allow a student to drop all classes online; a personal interview is required (in person or on the phone). The advisor will assist the student in completing the required paperwork and discuss the consequences.

A student who stops attending class or never attended class is not automatically withdrawn. The student will remain on the class roster and will receive final grades for the courses, based on the coursework completed during the term. Typically, those students will receive failing grades. Students will be responsible for all tuition and fees.

If a student has registered for classes in the next term, that enrollment will stand unless the student completes a withdrawal for that term as well.

If a student withdraws prior to the start of a term, all tuition and fees will be waived, EXCEPT the \$30 term registration fee and \$30 application fee.

Census Date

The Registrar determines the Census Date each term. The Census Date is the date on which enrollment requirements must be finalized. It is the last day a student may withdraw from college or drop classes with a partial refund.

During Fall and Spring terms, this date is generally the 15th day of class. The Summer Term census date is generally the 10th day of class. This date is listed on the Academic Calendar, on the Registration Worksheet, posted on the website and is available from Student Central. Withdrawals occurring on or before the census date are treated very differently than those after the census date.

Withdrawals On or Before the Census Date

These consequences occur when a student officially withdraws after the first day of classes, and on or before the census date:

Records

A student withdrawing on or before the census date will not have that term listed on his transcript. A student already in good academic standing will

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remain in good standing. If the student chooses to return to the College at a future time, it may be necessary for the student to complete an Admission Application. There is no fee associated with this application.

Adjustment to Tuition & Fees

A student withdrawing before the census date will have a portion of his tuition and fees reduced, depending on the date of the official withdrawal. For example, a student withdrawing the first week may have as much as 90% of the tuition and fees waived, while withdrawing several days prior to the census date will result in only 50% of the tuition and fees waived. In no case is the term registration fee or application fee waived or reduced. The schedule of refund percentages and dates is included in the Academic Calendar.

If the student has already paid for the semester with private funds, the Student Accounts Office will issue a refund check to the student in 7-10 days.

Financial Aid

Financial Aid awards will be adjusted, based on the percentage of the term completed, according to the date of official withdrawal. A student must have all requirements complete and be eligible for the funds at the time of withdrawal. The reduced financial aid will be processed and funds applied to the student's account at the College. All remaining financial aid for the term and any loan the student was not eligible for will be cancelled or returned to the lender.

If a student is working under the College workstudy program, eligibility ends as of the withdrawal date and the student must immediately stop working.

If the College received scholarship funds for the student and the student withdraws before the census date, the Financial Aid Office will contact the scholarship donor to determine if the funds should be returned to the donor or distributed to the student.

A student withdrawing on or before the census date will not be placed on financial aid suspension as a result of the withdrawal.

Bookstore

A student withdrawing should contact the Bookstore to determine if any books may be returned. If the student paid for the books with his own funds, a cash refund may be issued. If the student's books were charged to the student's account and paid for with Financial Aid or other sources, any refund for returned books will be applied to the student's account.

A student may participate in the Bookstore's textbook buy-back program at the end of the term. Any money received for selling back textbooks belongs to the student.

Withdrawals After the Census Date

These consequences occur when a student officially withdraws after the census date and before the last day to withdraw:

Records

Upon completion of the withdrawal process, the student's transcript will be annotated with a grade of "W" for all courses the student was enrolled in at the time of withdrawal. A "W" grade has no GPA value and will not change the student's previous cumulative GPA. A student already in good academic standing will remain in good standing.

Adjustment to Tuition & Fees

A student withdrawing after the census date is obligated for all charges for the

semester. No reduction in tuition and fees or refund of payment will be given.

Financial Aid

Financial Aid awards will be adjusted, based on the percentage of the term completed, based on the date of the official withdrawal. A student must have all requirements complete and be eligible for the funds at the time of withdrawal. If the student has completed 60% of the term, no adjustments will be made to the financial aid award. The student will be sent a certified letter explaining the recalculation of the financial aid award.

If financial aid has not yet been disbursed to the student's account, recalculated financial aid funds will be processed and applied to the student's account at the College. If the student has financial aid funds remaining after paying the bill with the College, a check will be issued in 7-10 days. All remaining financial aid for the term and any loan the student was not eligible for will be cancelled or returned to the lender.

If the student has already received a check of his financial aid proceeds, he may be required to return funds to the College. The Student Accounts office will assist the student in making payment arrangements. If a balance is owed the College and the student fails to make timely payment, a hold will be placed on the student's account and will prevent the student from future enrollment. Uncollected debts may be turned over to the Montana Department of Revenue for collection and a commercial collection agency. Students will be responsible for costs associated with collection through a collection agency.

If a student is working under the college workstudy program, eligibility ends as of the withdrawal date and the student must immediately cease working.

If the college received scholarship funds for the student and the student withdraws after the census date, the student will retain the scholarship for that term.

A student withdrawing after the census date will receive "W" grades. These grades will be considered in determining Satisfactory Academic Progress. If the withdrawals result in a cumulative pace of less than 67%, the student will fail to meet Satisfactory Academic Progress and may be placed on Financial Aid Suspension.

Bookstore

A student withdrawing after the census date may contact the Bookstore to see if textbooks may be returned; however, in most cases, the time for Bookstore returns will have already passed.

A student may participate in the Bookstore's textbook buy-back program at the end of the term. Any money received for selling textbooks belongs to the student.

Appeals

A student has the right to appeal the levy of tuition and fees and date of withdrawal. If a student has compelling reasons and would like to request an appeal, he/she should contact the Registrar's Office for forms and instructions.

A student has the right to appeal financial aid suspension. Instructions and forms are available at the Financial Aid Office or: www.msuqf.edu/admissions/records/financialaid/pdf/SapAppealForm.pdf.

Student Services

Overview

Student Central is located at the north end of campus, just inside the atrium entrance. Students can have confidence that most of what they need in terms of services and information is right there. The Advising and Career Center, Learning Center, and Disability Services are located at the top of the ramp on the second level. Student Services contains the following services and functions for students and prospects:

- Academic Advising (R220)
- Admissions (Student Central)
- Associate Dean of Student Services (Administration, G15)
- Career Services (R220)
- Disability Services (R261)
- Financial Aid (Student Central)
- Learning Center (R263)
- MSU-Northern Transfer Advising (R220)
- Recruitment (Student Central)
- Registrar (Student Central)
- Retention Specialist (R220)
- Student Accounts (Student Central)
- Student Assistance Foundation Outreach Office (Student Central)
- Transfer Advising (R220)
- TRIO/Educational Opportunity Representative (Student Central)
- Veteran's Services (Student Central)

Advising and Career Center

Location: R220

Phone: 406-771-5100; Email: advising@msugf.edu

Website: www.msugf.edu/AdvisingCareerC

All degree seeking students will be assigned an advisor in the Advising & Career Center who will be their advisor all the way through their degree. Your academic advisor is one of the most important and helpful individuals to you during your time at Great Falls College MSU. It is important for you to work with her or him on all decisions regarding your course load and plans. You should use your advisor in the Advising & Career Center as a resource when building your academic plan and make it a point to visit your academic advisor on a regular basis. Advisors also answer questions about college policies, instructor expectations, and extra-curricular activities.

Advisors will assist students in planning their educational futures, including:

- Selecting courses that match their interests and skills
- Choosing a degree program
- Making a long-term academic plan in order to meet their goals
- Interpretation of placement test scores
- Short- and long-term academic planning
- Transfer requirements, registration procedures, and class scheduling
- Completing an application for graduation
- Academic concerns
- Assisting students and making referrals to other college and community resources

Career Services are provided free to all enrolled students and alumni and are designed to help you acquire skills and information to secure employment. In

addition, Career Services provides assistance to students looking for temporary, part-, and full-time employment in addition to internship opportunities. Career Services provides the following services:

- Career counseling
- Job listings on JobWire (for students, alumni, and employers)
- Personalized assistance with resume and cover letter writing, interviewing, job searching, and exploring career choices
- Occupational trend information
- Major exploration

Looking for a job? The Great Falls College MSU JobWire allows you to create your own profile and login to the Jobwire website any time to:

- Search and apply for jobs
- Upload resumes, cover letters and other application documents
- Access the employer directory
- Create job search agents to email or text you when new jobs are posted

Academic/Transfer Advisor and Student Support Coordinator (MSU-Northern Programs)

The Academic/Transfer Advisor and Student Support Coordinator (MSU-Northern Programs) is responsible for assisting Great Falls College MSU in meeting its transfer mission by working closely with students as they navigate to and through programs at the College that will then connect with degree programs offered through Montana State University-Northern in Great Falls.

The Advisor also supports and assists faculty in advising students currently enrolled in applied programs but who are interested in opportunities through MSUN to complete a bachelor's degree.

This office (R220) is located inside the Advising and Career Center. Please call 406.771.5124 or 771-5100 to make an appointment.

Admissions

Open Admission Policy

As an open admission institution, Great Falls College MSU will attempt to admit all persons who complete admission requirements. The College reserves the right to deny or conditionally admit, readmit, or cancel the enrollment of any individual, who in the judgment of the College presents an unreasonable risk to the safety and welfare of the College community, or who has failed to maintain satisfactory academic progress. Applicants/current students may be asked to complete either a Safety and Security Questionnaire or an Admissions Academic Appeal form before an admissions decision is made or changed. Notification of an admission decision will be mailed to the applicant. Admission to the College does not guarantee admission to a specific program. Students must contact the program advisor for individual program admission requirements. For students choosing to apply for financial aid, documentation may be required. Admission decisions may be appealed, in writing, to the Associate Dean of Student Services. In the case of programs with limited enrollment, acceptance of individuals will be based on the criteria described in the program's information packet or timely completion of the admission requirements for each program. All applicants will be considered without regard to race, color, religion, national origin, marital status, age, gender, disability, or disadvantage in accordance with the following guidelines:

Degree Seeking

A degree seeking applicant is one who possesses a high school diploma or its

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equivalent and will enroll in a specific program to earn a certificate or degree.

Non-degree Seeking

A non-degree seeking applicant is one who will not enroll in a specific program

to earn a certificate or degree. If a status changes at a future date to degree seeking, additional admission requirements will have to be met. Non-degree seeking applicants are not eligible for financial aid.

Full-time Student

A full-time student is one who is enrolled in 12 or more credit hours per term. Students who do not meet the criterion for full-time classification are considered part-time students.

Program Requirements

Great Falls College MSU has several limited enrollment programs that accept a specific number of students each year. Interested students are urged to contact the specific program advisors, as well as the Admissions Office, for information specific to admission requirements and criteria for program acceptance. This process is separate from the general Application for Admission submitted to the Admissions Office.

Some licensing or certification boards have varied restrictions, which may affect persons with a history of felony conviction. The College assumes no responsibility for the denial of licensure or certification by such boards. Prospective students are responsible for contacting the appropriate boards concerning any questions regarding their eligibility for licensure or certification. Program directors may deny admission to a specific program based upon individual program admission criteria. In addition, program directors may dismiss a student from a specific program and withdraw that student from applicable courses in the case of student misconduct as defined by program and/or standards.

Residency Requirements

Under policies established by the Board of Regents, in accordance with Montana statutes regarding residency, all applicants for admission and all students at the units of the Montana University System shall be classified as in-state or out-of-state for fee purposes.

Residency Requirements can be found at:

www.msugf.edu/catalog/Admissions/ResidencyRequirements.html

The tuition and fee schedules can be found at:

www.msugf.edu/admissions_records/TuitionFees.html

Questions and appeals regarding residency status should be addressed to Admissions Office in Student Central.

In-State vs. Out-of-State

A person may be classified as in-state following a 12-month continuous period of domicile in Montana with a documented and dated intent to become a resident of Montana as outlined in the Montana University System Guide to Montana's Residency Policy, provided that the person is not registered for more than one-half of a full-time credit load at any post-secondary institution during the 12-month waiting period. Members of the United States Armed Forces assigned to active duty in Montana, their spouses, and dependent children during the member's tour of duty may be granted in-state residency for fee purposes.

In-State completely online

A person classified as in-state, who does not live in the following counties – Glacier, Toole, Liberty, Hill, Pondera, Teton, Choteau, Lewis and Clark, Cascade, Judith Basin, Meagher, or Fergus – and is ONLY enrolling in online courses is able to receive adjusted tuition and mandatory fees. (Board of Regents policy 940.20 - mus.edu/borpol/bor900/940-20.pdf).

Out-of-State completely online

A person classified as out-of-state and taking ONLY online courses is able to receive adjusted tuition and mandatory fees.

Western Undergraduate Exchange (WUE)

The Western Undergraduate Exchange (WUE) is a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college institutions at a reduced tuition level: 150 percent of the institution's regular resident tuition. Visit the WICHE website at: wiche.edu/wue for more specific WUE information. MSU – Great Falls has a limited number of WUE positions available per year. Please contact Admissions for requirements and application materials.

New Student Registration and Orientation

All degree seeking students will be required to attend or complete a Registration session to register for their first semester of courses with Great Falls College MSU. Registration sessions are scheduled at various times for student convenience. Students who intend to enroll in an online program can complete a registration session online with a follow up phone appointment with their Advisor.

Students must apply for admission to Great Falls College MSU, complete their Admissions file, and submit placement testing (ACT/SAT or COMPASS) results or transfer credit in math and writing before attending their registration session. Students will receive an Admissions acceptance letter directing them to call Student Central to schedule their registration session. If a student has not previously taken a placement test or does not have prior college coursework in math and writing, he or she may call Student Central to schedule a COMPASS test on campus. There is a testing fee that must be paid prior to testing.

Student Orientation events will be held prior to each fall and spring semester. Additional information about these events will be given to students during their registration session.

Associate Dean of Student Services

The Associate Dean's Office leads the Student Services division. Responsibilities to the institution and the Student Services division include setting and interpreting academic and student policies, shepherding the Section 300 Student Conduct and Grievance policy and processes contained therein, overseeing the general advising and retention processes on campus beginning with first semester advising and continuing advising, and ensuring that all units of Student Services are engaged in continuous improvement and assessment of student outcomes. The Associate Dean of Student Services is responsible for staying informed and contributing to Montana University System issues that relate to students and student processes as well as keeping the local campus leadership informed of those issues. The Associate Dean of Student Services serves the institution as a member of the Dean's Cabinet. The Associate Dean of Student Services' office is located in the Administration area in room G15.

Disability Services for Students

www.msugf.edu/students/DisabilityServices

All students attending Great Falls College MSU are entitled to equal access to academic programs, services, student activities, and campus events. Students with disabilities have a right to reasonable accommodations in order to fully participate in the student experience. Students with disabilities are encouraged to advocate for themselves to the extent possible. Disability Services provides support and assistance in determining what accommodations are best suited to each individual.

Great Falls College MSU uses the definition of disability set forth by Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment; and
- Is regarded as having such an impairment.

Students needing accommodations must apply for services through Disability Services, located in R261, near the Learning Center, and be determined eligible by meeting all of the following criteria:

- Have a permanent or long-term (≥ 6 mos.) medical or psychological condition which significantly impairs the student's ability to function in an academic setting;
- Provide Disability Services with current documentation of disability from a qualified professional; this documentation will be kept confidential in accordance with the Disability Services Confidentiality Policy; and
- Be "otherwise qualified" for the chosen course of study and able to meet the behavioral standards set forth in the College's Student Conduct Code.

Unlike high school, educational accommodations at the postsecondary level are student initiated. Each student who chooses to seek accommodations must meet with the Disability Services Director. Together, they will determine what accommodations to request based on their needs and the demands of the course. The medical, psychiatric and/or psychological documentation provided by students is kept confidential and in separate files in the Disability Services office. A complete copy of the Eligibility Criteria and the Confidentiality Policy can be obtained from the Director or found online. Depending on the student, available accommodations may include, but are not limited to:

- Extended test time
- Distraction-reduced testing environment
- Various other test accommodations
- Adaptive computer equipment and software
- Note takers
- Tutors
- Interpreter services
- Extended deadlines
- Ergonomic equipment
- Preferential classroom seating
- Tape recording lectures
- Materials in alternate format

Students with disabilities are encouraged to contact Disability Services upon enrollment and should visit with the Director each semester to determine

accommodation needs for each class.

Building accessibility includes designated parking, curb cuts, automatic doors at the north, south and east entrances, ramp and elevator access to the second floor, accessible restrooms, Braille signage, and ramp access to theatre-style classrooms. A CCTV and Assistive Technology software are located in the Weaver Library. Please see Library staff for assistance.

For more information, please contact Disability Services at 406.771.4311 (voice & TTY) .

Educational Opportunity Center (EOC)

The Educational Opportunity Center is a federally funded TRIO program of MSU – Northern in coordination with Great Falls College MSU. The EOC provides the following services for both students and the community:

- Help to choose a career, program of study, or training program;
- Academic advising to prepare for college;
- Assistance in completing application and other forms to enter college or training programs;
- Information on grants, student loans, scholarships and other types of financial aid; and
- Referrals to support systems that can help students succeed.

The Educational Opportunity Center is located in Student Central. For more information, call the EOC Coordinator at 406.771.4326 or 1.800.446.2698, ext. 4326.

Financial Aid

Non-Discrimination Statement

The Financial Aid Office may not award financial assistance in the form of loans, grants, scholarships, special funds, subsidies compensation for work, or prizes to students on the basis of race, color, national origin, sex, or handicap, except to overcome the effects of past discrimination. The Financial Aid Office may administer sex restricted financial assistance where the assistance and restriction are established by will, trust, bequest, or any similar legal instrument, if the overall effect of all financial assistance awarded does not discriminate on the basis of sex. Materials and information used to notify students of opportunities for financial assistance may not contain language or examples that would lead applicants to believe the assistance is provided on a discriminatory basis. If the Financial Aid Office's service area contains a community of national origin minority persons with limited English language skills, such information must be disseminated to that community in its language.

Eligibility Requirements

All recipients of federal financial aid at Great Falls College MSU must meet the following general eligibility requirements:

- Have financial need as determined by a need analysis formula provided through information on the Free Application for Federal Student Aid (FAFSA);
- Be a U.S. citizen or an eligible noncitizen;
- Have a high school diploma or GED. Home school students must contact the Financial Aid Office;

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- Be enrolled as a regular student in courses leading to a financial aid eligible certificate or degree program generally at least half time (some professional certifications and certain one credit seminars and workshops are not eligible for financial aid);
- Maintain Satisfactory Academic Progress in accordance with the policy of the Financial Aid Office;
- Not owe a refund on a federal grant or be in default on any Title IV loan;
- Register with Selective Service, if required;
- Agree to use any federal student aid received solely for educational purposes; and
- Comply with the requirements of the Anti-Drug Abuse Act of 1986.

Assistance in Applying

Assistance is available to prospective students applying for financial aid. In addition, financial aid counseling for new students is an integral part of the admissions and orientation process. Once enrolled, students may receive counseling and assistance as needed. For assistance, please call 406.771.4334 or 1.800.446.2698 (in Montana), or write Financial Aid, Great Falls College MSU, 2100 16th Avenue South, Great Falls, MT 59405, or email finaid@msuaf.edu.

Priority Deadlines

Priority deadlines are set to inform students when they need to apply for financial aid each year. REMEMBER: Every student must re-apply for financial aid each academic year. New students beginning their attendance in the fall semester should apply for financial aid by July 1. New students beginning their attendance in the spring semester should apply for financial aid by November 1. All students attending the summer semester should apply by March 1. Although the deadlines for fall, spring and summer are set in July, November, and March, some of the federal and state financial aid programs with limited funding may already be fully expended for the award year. An applicant should apply by the March 1 priority date to ensure consideration for all federal funding available for the award year. Students may apply after these deadline dates; however, they may not have their financial aid awarded in time for the beginning of that semester. If a student's aid process is not complete when institutional charges are due, the student must pay his or her institutional charges and be reimbursed with his or her financial aid eligibility once the financial aid process has been completed and aid is received. Institutional charges are all educational expenses incurred; including tuition, fees, and bookstore charges.

Application Process

Students seeking federal financial aid (which includes grants and loans) must complete the Free Application for Federal Student Aid (FAFSA) which is available online at www.fafsa.ed.gov. If the applicant wishes to complete the paper form, he or she should contact the Financial Aid staff for instructions. If the applicant submits an electronic FAFSA, a signature page must be mailed or the application must be signed electronically with a PIN number. Parent signatures are also required for dependent students. A pin number from the Department of Education for financial aid purposes may be obtained by going to this website: www.pin.ed.gov. As a result of completing a FAFSA, an applicant will receive a federal Student Aid Report (SAR) in the mail or online. An electronic version of the SAR is automatically sent to the colleges listed on the FAFSA.

Students receiving financial aid must also submit copies of the proper federal income tax forms and any other information requested by the Financial Aid Office.

Electronic Notification

The Financial Aid Office at Great Falls College MSU may use electronic notification for any official correspondence to financial aid applicants. All applicants should check their official email address frequently for financial aid correspondence. Students may view financial aid status at any time by logging on to Banner Web/MyInfo.

Financial Aid Programs

The following federal and state programs are available at Great Falls College MSU. Students apply for each of these through the FAFSA application unless otherwise noted.

Federal Pell Grant

A federal Pell grant is a form of gift aid for students who are enrolled in an eligible program of study and who do not have a bachelor's degree. The amount of the federal Pell Grant is determined by the Estimated Family Contribution on the federal Student Aid Report, the number of credits in which the student is enrolled, and the student's educational budget for the award year. Federal Pell Grant disbursements are made after the drop/add period for each term. A student's enrollment status for federal Pell Grant eligibility is based on credits carried at the end of the drop/add period for the term.

Federal Supplemental Education Opportunity Grants (FSEOG)

Federal Supplemental Educational Opportunity Grants are a form of gift aid. Student eligibility is determined by completing the FAFSA. Preference for the FSEOG is given to students who have federal Pell Grant eligibility and who are early applicants. Funding is limited and is awarded on a first-come, first-served basis.

Federal Workstudy

The Federal Workstudy Program offers part-time employment for eligible students. Students seeking eligibility under this program must complete the FAFSA. A student's earnings are limited to the amount awarded through the Financial Aid Office. Federal Workstudy students are paid every other week according to the State of Montana payroll schedule. Federal Workstudy jobs may be on campus or in an off campus community service organization. Funding is limited and is awarded on a first-come, first-served basis.

State Workstudy

The state Workstudy Program offers part-time employment for eligible students who are Montana residents. Students seeking eligibility under this program must complete the FAFSA (Great Falls College MSU). A student's earnings are limited to the amount awarded through the Financial Aid Office. State Workstudy students are paid every other week according to the State of Montana payroll schedule. State Workstudy positions are all located on campus. Funding is limited and is awarded on a first-come, first-served basis.

Montana Baker Grant (MTAP)

The Montana Baker Grant is available to Montana students who have enrolled full-time and earned a predetermined amount of income the previous year. Receipt of other aid may affect eligibility. Grants are between \$100-\$1000 depending on an individual's eligibility. Funding is limited and is awarded on a first-come, first-served basis.

Montana Higher Education Grant (MTHEG)

Montana Higher Education Grants are a federal and state form of gift aid. Students must have financial need and be a Montana resident. Student eligibility is determined by submitting the FAFSA. Students with federal Pell Grant eligibility and who apply early have preference. Funding is limited and is awarded on a first-come, first-served basis.

Tuition Waivers

Waivers are administered by the Financial Aid Office. For all students, inquiries should be directed to the Financial Aid Office. All waivers are based on financial need as a criterion whenever possible, except for honor scholarships for National Merit Scholarship semifinalists, high school honor scholarships, and faculty and staff fee waivers. Waivers do not require repayment. Waivers are state funded and require Montana residency status with the exception of the faculty/staff fee waiver. For assistance, please call 406.771.4334 or 1.800.446.2698 (in Montana), or write Financial Aid, Great Falls College Montana State University, 2100 16th Avenue South, Great Falls, MT 59405, or email finaid@msugf.edu.

Honorably Discharged Veterans' Tuition Waiver

Tuition shall be waived for certain honorably discharged persons who served with the United States Armed Forces in specified time periods and are currently residents of the State of Montana according to the Board of Regents residency policy. A provision of this policy states that the fee waiver shall not apply to persons who qualify under federal laws granting educational benefits to veterans.

Application forms are available from the Financial Aid Office or the Financial Aid website at: www.msugf.edu/catalog/FinancialAid/TuitionWaivers.html.

Recipients of this waiver are subject to satisfactory academic progress requirements. Waivers are available for War Orphans and dependents of prisoners of war. Please direct inquiries to the Financial Aid Office.

Indian Student Tuition Waiver

This waives tuition each semester and is awarded by the Financial Aid Office to students who submit documentation that they are at least 1/4 American Indian, complete an affidavit stating they have been bona fide residents of the State of Montana for at least one year prior to enrollment in the Montana University System, and demonstrate financial need by completing the FAFSA. Applicants for this waiver must file a FAFSA, complete their financial aid file, and complete the waiver application available in the Financial Aid Office or online at www.msugf.edu/catalog/FinancialAid/TuitionWaviers.html. Recipients of this waiver are subject to satisfactory academic progress requirements.

Montana Senior Citizen Tuition Waiver

Tuition shall be waived for students classified as in-state residents for fee purposes and who are at least 65 years of age at time of registration. To apply, students must submit a copy of their driver's license or state ID card to the Financial Aid Office, along with the Senior Citizen Tuition Waiver application.

September 11, 2001, Victims Waiver

Persons whose spouse, parent, or legal guardian was a victim of the September 11, 2001, terrorist actions at the New York World Trade Center, the Pentagon or the Pennsylvania airplane crash are eligible for the waiver. "Victim" as used herein means a person killed as a direct result of physical injuries suffered on or about September 11 directly related to the above noted terrorist actions and includes rescuers, relief workers or fire and police personnel. It does not include any individual identified by federal law enforcement personnel as likely perpetrators of the terrorist activities. If a person is eligible for other grants or scholarships based on the individual's relationship to a victim, which assistance may be used for attendance within the Montana University System, the waiver shall be available only if the individual has fully pursued this alternative source of student assistance and only to the extent that the alternative aid does not cover charges otherwise waivable under this policy. Contact the Financial Aid Office for more information or to apply.

Surviving Dependents of Montana Firefighters/Peace Officers

Tuition Waiver

Tuition shall be waived for the surviving spouse or child of any Montana firefighter or peace officer killed in the course and scope of employment. This waiver shall not apply to the extent that any person is eligible for educational benefits from any governmental or private benefits program that provides comparable benefits. To apply, please contact the Financial Aid Office. Recipients of this fee waiver are subject to satisfactory academic progress requirements.

Surviving Dependents of Montana National Guard Member Waiver

The surviving spouse or child of any Montana National Guard member killed as a result of injury, disease, or other disability incurred in the line of duty while serving on state active duty is eligible for a waiver. This waiver shall not apply to the extent that any such person is eligible for educational benefits from any governmental or private benefit program that provides comparable benefits. Contact the Financial Aid Office to apply.

War Orphans Waiver

A waiver is available, with the approval of the Commissioner of Higher Education, for children, aged 25 and under, of members of the armed forces of the United States who served on active duty during World War II, the Korean, Vietnam, Iraq or Afghanistan conflicts. Such members of the armed forces must be Montana residents at the time of entry into service and must have been killed in action or died as a result of combat related injury, disease, or other disability while in the service. Contact the Financial Aid Office to apply.

Department of Corrections Partial Tuition Waiver

Effective May 25, 2010, pursuant to §52/5/112 MCA, -Great Falls College MSU will waive \$500 per semester (maximum of \$1000/year) of resident tuition for residents of a Montana youth correctional facility who have been recommended by the Montana Department of Corrections. Awards are limited to 5 new waivers each year and given on a first-come, first served basis. Students must complete the waiver application form and attach a letter of recommendation from the Montana Department of Corrections. Students must maintain satisfactory academic progress for financial aid purposes for continued eligibility. Failure to meet those requirements will result in permanent revocation of the waiver.

Federal Direct Subsidized Stafford/Federal Direct Unsubsidized Stafford/Federal Plus

Students borrowing Direct loans receive funding directly from the federal government instead of from a bank or credit union. All borrowers must maintain satisfactory academic progress in accordance with the policy of the Financial Aid Office (deferment and/or forbearance provisions for a variety of situations may be available). Federal student loans are a form of self-help aid for students enrolled in an eligible program of study. Student eligibility is determined by the FAFSA which determines whether loan funds are need based or non need based. Students must be enrolled at least half-time (6-8 credits) to qualify for funding and must be otherwise eligible for federal student aid. Student loan disbursements are made after the drop/add period for each term. A student's enrollment status for loan eligibility is based on credits carried at the end of the drop/add period for the term. Student loans are aid that must be repaid once a student ceases enrollment.

Veterans' Benefits

Students who are veterans of military services or active members of the guard or reserve may be eligible for Veterans' Educational Benefits. Application for benefits should be submitted to the regional Veterans Administration Office at least 30 days in advance of the start of the academic term. Dependents

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or spouses of veterans totally and permanently disabled or deceased as a result of a service related injury may be eligible for dependents educational benefit. Other educational benefits are extended to veterans using vocational rehabilitation. Once enrolled, recipients must request the Financial Aid Office verify their enrollment with the Veterans Administration to commence benefits.

Students using Post 9/11 Chapter 33 Veterans benefits and Vocational Rehab Chapter 31 benefits will have their tuition and fees paid direct by the Veterans' Administration. All other students using veterans' benefits will be personally responsible for tuition and fees.

Students using Veterans' educational benefits at Great Falls College MSU must maintain a 2.0 cumulative GPA. If the student falls below a 2.0 cumulative GPA, he or she will have one semester to raise the GPA to 2.0. If the student is unable to do this, he or she will be placed on suspension and will have to sit out a term before utilizing the veterans' educational benefit again. Appeals may be granted for extenuating circumstances.

For additional information or to apply for Veterans' educational benefits, visit www.gibill.va.gov or contact the Financial Aid Office at 406.771.4334 or the Veterans' Administration at 1.888.GIBILL1. Active members of the guard or reserve should contact their unit concerning eligibility for federal tuition assistance or Montana guard scholarships.

State and Local Services

Montana Social and Rehabilitative Services Division, Montana Workforce Services, Bureau of Indian Affairs, Project Challenge, and Rural Employment Opportunities offer assistance to students who qualify for their programs. For information regarding eligibility requirements, contact the specific program. The Financial Aid Office must be notified by the student if any assistance is received from an outside agency.

Withdrawals/Changes in Enrollment

Students receiving financial aid are expected to complete a designated percentage of the credits for which they are funded each academic term. The Financial Aid Office must be notified by the student of any increase or decrease in number of credits. Students may be suspended from financial aid for not completing the designated percentage of credits.

Those students who are receiving financial aid and completely withdraw from the College may owe the Department of Education a prorated amount of aid received based on class days attended in the term. Students who owe repayment will be ineligible for further federal financial aid as long as a repayment is outstanding.

Students who do not officially withdraw but stop attending classes and receive failing grades will be considered unofficial withdrawals. The institution will determine the last date of attendance. Based on this date, students may owe a repayment of aid received.

Appeals regarding retroactive withdrawals and tuition refunds must be addressed within three years of the student's course enrollment. Any appeals filed beyond this three (3) year window will not be considered.

Return of Title IV Funds

This policy applies to students who officially or unofficially withdraw from the College. Refunds are determined according to the following policy:

The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: subsidized FFELP loans, unsubsidized FFELP loans, FFELP PLUS loans, Federal Pell Grants, federal ACG Grants, and federal SEOG. The state fund that may be affected is the MTAP grant.

A student withdrawal date is:

- The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw;
- The midpoint of the period for a student who leaves without notifying the institution; or
- The student's last date of attendance at a documented academically related activity.

Return of fund calculations:

- For the purpose of billing and calculating return of funds, the summer sessions are part of one summer term.
- In accordance with federal regulations, when financial aid is involved, return of funds are allocated in the following order: unsubsidized FFELP loans, subsidized FFELP loans, FFELP Plus loans, federal Pell Grants, federal SEOG, other Title IV assistance.
- Copies of this calculation can be requested from the Financial Aid Office.

Institutional and student responsibilities with regard to the return of the Title IV funds:

- Great Falls College MSU's responsibilities with regard to the return of Title IV funds include:
 - Providing each student with the information given in this policy;
 - Identifying students who are affected by this policy and completing the Return of Title IV calculation for those students within 45 days of the withdrawal date; and
 - Returning any Title IV funds that are due to the Title IV programs.

The student's responsibility with regard to the return of the Title IV funds includes:

- Repaying to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for through the Return of Title IV funds calculation.
- Repaying to MSU-Great Falls any funds that were returned to the Title IV programs on the student's behalf.

Examples of this calculation can be obtained from the Great Falls College MSU Financial Aid Office.

Attendance

Attendance is mandatory to receive financial aid. Students must attend classes on a regular basis and complete them to continue to receive financial aid. If a student stops attending part or all of their classes, he or she may have to repay part or all of the financial aid he or she has received.

Satisfactory Academic Progress Requirements

Federal and state financial aid regulations require all financial aid recipients

maintain satisfactory academic progress in their programs of study. Failure to maintain satisfactory academic progress will result in financial aid warning or suspension. The first time a student fails to meet the standards for GPA or completion, the student will be placed on warning status and may continue to receive financial aid. Students on financial aid suspension will not receive financial aid. Below is a brief outline of the standards to achieve satisfactory progress for financial aid recipients at Great Falls College Montana State University. For a complete copy of the policy contact the Financial Aid Office.

- Students are required to maintain a minimum 2.0 cumulative grade-point average (C average). Credits accepted in transfer from other colleges and institutions are not included when calculating a student's GPA.
- Students must maintain a cumulative credit completion of 67% or higher. Calculation is based on all attempted credits, including transfer credits.
- Students have a maximum time frame in which to receive financial aid, which is generally 150 percent of the number of required credits specified for each program of study.
- Students who have been placed on financial aid suspension and bring themselves into good standing may be reinstated for the payment period following the semester in which they regained satisfactory progress status. Students must submit a written request for reinstatement.
- Students will receive written notice when they are placed on financial aid suspension; however, it is the student's responsibility to know if they are maintaining satisfactory academic progress for financial aid recipients.

Students who have been placed on financial aid suspension because of failure to meet the satisfactory academic progress requirements may appeal in writing to the Financial Aid Office for review of circumstances. Forms to appeal are available online or in the Financial Aid Office. Current federal regulations allow only for mitigating circumstances and occurrences beyond the student's control to constitute an eligible appeal. All appeals must contain documentation to verify the mitigating circumstances listed in the appeal.

Contact the Financial Aid Office for a complete satisfactory academic progress policy for financial aid recipients.

Students may repeat a passed course only one time on financial aid. Passed courses are those courses completed with a grade of a D or above. If a student repeats the same course more than once, that course will not be considered in determining the enrollment status for financial aid purposes but will still be counted in attempted credits for SAP determination. Courses for which the student received a W or F grade may be repeated multiple times as long as the student is otherwise meeting SAP standards.

Changes to Financial Aid Policies

Exceptions or amendments to any of the specific provisions regarding financial aid policies or requirements may be made at any time, without publication, due to changes in federal, state, and/or institutional regulations and policies. For current information, see: www.msugf.edu/admissions_records/financialaid

Learning Center

www.msugf.edu/students/LearningCenter

The Learning Center provides free tutoring services to students enrolled in classes at Great Falls College MSU and is a hub for academic assistance and collaboration. It is the Learning Center's mission to assist students in becoming independent learners as the tutors provide help in subject content and study skills. Learning Center staff will assist students in setting up study groups, and are active supporters of all students' efforts to be successful in their academic

programs at Great Falls College MSU. The Learning Center is located in R263 at the top of the ramp.

Content Tutoring

Content tutoring is available in the following areas:

- Biology
- Chemistry
- Writing
- Accounting
- Computers
- Math

Online Tutoring

Tutoring is also available online for students enrolled in distance courses or if they are not able to come to campus during business hours. No additional software is required for the student to participate. A web cam and microphone are suggested, but there are alternatives available if the student does not have access to them.

Study Skills Assistance

The tutors in the Learning Center assist students in the foundational skills required to be successful in college. Some of these skills include:

- Textbook reading
- Note taking
- Time management
- Organization
- Dealing with testing and math anxiety
- Test preparation

Workshops are held throughout the semester on various study skills topics.

Registrar's Office

Change of Address

A current mailing address, permanent address, and telephone number must be on file with the Registrar's Office in Student Central. A forwarding address must be provided when a student withdraws or graduates. A change of address form is available at Student Central or at: www.msugf.edu/admissions_records/forms2.html.

Having an incorrect address or telephone number will cause a hold to be put on the student's record until it is updated.

Change of Program

In order to change their academic program, students must complete the Change of Program form, which must be signed by their advisor and returned to the Registrar's Office. The Change of Program form is available in Student Central, the Advising & Career Center, or online at: www.msugf.edu/admissions_records/forms2.html.

Transcript of Record

An Official Transcript Request Form can be printed, completed, mailed, faxed, or dropped-off at the College. Mail requests to:

STUDENT SERVICES

Transcript Request
Great Falls College MSU
2100 16 Ave South, Great Falls MT 59405
FAX: 406.771.4329

Any student attending Great Falls College MSU (f/n/a MSU - Great Falls) since Summer 1987 can access an unofficial transcript from Banner Web/My Info.

If you have completed your general education core requirements you must submit the **TRANSCRIPT MUS CORE FORM** to the Registrar's Office to ensure that your completion of these requirements is reflected on your transcript.

Your first official transcript is free. Subsequent official transcripts are \$3.00 each.

General Transcript Information:

Federal Educational Rights and Privacy Act (FERPA) guidelines regarding release of student records are adhered to. We cannot release transcripts without a written request with your signature; we cannot allow someone else to pick them up for you without your written permission.

Official Transcripts are processed within 3-5 working days of receipt of request. OFFICIAL TRANSCRIPTS ARE NOT PROCESSED IMMEDIATELY.

Transcripts will not be processed for a student with debt to **ANY** Montana State University Campus (Billings, Bozeman, Great Falls, or Havre).

If you have never obtained an official transcript, one is processed free; any subsequent requests are \$3.00 each.

On-campus:

Transcript request forms are available in Student Central.

Great Falls College MSU is located at 2100 16th Ave South, Great Falls MT.

Complete an Official Transcript Request Form - your written signature is required to release your transcript.

Bring the **complete name and address** of where the transcript is to be mailed. If a student wishes to pick-up the transcript, this must be indicated on the request form.

Off-campus:

(Hand-written request) requesting a transcript by letter or fax, you will need to include the following information:

- Download Form
- Your full name and any name you may have attended under
- Your Social Security Number
- Current address and phone number
- Approximate dates of attendance at Great Falls College MSU (f/n/a) MSU-GF COT
- Complete name and address of where the transcript is to be sent
- Your signature

Students attending Great Falls College MSU (f/n/a MSU - Great Falls) after 1987 can access an unofficial transcript at our website: www.msugf.edu/students by clicking "[Banner Web/My Info](#)" and logging into the secure area.

Student Assistance Foundation Outreach Office (SAF)

Student Assistance Foundation is a nonprofit organization whose mission is to provide students with the knowledge and tools to finance and pursue their postsecondary education. SAF is located in Student Central in C117. For more information call 406.771.5136 or 800.852.2761. SAF provides the following services to students and the community:

- Student loan entrance and exit counseling
- College planning
- College success strategies
- FAFSA completion (Free Application for Federal Student Aid)
- Transfer student assistance
- Scholarship services
- Debt management
- AND MUCH MORE!

Tuition and Fees/Student Accounts

Tuition and Fees Policy

(Policy 308.2 – Tuition and Fees)

www.msugf.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf

See Admissions for descriptions of admit categories and requirements for this policy.

Tuition and Fee Appeals

Appeals regarding tuition and fees must be addressed within three years of course enrollment. Any appeals filed more than three years after the date of last attendance will not be considered. Note: This policy applies to appeals for retroactive withdrawals and tuition refunds only. For policy on academic performance appeals, please see the Academic Complaints section of this Handbook.

Forms for tuition and fee appeals may be found at: www.msugf.edu/admissions_records/pdf/SpecialConsideration.pdf.

Billing

In addition to traditional hardcopy bills mailed to students, the College has implemented paperless billing, as well as online bill payment by credit card or bank account. Students may also pay bills in person through Student Accounts in Student Central.

Cancellation, Refund, and Grading Policy for Courses Numbered 194 and 094

All students wishing to drop or withdraw from courses numbered 094 and 194 are required to fill out an Add/Drop or Withdrawal Form. These forms are available at the Office of Outreach & Workforce Development.

- If a class is dropped at least 3 working days prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses (those with a course number of 194), the \$30 semester registration and \$30 one-time application fee will not be refunded.

- If a class is not dropped at least 3 working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar's Office.

- If the Division of Outreach & Workforce Development decides to cancel a

class, students will receive a 100% refund on all tuition and fees.

See Course Descriptions section of this catalog for more information on these courses.

Changes in Credit Load After Payment of Fees

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term. Refunds are processed approximately 5 weeks after the start of a semester and mailed to the student's permanent address.

Deferred Payment Plan

The deferred payment plan is an installment loan available, for the fall, spring and summer terms, for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular tuition and fee payment day. This plan is available to all qualifying students through the Student Accounts Office. Installment payments and applicable fees are collected and processed by the Student Accounts Office.

Late Initial Registration Fee

(Policy 505.1 – Late Initial Registration Fee)

www.msugf.edu/about/PoliciesProcedures/500/505_1_Late_Registration_Fee.pdf

Introduction: Registering for classes prior to the first day of classes each semester is strongly encouraged. Late registration and entry into classes can contribute to academic problems for the student in terms of missed lectures and other important classroom activities. Though there are circumstances when registering for classes late may be necessary, it often means administrative and classroom processes must be compacted in order for the student to have books, bills, and other services set up on a very tight timeline.

Policy Statement: Students registering for their classes after 12:01 a.m. on the first day of class of each semester will be assessed a Late Initial Registration Fee of \$40.00 in accordance with Board of Regents Policy 940.4, mus.edu/borpol/bor900/9404.htm.

Returned Check Policy

(Policy 502.1 – Dishonored Checks)

www.msugf.edu/about/PoliciesProcedures/500/502.1_DishonoredChecks.pdf

Individuals presenting checks to the College, which the bank subsequently refuses to honor, are required to reimburse the College for the amount of the check plus any fee charged by the bank for processing the dishonored check. Individuals (faculty, staff, and students) will be notified in writing of the dishonored check(s) and the amount needed to clear the item(s). Personal checks may not be used to clear dishonored checks. Dishonored checks presented by students will be added to their account balance. Unpaid balances may result in a 'Hold' being placed on the student's account. This 'Hold' will prevent the student from registering for further semesters at this or any other Montana State University campus. Individuals presenting two dishonored checks within a calendar year to the college will be prohibited from writing further checks payable to the college during that calendar year even after clearing the two dishonored items. This applies to all checks payable to the college or a college entity including the library, bookstore, cafeteria and dental clinic.

Students Owing Debts

The college reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld.

Students owing past due amounts may be referred to the State Department of Revenue and/or a commercial collection agency for collection action. The costs associated with collection through a commercial agency may be passed on to the student.

Service Fees

(Policy 506.1 – Service Fees)

www.msugf.edu/about/PoliciesProcedures/500/506_1_Service_Fees_Policy.pdf

In order to provide real-world, hands-on experience to students, various programs may provide products and services to private individuals. Services and products are provided at the cost of materials plus a shop fee, if applicable, to cover miscellaneous supplies.

Payments received for services and products will be deposited to the appropriate designated fee accounts to reimburse the designated account for the cost of materials purchased.

Tuition and Mandatory Fees Schedule

The Montana Board of Regents of Higher Education approves the College's tuition and mandatory fees schedules. Tuition and mandatory fee schedules are available online at: www.msugf.edu/admissions_records/TuitionFees.html.

Tuition and fees are based on credit hours and are paid by the student each semester. Tuition may increase by Board of Regents action.

Campus Life

Student Health Insurance

All students are encouraged to have medical insurance to protect themselves from financial peril in case of a major medical issue. Students enrolled in 7 or more credits are eligible for a program developed especially for students of the Montana University System by Blue Cross & Blue Shield of Montana (BCBSMT). The student plan includes payment tiers for students under 40, and students over 40. This plan provides coverage for injuries and illnesses on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations, among other benefits. Students register for the student plan as part of registration each semester. More information is available at: www.msugf.edu/students/HealthInsurance. Please contact Student Central for further information:

406-771-4414; Fax – 406-771-4329.

HelpDesk

The Great Falls College MSU HelpDesk is a student-staffed operation manning two desks, one at the South Court area and the other in the Atrium. They help anyone needing assistance, students, faculty, staff and guests. They give directions in the building, contact phone numbers, help with online resources including the portal, scheduling and passwords. HelpDesk staff also setup wireless network connections on laptops. They are responsible for signing students into computer lab rooms after 5:00 p.m. and on weekends. HelpDesk is there to assist you and support your educational needs.

HelpDesks: 406.771.4433.

CAMPUS LIFE

Housing

The College is a commuter campus and does not have residential facilities. A brochure providing housing information for the Great Falls area is available in Student Central.

Lost and Found

Lost and Found items should be reported and taken to the COTtage Bookstore. The phone number is 406.771.4367.

Parking

The College has free parking in the north, east, and south parking lots for student use. It is requested that students not park in the designated visitor and handicapped parking area at the east and south side of the building. Students occupying handicapped parking should maintain a handicapped parking decal. The roadway around the facility is a fire lane, and no parking is allowed along the roadway.

Snack Bar and Cafeteria

For the convenience of students, the College has a snack bar and cafeteria located in the bookstore.

Student Organizations

(307.1 – Student Organizations)

www.msugf.edu/about/PoliciesProcedures/300/307.1_StudentOrganizations.pdf

The College recognizes the value of student organizations in campus life and, consequently, provides the opportunity for groups to be formed and to meet on campus. However, because their memberships comprise students at Great Falls College MSU, student organizations should have some relationship to the main educational mission of the College. It is neither the College's intention nor responsibility to sponsor, endorse, or otherwise support particular student organizations. The fact that a student organization has access to College facilities should not be construed, nor may a particular student organization represent, that Great Falls College MSU sponsors, endorses, or otherwise supports the organization or any of its views, philosophies, or activities.

Formation of new student groups is encouraged at Great Falls College MSU. Sometimes they are only active for a year or two, but they serve their student members well. If you would like to start a student group or inquire about the process, see the ASGFCMSU President or the Associate Dean of Student Services. Some past groups that are not currently active are:

Health Occupations Students of America, Collision Repair and Refinishing Students, Campus Crusade for Christ, Chi Alpha, Artists' Guild, and Theparadoes.

Associated Students

www.msugf.edu/campuslife/StudentGovernment

The Associated Students of Great Falls College Montana State University – (ASGFMSU) is an organization that acts on behalf of the Great Falls College MSU student body by participating in a variety of campus planning activities. Some of the activities include: providing input to the College's administrative staff, the Montana Associated Students, and to the Montana Board of Regents regarding issues and policies that impact students, planning student and campus activities, and prioritizing how student funds will be expended. Officers are elected at the end of each spring semester and hold office throughout the following year. Members of this organization also sit on various other college committees.

Student Emergency Assistance Program

The Student Emergency Assistance Program (SEAP) is sponsored by Associated Students and is dedicated to providing emergency assistance to students or to aid them in contacting other resources in the Great Falls area. SEAP is governed and regulated by ASGFCMSU. All resources are obtained through donations. Students must go through an application process to receive assistance. Applications are located in Student Central, Advising & Career Center, and the Library.

STUDENT GROUPS

Phi Theta Kappa

Advisors: Brian Cayko, Sandra Bauman, Mandy Wright

To contact Phi Theta Kappa:

Office: G65, adjoining the Cafeteria

406.771.4322 or 1.800.446.2698 ext 4322

phithetakappa@msugf.edu

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students, and 2) provide opportunities for individual growth and development through participation in honors, leadership, services, and fellowship programming.

Each semester, a membership invitation into our local chapter, Beta Eta Omicron, is extended to Great Falls College MSU students who have completed a minimum of twelve hours of associate degree coursework in which they have a cumulative GPA of 3.5 or higher. Part-time and full-time students are eligible for membership. Students must maintain a high academic standing of at least a 3.25 cumulative GPA throughout their enrollment.

Benefits of joining Phi Theta Kappa include membership noted on the academic transcript, wearing of the Society's golden monogrammed honors stole and tassel at graduation, a certificate of membership, and access to more than \$36 million in transfer scholarships. The club participates in a variety of activities during the year, including fundraisers, community service and volunteerism on and off-campus, and mentoring of fellow students. If you are interested in becoming a member, feel free to contact the advisors, or visit www.ptk.org.

Anime

Advisors: Colleen Hazen & Tom Oakberg

The Anime group meets regularly. All students over the age of 16 who have an interest in Anime and Japanese culture are invited to attend. The Anime group fosters appreciation and knowledge of Japanese culture and animation. Various animated series are watched and discussed. Japanese cultural events are also planned.

Christian Bible Study

Advisor: Donna Eakman

Christian Bible Study gives students an opportunity to meet on a weekly basis and do a Bible study. It also provides students with the opportunity for Christian fellowship with other students. The group meets twice a week—different days, different times—to try to accommodate the variety of schedules students have.

Dental Assisting

Advisors: Robin Williams, Carmen Perry

The Dental Assistant Program Students are students that have been accepted into the dental assistant program. Officers are elected each year. The students

perform community service by participating in Kindergarten Brush-ins & Give Kids a Smile Sealant Day as well as other volunteer activities that arise. The students raise money through raffles, bake sales and food sales to earn money to help fund a class photo and their graduation celebration each July. Volunteer activities help students appreciate the importance of community service as a dental healthcare professional.

EAT-In Student Group

Advisors: Susan Cooper, Julie Freshly

The Eliminating Appetites to Inspire Now (EAT-IN) Student Group offers direction and support to the nutritional food, essential toiletries, and relevant information in regards to other human need programs to Great Falls College MSU's students in a compassionate environment. Students join this group to help alleviate both financial and family stress of their peers so that students can focus on their educations.

Interior Design Club

Advisor: Julie Myers

Interior Design Club is an organization for interior design students on the Great Falls' College MSU campus. Chapter activities include fundraising, campus and community service, and the annual Interior Design Student Showcase. Members can be involved at the local chapter level, and also at the regional and national level in the National Kitchen and Bath Association and the American Society of Interior Designers. The purpose of the group is to build leadership, networking opportunities, and promote the practice of interior design.

LAMBDA-GFC

Advisors: Angie Rolando and Laura Wight

LAMBDA-GFC is the student organization designed to support, inform and build community for lesbian, gay, bisexual, transgender, straight, questioning and intersex students and allies. The group's mission is threefold: to improve public awareness and understanding of the lesbian, gay, bisexual and transgender community; to create change by empowering, reducing homophobia, and expanding understanding of sexual orientation and related issues; and to recognize, reduce, and respond to the effects of homophobia, prejudice, and ignorance by designing and implementing educational, advocacy, outreach, and other supportive programs. Interested students can follow this group on Facebook at: <https://www.facebook.com/gflambda>.

Native American Student Group (NASG)

Advisor: Don Fish

The Native American Student Group has been established for Native American students to assist and promote academic success; to foster pride in their cultural heritage. This will be accomplished through mentorship, advocacy, leadership and encouragement from other NASG students attending Great Falls College MSU. All Native American and non-Native students are eligible for membership. Each individual member will support other students, both culturally and educationally.

Practical Nurse Program Students

Advisor:

The Practical Nurse Program Students are students who have been accepted into the nursing program. The students elect officers each year. The students perform community service by signing up for, and working as a student nurse volunteer to various activities in our community. These community activities are: Community Health Fair, Skin Cancer Clinic, Volunteer for Whittier School Program, Vets4Vets, County Flu Shot Clinic, Great Falls College MSU Flu Shot Clinic, and Day of Dance. The students also conduct bake sales and food sales to earn money for their pinning ceremony held every July. These activities give the students an awareness of their community, and how they, as nurses, can be of assistance at a local, state, and national level.

Respiratory Care Club

Advisor: Brian Cayko

Respiratory Care Club is an organization for Respiratory Care students on the Great Falls College MSU Campus. Chapter activities include fund raising, campus and community service, and the annual Montana Society for Respiratory Care State Conference. Members are involved at the local chapter level, and also at the regional and national level via their membership in the American Association for Respiratory Care. The purpose of the group is to build leadership, networking opportunities, and promote the practice of Respiratory Care.

Lambda Beta Honor Society for Respiratory Care

Offers Respiratory Care students who are in the top 25% of their graduating class the honor of joining this prestigious membership.

Student American Dental Hygiene Association (SADHA)

Advisors: Gail Staples, Kim Woloszyn

Student American Dental Hygiene Association is a student-led organization on the Great Falls College MSU Campus composed of students enrolled in its accredited dental hygiene program. As a chapter of the national organization, this group has the unique opportunity to become active in their professional organization at a student level. The organization focus is to advance the art and science of dental hygiene by ensuring access to quality oral health care, increasing awareness of the cost-effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure practice, and research, along with representing and promoting the interests of dental hygienists.

Student Physical Therapist Assistant Association

Advisors: Brad Bechard/Charlene Marshall

The purpose of the organization: to create and promote interest and understanding in the general field of Physical Therapy, to recognize outstanding skills and leadership in the field of Physical Therapist Assistant occupations, to improve scholarship and skills that will enable students to participate effectively in the PTA curriculum, to provide direction for policy and management of the GFC SPTAA, to develop leadership skills that will encourage involvement at a future professional level, to assure adequate support and reorganization to all members, and to work as a cohesive group in a non-competitive environment to promote understanding of health and wellness in the community.

Campus Safety / Emergency

Accidents/Illness

If a student is injured or becomes ill while on campus and the student is unconscious, unable to respond, or the injury or illness is perceived to be of a serious nature, 9-1-1 will be called to reach emergency services. The student is responsible for the cost of transport and treatment for accidents or illness. If the student is conscious and able to respond, and the injury or illness is not perceived to be life-threatening, the student will be given the opportunity to refuse emergency services. The student will be requested to complete an Incident Report form available from Student Central.

Reporting Accidents and Injuries on Campus

Students must report accidents and injuries involving themselves, other students or visitors. Incident Report Forms are available in the Administrative Office or in Student Central and must be filed with the Controller, Ed Binkley, located in G1 in the Administrative Office area, 406.771.4307, or ebinkley@msuqf.edu. An Incident Report should be filed immediately or no later than the

CAMPUS SAFETY & EMERGENCY/CAMPUS SERVICES

end of the day it occurs and submitted to the Controller. All accidents should be reported no matter how minor they seem. Reports of accidents should include the time, place, witnesses, a description of the accident, and any injury incurred. Depending on the nature of the accident, other information may be requested by the Controller.

Failure to report an accident that later develops into a serious injury may result in difficulties in receiving applicable insurance benefits, as well as a delay in the correction of an unsafe condition. For the full policy, see the College's website: www.msugf.edu/about/PoliciesProcedures/400/405.1_Accidents.pdf.

Reporting an Emergency

The telephone is the primary means of reporting a serious emergency on the Great Falls College MSU Campus. Dial 9-1-1 or 406.771.1180 (non emergency #) to immediately notify law enforcement agencies.

Emergency Response

An Emergency Response Manual giving directions for responding to various types of emergencies is posted in every classroom. If you hear and/or see the emergency siren and flashing lights within the building, evacuate the building immediately. Evacuation maps are at the entrance of every classroom and meeting space. Evacuate through the nearest exit and move away from the building. Crisis Team members in bright orange vests and Zone Wardens in fluorescent green vests will guide you and answer your questions at that point. In the rare event that an off-campus gathering point is required, cross 16th Avenue to the University of Great Falls McLaughlin Center (gym).

Evacuation

Everyone will evacuate the building immediately on hearing the alarm - no exceptions.

Crisis Team members will be wearing bright orange vests. Zone Stewards, wearing fluorescent green vests and ID tags, are authorized to clear the building. Each of them has been assigned a specific zone to evacuate.

Business/Technology Classroom Wing: South to parking lot or open field

Trades Building: South to parking lot

Dental Clinic/Learning Center/Advising & Career Center:

North door to north parking lot

Health Sciences/Development Education and Transfer:

North door to north parking lot

Student Central/Library/Distance Learning: Atrium to north parking lot

Science Wing/Library: Exit through west emergency doors

IT/Print Center: South entrance across driveway to parking lot

Administration/College Relations/Outreach: East door, across driveway to east parking lot

GFCMSU Alert

GFCMSU Alert is the emergency notification text messaging system for Great Falls College MSU. In the event of an emergency, a text message will be sent to the mobile number and/or email registered with the system. This is a free service provided by Great Falls College MSU; however, normal text message fees may apply. Enrollment in GFCMSU Alert is free and voluntary. If you do not enroll in the system, you will not receive emergency alert messages through this system. You may also choose to receive NOAA severe weather alerts. Enrollment is strongly recommended: www.msugf.edu/Alert.

Safety

Unsafe conditions on the campus should be reported immediately to faculty, staff, or in Student Central. Because some instructional areas require safety clothing or equipment, students may not be allowed to work in these areas without proper clothing and/or equipment.

Campus Services

Great Falls College MSU COTtage Bookstore & Cafe

Location: The Great Falls College MSU COTtage Bookstore & Cafe is located near the center of the facility.

Contact information:

Steve Halsted, Bookstore Manager

shalsted@msugf.edu or bookstore@msugf.edu - Phone: 406-771-4367

The COTtage Bookstore has a large variety of merchandise. You will find all your required text books and supplies needed for the Great Falls College MSU, and MSU - Bozeman College of Nursing at the campus Bookstore. You may purchase your textbooks and general merchandise through the COTtage Bookstore website at www.thecottagbookstore.com or by selecting the "view textbooks" button located on the registration page in Banner. You may wish to check out our "Online Book Buying" or you can take advantage of our "Pre-Package Service." If you take your schedule to the Bookstore prior to Financial Aid charging, the Bookstore will see that your books are pre-packaged and ready for the first day of classes! Take advantage of this great offer!

The café serves breakfast, appetizers, subs, salads, soups, and a wide variety of other options. Catering services are available for your special events. Vending machines are also available in the commons area outside the cafe. A comfortable seating area and microwaves are available for your use.

Interession/Summer hours:

7:30 am – 5:00 pm Mon. - Fri.

Closed weekends

Spring/Fall Hours:

Monday – Thursday 7:30 am – 8:00 pm

Friday – 7:30 am – 5:00 pm

Great Falls College MSU's Lost And Found is located at COTtage Bookstore.

eLearning Department

Location: In the Atrium, next to the Weaver Library and across from Student Central. Contact Information: Student Support: 406-771-4440; 406-771-4444; or 800-254-2815. Email distance@msugf.edu

The eLearning Department is part of the Division of eLearning and Library Services. Our mission is to promote and support a globally connected learning environment.

The eLearning Department provides support for students and faculty using an online course management system. Most courses are delivered using the Desire2Learn (D2L) course management system. Please contact the eLearning Department if you would like to know more about our online programs, course offerings and/or need assistance. We want our online students to know they are an important part of our campus community! Stop in to see us if you have questions or concerns or contact us by phone, email or online chat.

Three websites all online students should be aware of are the following:

- distance.msugf.edu

Refer to this website as your link to information pertaining to online learning

opportunities which includes information for online programs and courses, orientations, textbooks, forms, and much more. With this site you can access information 24 hours a day and login to your online course.

- msugf.desire2learn.com

This is the direct link to the D2L login page. Bookmark this site so you do not have to rely on the campus website links to access your online course.

- password.msugf.edu

This is where you can reset your own D2L, student email, and network password. You will need to know your Banner ID number and Banner PIN. Also, it is important to make sure you check mark both check boxes so you only have to remember one password for three different accounts. If you get an "Authorization Failure" error when trying to reset your password, contact the eLearning Department or Admissions at 406-771-4420 to have your Banner PIN reset. Once your Banner PIN is reset, use your 8-digit birth date as your Banner PIN in the following format: ddmmmyyyy. Example: 01jan1980

The eLearning Department wants to provide reliable support in order to enable students to take charge of their own education.

D2L Login Instructions:

Go to distance.msugf.edu and use either your NetID or your `firstname.lastname` as your Username. Your D2L password is the password you created when you went to password.msugf.edu. This password requires a special character and is case sensitive.

ONLINE LEARNING FAQ'S

1. How do I get started in my online course?

If you are new to online learning, we recommend an on-campus orientation. However, if you are unable to come to campus, contact the eLearning Department at 800-254-2815 or email distance@msugf.edu for help in getting started. If you have never logged into Desire2Learn (D2L), you will need to set up a password by going to password.msugf.edu using your Banner information. To log in to your course, go to distance.msugf.edu and use your Net ID or `firstname.lastname` and the password you created.

2. What if I do not know my Net ID or D2L username and password?

Log into Banner Web, click into the secure area and then on Personal Information and View IDs to find out your D2L Username, Banner ID and your Net ID.

3. What if I forgot my password?

Go to password.msugf.edu and reset your password. You will need to know your Banner ID and Banner PIN. You will also have to enter the last name you are registered under.

4. What if I get the "authentication failed" message while trying to login to my online class?

Check your registration status. It can take up to 24 hours after you register before you can log into D2L. Contact the eLearning Office if this problem persists.

5. What if my Banner PIN is disabled?

Contact Admissions or the eLearning Office to have your Banner PIN reset to your birth date. After you create a new Banner PIN, go to password.msugf.edu and reset your D2L password.

6. How do I access Wireless Internet on campus?

Bring your laptop to the Help Desk, and they will help you set up a wireless connection on your computer. Once this is done, your laptop should recognize the Internet connection automatically when using it on campus.

7. How do I log onto a computer on campus?

You will need to set up your Network password at password.msugf.edu by making sure both checkboxes are checked when you create your D2L password. One password will allow you to access the campus Network, D2L, and your Student Email.

8. Which computers can I use on campus?

There are several places where you can access computers on campus—the computer lab in the Weaver Library for research and homework, the Learning Center upstairs for tutoring, and the eLearning Office if you need technical assistance or D2L help. If the library is closed, the Help Desk will help you find a computer on campus by checking you into a classroom.

eLearning Testing Center

The Testing Center is located in room R275 and provides a variety of examination proctoring for all Great Falls College MSU courses including:

1. Fully online or hybrid/mixed-mode course exams (includes courses taught using D2L and MyMathLab).
2. Make-up exams for all courses, regardless of delivery.
3. Exams for students requiring extra time or a distraction-free environment (students must see the Director of Disability Services first).

Examination proctoring is by walk-in (space permitting) or appointment. Making an appointment is highly recommended and guarantees a space will be available for you on the date/time you choose to test. Appointments should be requested via email form at least 48 business hours in advance of the desired date/time. Appointments will be confirmed via email. Seating is limited, so walk-in testers will be accommodated whenever possible as long as the Testing Center has received the necessary testing information from the faculty member teaching the course.

Please view the following procedures prior to using Testing Center facilities. By making an appointment to use the eLearning Testing Center or walking in to use the Testing Center services, you are verifying that you have read and understand the procedures.

Student eLearning Testing Center Procedures

1. The testing center provides examination proctoring for fully online or hybrid/mixed-mode courses, make-up exams and exams for students requiring extra time or a distraction free environment (regardless of course delivery).
2. Testing is by walk-in (space permitting) or appointment. Appointments must be requested at least 48 business hours (Monday-Friday) in advance. A request does not guarantee the appointment. You will receive an email from the Testing Center staff confirming your appointment date/time. Please be sure you have read and are familiar with these procedures prior to the testing time.
3. All exams will be scheduled through the online exam request form linked at: <http://distance.msugf.edu/etesting>
4. The tester is responsible for requesting a test time that will allow for adequate time to complete the exam. All exams must be completed by the Testing Center's closing hour for that day. Testers will not be permitted to remain in the testing center after hours.
5. Please plan to arrive 15 minutes prior to the start of your scheduled exam time.
6. Tester must show a current photo ID in order to test. Examples: Driver's License, GFCMSU Student ID, Military ID, State issued photo id.
7. Children are not permitted in the Testing Center.
8. Backpacks, purses, books, etc. must be placed at the entrance area inside

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the testing center.

9. CELL PHONES MUST BE TURNED OFF AND PUT AWAY IN A BACKPACK, PURSE, ETC.

10. It is the student's responsibility to know who their instructor is, the exam time limits, exam availability dates and exam restrictions.

11. Personal calculators and scratch paper will be provided only if instructor permits. TI 83 calculators will be available for your use if the instructor chooses this option.

12. Please help us to accommodate students and employees who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and/or similar products.

13. You are not permitted to leave the Testing Center once the exam is started. Emergency situations will be handled on a case-by-case basis.

14. A camera system is installed to monitor the Testing Center area.

15. Completed exams and scratch paper (if provided) must be submitted to your proctor. The scratch paper will be stapled to the completed exam.

16. An Incident Report will be completed and submitted to the course instructor and department chairperson for any infractions relating to the above procedures.

Weaver Library

library.msugf.edu

The Weaver Library is located just off the Atrium next to the HelpDesk. The Library's collection supports all curricular areas; the collection includes books, videos, and periodicals as well as a rich array of electronic resources including full-text periodicals and newspapers, periodical indexes, reference materials, and the catalogs of other libraries. Access to Library holdings is through a web-based catalog and the Library's website. Electronic resources can be accessed 24/7 from off-campus. The Library provides computers for research and space to study, including group study rooms. Also housed in the Library is the campus computer lab with the software needed for coursework. The Library supports instruction and student learning by providing open access to information and knowledge. The Library houses assistive technology on behalf of Disability Services. Library services include reference, individual and group instruction, interlibrary loan, and reserves. A knowledgeable staff is available to help patrons with information needs. For more information, call the Library at 406.771.4398 or visit the Library's web site at: library.msugf.edu.

Weaver Library Policies

www.msugf.edu/about/PoliciesProcedures/900Policies.php

Library Conduct

(Policy 901.1 – Library Conduct)

www.msugf.edu/about/PoliciesProcedures/900/901_1_LIBRARIYCONDUCT_2010.pdf

Users of the Great Falls College MSU Weaver Library should expect a safe, secure, and comfortable environment conducive to study and research. To ensure this kind of environment, the library expects its users to follow library and campus rules, policies, and procedures.

To maintain the library as a comfortable and safe space, the following conduct expectations will be enforced by library staff, including library student employees:

- Sounds from any personal electronic equipment including cell phones, laptops, audio players, and other mobile devices must be inaudible to other users.

- Food and drink should be restricted to snack-type items and all beverage containers must have a lid.
- Children under the age of 14 must be accompanied by an adult and must remain with that adult.
- Computers are provided in the library for academic support and academic use takes precedence over all other use. Users should not tie up library or computer lab computers with non-academic activities and may be asked to relinquish their computer to another user. Users viewing pornographic, graphically violent, or other disruptive online or print materials may be asked to move to a different workstation or to leave the library, at the discretion of the Director of Library Services. Public users, students and university employees are subject to the Board of Regents Information Technology policies and procedures: bor.montana.edu/borpol/bor1300/bor1300.asp.
- Permanently altering settings on library computers, software or peripherals such as scanners is not permitted.
- Users who leave a work station or library table in such a condition that another user cannot use the space may have library use privileges revoked temporarily or permanently.
- Exhibiting behaviors that are disruptive to other users or library staff members may result in a request to leave the library.
- Users must not interfere with a library staff member's performance of his or her duties.
- Users are solely responsible for their personal property.
- Library materials should be handled carefully. Users must not mutilate library materials by marking, underlining, removing pages or portions of pages. Removing a binding, removing electronic theft detection devices or barcodes, or in any other way defacing library materials is prohibited and the user responsible may incur a repair or replacement charge.
- Library materials must not be concealed in the Library for the exclusive use of individuals or groups.
- Users are responsible for obeying applicable intellectual property law, including the U.S. Copyright Law.

Right to Refuse Service

The library staff has an obligation to manage disruptive behaviors quickly and professionally. The Great Falls College MSU Weaver Library Staff reserve the right to refuse service to library users who act in ways that disrupt other library users, library staff, or library facilities. Such behaviors include:

- Refusal to follow library and campus rules and policies;
- Harassment of other library users or library staff;
- Personal hygiene issues that affect other library users, library staff, or library facilities; and/or
- Threatening or violent behavior.

Any user exhibiting such behavior will be asked to cease; continued violations may necessitate banning that user from the library. If the user is a student, the violation may fall under the Great Falls College MSU Student Conduct Code.

See msugf.edu/about/PoliciesProcedures/900Policies.php for library policies

See www.msugf.edu/about/PoliciesProcedures/300Policies.php for campus policies

See msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_002.pdf for student conduct policies

See bor.montana.edu/borpol/bor1300/bor1300.asp for MUS computer use policies

Appeals

(901.2 - Appeals)

www.msugf.edu/about/PoliciesProcedures/900/901.2_Appeals.pdf

Library patrons may appeal overdue and/or lost book fines with the Senior

Librarian. Appeals must be made within thirty (30) days of incurring the fine. To initiate an appeal, a patron must complete a fine/lost book appeal form.

Before filing an appeal, the patron should first have talked to library staff about the fine in question in order to clarify the reason for the fine. If, at that time, the patron is still concerned about the fine, s/he should file an appeal.

Patrons who wish to appeal are still responsible for the borrowed item(s). Fines can continue to accrue if the item has not been returned.

Fine appeals will not generally be considered for any of the following reasons:

1. Any fine or charge that has been referred to the Business Office.
2. Lack of familiarity with borrower policies. Circulation information is posted at the Checkout Desk and on the Library's web site.
3. Items returned for a patron by another person.
4. Items returned to another library.
5. The patron loaned a checked out item to someone else.
6. The patron has disregarded a request for a recalled book.

After completing a fine/lost book appeal form, the patron must make an appointment to meet with the Senior Librarian regarding the appeal. The Senior Librarian may uphold, waive, or reduce the fine. A decision will be made and communicated with the patron within thirty (30) days of the filing of an appeal.

Children in the Library

901.3 - Children in the Library

www.msugf.edu/about/PoliciesProcedures/900/901.3_ChildrenInTheLibrary.pdf

Children under the age of 14 are not allowed in the Library unattended and may not use library computers independently but may use them under the supervision of a parent or guardian.

Distance Student Borrowers

(Policy 902.3 - Distance Student Borrowers)

www.msugf.edu/about/PoliciesProcedures/900/902.3_DistanceStudentBorrowers.pdf

All currently enrolled Great Falls College MSU distance students are allowed use of library materials, under the following guidelines:

1. Students phoning or e-mailing requests for materials must provide the following information in order for requests to be filled: name, student ID number, address, phone number and e-mail address. Students coming to the library to check out materials will need a student ID or a photo ID and proof of current registration.

** Students who reside outside of Montana should call or email to make arrangements for the delivery of materials.

2. Circulating books in the general collection may be checked out for a period of 3 weeks. AV materials circulate for 3 days. All items are renewable once if they are not requested by another patron. Renewals may be made in person, by phone, or by email; please contact us in advance of the due date to avoid fines. All items are subject to recall after 3 weeks, if requested by another patron. A week is added to the circulation time for any item mailed to a distance student. The Library pays postage one-way; the borrower is responsible for return postage. Items borrowed through interlibrary loan are subject to the circulation times of the lending library and may differ from those of Great Falls College MSU.

3. Journal articles will usually be photocopied for distance students. We can also photocopy information from resources that do not circulate, such as reference books. Photocopies do not need to be returned to the library.
4. Fines for 3-week loan items are assessed at \$0.50 per day/per item. Overdue interlibrary loans accrue at \$1.00 per day. There is no maximum fine for interlibrary loan items. Overdue AV materials accrue at \$2.00 per item/per day. Fines will also be assessed for damaged items.
5. A patron is responsible for damages to library materials while checked out under his/her account. Damaged items may be assessed a fine, depending on the extent of damage. An item returned in such a condition that it must be replaced will be treated as lost (see 7). All damaged items remain the property of the library.
6. At the end of each semester, unpaid fines will be transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold transcripts and other college services from you until the amount is paid in full.
7. Late materials accruing fines up to \$25.00 will be considered lost. Library materials more than 30 days overdue are also considered lost. If an item is lost, you will be billed the replacement cost of the item plus a \$20.00 processing fee. If the item is no longer in print, you will be billed the average cost for a book/video in the same general subject area, plus the \$20.00 processing fee. Lost material bills are transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold transcripts and other college services from you until the amount is paid in full.
8. Borrowing privileges will be suspended if your library fines accrue to \$25.00, your bills are transferred to the Business Office, and/or recalled items and interlibrary loan materials are not returned on time.

Group Study Rooms

(905.1 – Group Study Rooms)

www.msugf.edu/about/PoliciesProcedures/900/905.1_GroupStudyRooms.pdf

We ask that you adhere to the following policies regarding the use of the study rooms:

- All requests for use are on a first come/first served basis.
- Group Study Rooms are intended to be used by groups of 2 or more students.
- Reservations are encouraged.
- All reservations should be made from 1 working day to 1 week in advance. "Walk-in" use will be accommodated based on scheduled use.
- The individual who reserves the room must accept responsibility for it.
- Reservations must be made, in person, by presenting a valid MSU ID at the Library circulation desk. Reservation requests are limited to 1 reservation per day or 2 reservations per week.
- Group study rooms may be reserved only by registered MSU students. Exceptions to this rule may be requested by contacting the Great Falls College MSU Campus Library circulation desk 1 working day in advance. Exceptions may be granted based on expected student demand and are determined on a case-by-case basis. Great Falls College MSU reserves

CAMPUS SERVICES

the right to deny requests by non-students.

- Great Falls College MSU Campus Library reserves the right to deny requests or cancel reservations when appropriate.
- Rooms can be reserved for up to 2 hours with the possibility of an additional 2 hour “renewal.” Renewals are dependent upon scheduled use and may be denied.
- Rooms not checked out 10 minutes after the start of the reservation period will be made available to other patrons. Failure to use reserved time may result in a denial of future reservations. Also, once you leave the Study Room, it is available for other students to use – your reservation is only valid as long as you occupy the room.
- Do not leave unattended belongings in the Study Rooms. Unattended items may be removed and you may lose Study Room privileges. The Library assumes no responsibility for personal property left in the rooms. Any personal items found will be placed in the Library’s lost and found.
- Windows may not be obstructed.
- Please clean up the room when you leave and report any problems to the Library staff. If any damage or excessive mess is discovered after your use, you may be held responsible or lose Study Room privileges.

Interlibrary Loan Services

(903.2 - Interlibrary Loan Services)

www.msugf.edu/about/PoliciesProcedures/900/903.2_InterlibraryLoanServices.pdf

Borrowing Between Libraries

No library can own all of the books, periodicals, and other materials needed by its users. However, libraries often cope with the situation by using a system of lending/borrowing known as interlibrary loan.

The Weaver Library lends its materials to other libraries and borrows materials for faculty, staff, and students needing materials not available locally. When we borrow from other libraries on your behalf, we accept the responsibility for the careful use and prompt return of their materials.

An understanding by our borrowers of the following regulations and procedures will help us facilitate operations and provide better service.

Who May Borrow?

Interlibrary loan requests are accepted from Great Falls College MSU faculty, staff and students.

How to Make an Interlibrary Loan (ILL) Request

Please check the Library Catalog and our Full-Text Finder carefully before making an interlibrary loan request. Interlibrary loans are expensive for both the borrowing and the lending libraries.

Interlibrary loan requests should be made through our interlibrary loan system, ILLiad. To make a request, you must first establish an account in ILLiad. To do this, go to library.msugf.edu/interlibrary.html. Requests will not be accepted by other means.

Once you have established an account, fill out the correct form in ILLiad—to request a copy of an article, use the “Request a Photocopy” form; for copies of book chapters use the “Request a Book Chapter” form. To request a book or video, use the “Request a Book” form. Help us by filling out your request completely with as much information as you have about your request. The time required to fill a request can vary from several days to several months, depending upon the availability of the material. In most cases, allow 2-3 weeks for your request.

Borrowing Limitations

If materials are owned locally (i.e. by Great Falls Public, UGF, or another local library) the patron must visit those libraries to use or obtain the material.

Most libraries will refuse interlibrary loan requests for the following reasons: difficult-to-ship materials (such as print newspapers, LP records, or maps); reference books; recently published books; materials on reserve or in demand at the lending library; and rare items or volumes from special collections. Many libraries do not loan their audio-visual materials such as VHS tapes, DVDs, or CDs. If you are requesting a periodical, most libraries will supply a photocopy of the desired article rather than an entire issue or volume.

ILL borrowing privileges may be suspended for patrons for the following reasons:

1. Unclaimed ILL requests
2. Excessive ILL overdues (more than 3 per year or an accumulation of \$25 or more in overdue fines)
3. Losing an ILL item

Receiving/Returning/Paying for Interlibrary Loans

All interlibrary loan materials should be picked up at the Weaver Library circulation desk. Borrowers will be notified by whichever means (phone or email) they have selected in their ILLiad account.

Most libraries from which Great Falls College MSU borrows do not charge loan fees. However, if a lending library charges us more than \$20 for a loan or a photocopy, the user will be asked to pay the excess. If the patron does not pay the excess charges, the item will not be borrowed.

Loans must be returned to the Weaver Library circulation desk on or before the due date. Requests for renewal must be made at least 5 days before the book is due. To request a renewal, borrowers must log into ILLiad, go into View/Renew Checked Out Items and select the items they want to renew. This does not automatically renew items, but rather requests that a renewal be made. If the lending library agrees to extend the due date, the borrower will be notified of the new due date.

If an item is overdue, there is a fine of \$1.00 per day/per item. Your library privileges will also be suspended until the ILL item is returned. Unpaid fines are forwarded to the Business Office for collection when they reach \$25 or if they have not been paid by the end of the semester. The Business Office will add the amount due to your student account and may withhold academic transcripts and other college services from you until the amount is paid in full.

The Weaver Library wants to provide you the best interlibrary loan service possible. Please call 406.771.4398 or stop by the library if you have any questions.

Reserve Materials

(903.1 - Reserve Materials)

www.msugf.edu/about/PoliciesProcedures/900/903.1_ReserveMaterials.pdf

At the Great Falls College MSU Campus Library, there are books, copies of articles from periodicals, videotapes, and other materials that faculty members have reserved to support coursework. Because these materials are in high

demand, they may be used for limited amounts of time. The circulation period is determined by the instructor placing the item on reserve.

All materials on reserve are listed in the library catalog. To retrieve an item, find the call number starting with the letters OR number and bring it to the circulation desk.

1. A current Great Falls College MSU Student ID is necessary to check out reserve materials. A Student ID can be obtained from Student Services.
2. Reserve items check out for the amount of time set by the instructor. This time period is indicated on each item. Materials marked LIBRARY USE ONLY may not leave the Library.
3. Checkouts are limited to 3 items per patron.
4. It is the responsibility of the borrower to return reserve material on time. Keeping a reserve item beyond the specified time may prevent other students from reading required material and is regarded as a serious academic offense. For this reason, fines for overdue reserve items are high:
 - Fines for materials that circulate for 2 hours are \$2.00 per hour/per item, up to a daily maximum of \$14.00, until the item is returned.
 - Fines for materials that circulate overnight or longer are \$2.00 per day/per item, up to a daily maximum of \$14.00, until the item is returned.
5. Renewing reserve materials is not allowed.
6. Borrowing privileges will be suspended if your library fines accrue to \$25.00 and your bills will be transferred to the Business Office. At the end of each semester, all unpaid fines are sent to the Business Office. The Business Office will add the amount due to your student account and may withhold transcripts and other college services from you until the amount is paid in full.

Undergraduate Borrowers

(Policy 902.1 – Undergraduate Borrowers)

www.msugf.edu/about/PoliciesProcedures/900/902.1UndergraduateBorrowers.pdf

All currently enrolled Great Falls College MSU students are allowed use of library materials, under the following guidelines:

1. A current Great Falls College MSU Student ID is necessary to check out library materials. A student ID can be obtained from Admissions.
2. Circulating books in the general collection may be checked out for a period of three (3) weeks. AV materials circulate for three (3) days. The most recent issues of periodicals do not circulate, but may be used in the Library. Back issues of journals, magazines and newspapers circulate for 3 days. All items are renewable once if they are not requested by another patron. Renewals may be made in person or by phone. All items are subject to recall after 3 weeks, if requested by another patron.
3. Fines for 3-week loan items and periodicals are assessed at \$0.50 per day/per item. Overdue reserve materials accrue at \$2.00 per item/per hour, up to a daily maximum of \$14.00 per item. Overdue interlibrary loans accrue at \$1.00 per day. There is no maximum fine for interlibrary loan items. Overdue AV materials accrue at \$2.00 per item/per day.
4. A patron is responsible for damages to library materials while checked out under his or her account. Damaged items may be assessed a fine, depending on the extent of damage. An item returned in such a condition that it must be replaced will be treated as lost (see 6). All damaged items remain the property of the library.
5. At the end of each semester, unpaid fines will be transferred to the

Business Office for collection. The Business Office will add the amount due to your student account and may withhold academic transcripts and other college services from you until the amount is paid in full.

6. Late materials accruing fines up to \$25.00 will be considered lost. Library materials more than thirty (30) days overdue are also considered lost. If an item is lost, you will be billed the replacement cost of the item plus a \$20.00 processing fee. If the item is no longer in print, you will be billed the average cost for a book/video in the same general subject area, plus the \$20.00 processing fee. If a periodical issue is no longer in print, you will be billed a flat \$25.00 fee. Lost material bills are transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold academic transcripts and other college services from you until the amount is paid in full.
7. Borrowing privileges will be suspended if your library fines accrue to \$25.00, your bills are transferred to the Business Office, and/or recalled items and interlibrary loan materials are not returned on time.

If you have any questions or concerns, please contact the Library staff at 406-771-4398.

Wireless Laptop Check Out

(904.1 - Wireless Laptop Check Out)

www.msugf.edu/about/PoliciesProcedures/900/904.1WirelessLaptopCheckout.pdf

Laptop computers are available for check out at the Weaver Library. These are equipped with wireless network cards which will allow for Internet access throughout the Library. Each laptop will be clearly marked with an Great Falls College MSU ownership symbol and will have a machine number, barcode and security tag.

Laptops are for use only in the Library and may not leave the Library. Borrowers must agree to not leave a laptop unattended and to refrain from having food and/or drink around the unit.

Users must comply with MUS Board of Regents and Great Falls College MSU policies for computer and network use (for complete information see: <http://www.msugf.edu/about/PoliciesProcedures/700Policies.php>).

Borrowers are expected to refrain from installing, deleting, modifying, or otherwise altering any hardware, software or data on the laptops, including display and desktop configurations. Saving to an external pen drive is recommended, but files can be saved to a disk, emailed, or saved to assigned server storage space on the campus network.

Printing is available to laptop users. The default printer is the 4300 printer located in the computer lab. Users should be aware that campus computers are not private or guaranteed secure and use of personal information should be kept to a minimum.

Users should immediately report any problems with a laptop to a Library staff member.

Each laptop must be returned to a Library staff member. Library staff will check each laptop in and complete the checkout agreement.

- Privileges will be revoked for any patron violating the use agreement. In addition, any blocks on a patron record (overdue fines, etc.) will also prohibit laptop borrowing.

CAMPUS SERVICES/POLICIES & PROCEDURES AFFECTING STUDENTS

- A valid Great Falls College MSU ID card must be shown to check out a laptop.
- Community library users (courtesy borrowers) will not be eligible to check out laptop computers, but will be directed to use Library desktop computers.
- Laptops will be checked out for 2 hours or until the Library closes, if that is less than 2 hours; one renewal may be allowed, depending on availability. Laptops should be returned 15 minutes before the Library closes. \$2.00 per hour overdue fines will be assessed.
- Power cords and external floppy drives will be checked out with laptops by request. Laptops will have a battery life of up to 3½ hours. Electrical outlets are available throughout the Library.

Policies & Procedures Affecting Students

<http://www.msugf.edu/about/PoliciesProcedures/index.php>

Montana Board of Regents Policies

The complete Montana Board of Regents Policy & Procedures Manual is available at: msu.edu/borpol.

Academic Forgiveness/Fresh Start GPA Policy

http://www.msugf.edu/about/PoliciesProcedures/300/311_Academic_Forgiveness_Fresh_Start.pdf

This policy offers currently enrolled students a one-time, one-year window of opportunity to petition for Academic Forgiveness, allowing students who earlier had experienced academic difficulty to improve their academic standing and GPA. Students wishing to petition for a Fresh Start GPA should contact The Advising and Career Center to initiate the process.

Policy 311.1 - Academic Forgiveness/Fresh Start GPA Policy

The Academic Forgiveness/Fresh Start option is available to degree-seeking students re-entering Great Falls College MSU formally known as MSU - Great Falls. This policy offers currently enrolled students a one-time, one-year window of opportunity to petition for Academic Forgiveness, allowing students who earlier had experienced academic difficulty to improve their academic standing and GPA.

To be eligible for Academic Forgiveness/Fresh Start GPA students must:

1. Be a former MSU – Great Falls or Great Falls College MSU student;
2. Return to the College after a minimum absence of five years;
3. Be currently enrolled at Great Falls College MSU;
4. Have not been previously awarded Academic Forgiveness at Great Falls College MSU (f/n/a MSU - Great Falls); and
5. Submit their request for Academic Forgiveness within one year of re-admittance and after showing a term GPA of at least 2.0 GPA in at least 6 credits.

A student who is eligible for a Fresh Start GPA may petition only once. These petitions are considered on a case-by-case basis by the Scholastic Appeal Board. The decisions of the Board will be the final decision of the College.

When the Fresh Start GPA is started, ALL previous grades and credits from a particular past semester or semesters earned at Great Falls College MSU and/or MSU – Great Falls will be excluded; a student may not select particular grades and credits within a semester to exclude while retaining others. Only MSU – Great Falls and/or Great Falls College MSU' grades and credits will be excluded.

The Fresh Start GPA begins with the student's first semester of re-enrollment.

The student's transcript will indicate where Fresh Start begins. The old grades

will remain on the transcript; however, they may not be used to fulfill any graduation requirements.

The granting of Academic Forgiveness does not replace institutional financial aid policies governing Satisfactory Academic Progress or remove any financial aid obligation incurred for excluded coursework.

If a student has tuition/fees owed to the College, the granting of Academic Forgiveness does not remove that financial obligation. The Academic Forgiveness/Fresh Start GPA Policy at Great Falls College MSU may transfer to other institutions. Students should check with the transfer institution regarding transferability.

Students wishing to petition for a Fresh Start GPA should contact the Advising and Career Center to initiate the process.

Alcohol at Campus Events

Policy 603.1 Alcohol at Campus Events (Form available at:

http://www.msugf.edu/about/PoliciesProcedures/600/603_1_ALCOHOL_AT_CAMPUS_EVENTS_AND_FORM.pdf)

On limited occasions, it may be appropriate for Great Falls College Montana State University to serve alcoholic beverages on campus when hosting a college-related event for business-related purposes. On such occasions, alcoholic beverages may be purchased and served if the procedures in this policy are followed and all state and local laws are observed.

Alcoholic beverages will not be served on the Great Falls College Montana State University Campus without the written approval of the Dean/CEO. The Dean/CEO reserves the right to deny any request for serving alcoholic beverages when, in his or her judgment, any interest of the College is adversely affected.

PROCEDURES

Approval for Serving Alcoholic Beverages at an On-Campus Event

- A Request for Permission to Serve Alcohol on Campus may be obtained from the Dean's Executive Assistant located in the Dean's Office.
- The completed request form must be submitted to the Dean for approval at least fifteen (15) calendar days prior to the campus event. The request will be approved or denied at least five (5) calendar days prior to the event. (See Attachment A)

Purchase of Alcohol for an On-Campus Event

- Alcoholic beverages may never be charged to state-appropriated accounts and may never be charged to any funds that preclude such expenditures because of donor or grant restrictions.
- Certain restricted gift funds (funds beginning with 32), may in rare instances be used to purchase alcohol, provided that the gift was given for the express purpose of funding a business-related event on campus that the donor understands is to include the provision of alcohol.
- Certain auxiliary funds (those beginning with 34) used in provision of catering and conferences held on-campus may be used to purchase alcohol.
- Certain funds held on behalf of other organizations may be used to purchase alcohol. An example is funds for a conference or campus event for which a non-College society is the owner of the funds, and the College is merely the paying agent.
- A copy of the request form, signed by the Dean, must accompany the purchase requisition/invoice submitted to the Controller's office when it

is time to pay for the event.

- Alcohol may NOT be purchased with a College-issued purchasing card, with the exception of Campus Catering. Purchase of alcohol with a College-issued purchasing card is grounds for immediate card revocation.

Serving Alcohol at a Campus Event

- The sponsoring organization will be responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol at the campus event are 21 years of age or older and in compliance with Montana State Law and Montana State Liquor Control Board regulations.
- Non-alcoholic beverages must also be available at all events where alcoholic beverages are permitted.
- No alcoholic beverages may be consumed outside the area approved for the event (room, area, etc.)
- As is the case with any College event, any person who is disorderly in conduct shall not be allowed to attend or remain at a campus event where alcohol is being served.
- Great Falls College MSU has the right to cancel the continued sale and/or consumption of alcoholic beverages at a campus event at its sole discretion.
- After the event, any unused alcohol must be returned to the provider, except for alcohol that has been served, which will be thrown away. The institution/department/attendees may not pay for unused bottles of alcohol, whether opened or unopened, and attendees are not allowed to remove unused alcohol from the event for personal consumption.

Cadaver Policies and Procedures

Policy 206.1 – Cadaver Policies and Procedures

http://www.msugf.edu/about/PoliciesProcedures/200/206_1_Cadaver_Policies_and_Procedures.pdf

Great Falls College MSU is committed to the dignified and respectful treatment of cadavers and recognizable human body parts (“cadavers/parts”), including their use for educational and research activities at Great Falls College MSU. The procurement, inventory, use, storage, transfer, transportation, and disposition of cadavers/parts used for education and research purposes must be conducted safely, respectfully, and in compliance with all legal, public health, and ethical standards. The purpose of this policy is to provide procedures and to assign responsibility for oversight of the appropriate management and use of all cadavers/parts used for educational and research activities at Great Falls College MSU.

I. Primary access

This is limited to the A&P Cadaver team. Primary access includes possession of necessary keys and permission to participate in prosection and other preparation or functions involved in research, study, and teaching activities.

II. Secondary access

This is access in the company of at least one member of the Cadaver team for the purpose of observation and instruction; secondary access is available to the following:

- A. All other A&P science faculty;
- B. Other health sciences faculty;
- C. Lab students enrolled in A&P I or II; or
- D. Individuals invited by the Cadaver team for professional education purposes.

All persons who view the cadaver must go through an orientation with a member of the cadaver team prior to participating in any activity related to

the cadaver.

III. Not allowed at any time:

- A. Family members (unless they meet criteria for secondary access);
- B. Members of media ; and
- C. Photography of any kind (digital, cell phone, traditional camera, video, etc.).

IV. Prosection rights

These are held solely by the members of the A&P Cadaver team.

V. Student workers/lab workers

These workers will have the opportunity (voluntary) to receive cadaver education, presented by a Cadaver team member or members.

VI. Other access

All others may request access by sending the following written information to the Cadaver team leader:

- A. A statement of the purpose of the request for access;
- B. Names and status (faculty, students, staff, etc.) of individuals included in the request;
- C. Time and date requested (this request must be submitted at least 10 working days in advance); and
- D. Name and contact information of the requester.

VII. Other Staff

Necessary custodial staff may also have access to the facility in order to monitor temperature, humidity, and other qualities of the cadaver storage room.

VIII. Point of contact

Contact the Cadaver team leader with any questions or concerns. This person can be contacted through the Developmental Education & Transfer Administrative Assistant at 406.268.3705.

Commercial Activities/Fundraising

(Policy 602.2 – Internal Solicitation)

www.msugf.edu/about/PoliciesProcedures/600/602.2_InternalSolicitation.pdf

The sale of goods or services and solicitation of funds from any source not affiliated with the campus is prohibited in the building, on campus grounds, and at all campus-sponsored activities. Exceptions to policy 602.2 must be granted in writing by the Dean/CEO or Dean’s designee.

Computer & Network Usage

(Policy 701.2 – Computer and Network Usage)

www.msugf.edu/about/PoliciesProcedures/700/701.2_ComputerAndNetworkUsage.pdf

This College is pleased to offer students a wide variety of computer facilities, services, equipment, and software. Students are encouraged to use them within official guidelines. The Montana University System Board of Regents has implemented information technology policies that apply to all public institutions of higher education within the state of Montana. These policies may be reviewed at: www.mus.edu/borppl/. Additional College policies can be found at www.msugf.edu/about/PoliciesProcedures. Failure to comply with these guidelines may result in disciplinary action, including expulsion from the College and criminal prosecution.

• Access

Students have access to computers on the Great Falls College MSU

POLICIES & PROCEDURES AFFECTING STUDENTS

campus at several locations – in computer labs, the Library, computer classrooms, and at the computer kiosks outside the bookstore.

Students currently enrolled for classes also may have access to wireless networking but must first sign an agreement with the Information Technology Department when using personal computers for such use and comply with the Network Attached Device Policy and Standards. Students and non-students are welcome to use the computer kiosks, but are asked to share that resource with others who wish to use it. Similarly, students and non-students may use the research computers in the library to meet their informational needs. Computers in the Library dedicated as computer lab workstations will require a current student identification card. Library computer workstations dedicated for research are available to the general public; however, priority for these machines will be given to students enrolled at the College. The Library's computers (both student lab workstations and research stations) may not be used for communicative or leisure purposes - for instance, personal email, chat rooms, blogging and online or personal gaming. Because access to computer labs and classrooms is purchased by students through their computer fees, computer labs and classrooms may be used only by students currently enrolled in classes, workshops, or seminars at the College. Students are allowed access to open computer equipped classrooms when the building is open, Monday - Friday. On weekends, in the event of an overflow from the Library Computer Lab, a classroom may be unlocked for student use.

Privacy of Information

Great Falls College MSU campus computer systems and networks are public and subject to Montana State laws. Files of personal information, including programs, regardless of the medium on which they are stored or transmitted, may be considered public information and are stored on the College's computers. However, simply being able to access a file or other information does not imply permission to do so. The preservation of individual privacy is given high regard at this College, and students may not use electronic and other technological methods to infringe upon another's privacy. No one should look at, copy, alter, or destroy any individual's personal files without explicit permission from that individual, unless authorized by the Dean/CEO of the College in compliance with law or regulation.

- **Libel, Slander, and Harassment**

No member of the College community may, under any circumstances, use Great Falls College MSU computers or networks to libel, slander, or harass any other person. Harassment includes intentionally using the computer to threaten or sexually harass another person; contact another person repeatedly regarding a matter for which one does not have a legal right to communicate once the recipient has provided reasonable notice that he or she desires such communication to cease; and/or disrupt or damage someone's academic, research, administrative, or related pursuits. Great Falls College MSU's Sexual Harassment policy is listed below.

- **Responsible Use of Resources**

Students are responsible for knowing what information resources (including networks) are available, remembering that the members of the College community share them, and refraining from all acts that waste these resources or prevent others from using them. Details regarding available resources can be obtained by consulting with the Information Technology department. Students are discouraged from using campus computing and network services for non-academic purposes such as game playing and non-academic chat rooms. A student using a computer for non-academic matters must give it up when someone who wishes to use the computer for academic purposes is waiting. State law restricts the use of state facilities and equipment for

personal gain or benefit. Computing facilities, services, and networks at Great Falls College MSU may not be used for compensated outside work or work for the benefit of organizations not related to Great Falls College MSU without written permission from the Dean. Electronic gambling, stock trading, or any other financial gain method conducted on College computers, services, or networks is forbidden. State law also restricts the use of College computer systems for political advocacy or for commercial advertising.

- **System Security**

Students are prohibited from attempting to circumvent or subvert any security measures, degrade the performance of a computer system or network, or deprive authorized personnel of resources or access to any College computer system or network. The following harmful activities are also prohibited: creating or propagating viruses; disrupting services; deleting or damaging files without proper authorization; intentionally destroying or damaging equipment, software, or data belonging to Great Falls College MSU or other users; and the like. No software may be installed, copied, or used on College resources except as permitted by system administrators.

Crime Awareness and Campus Security

(Policy 303.2 – Crime Awareness and Campus Security)

www.msugf.edu/about/PoliciesProcedures/300/303.2_CrimeAwarenessAndCampusSecurity.pdf

It is the policy and commitment of the College to afford its students, employees, and visitors a campus and educational environment that is as safe and free of crime as possible. Students, employees, and visitors contribute to overall campus safety by reporting criminal activity, by securing personal possessions, and by being aware of personal safety when entering or exiting the campus buildings. A brochure which provides campus crime prevention information as well as statistics on the incidence of campus crime is available from the Welcome Desk in Student Central. A security guard is available to escort students to cars Monday through Thursday evenings, 6-11 pm; and Sunday evening 6-9. Request the escort through the HelpDesk(s).

Drug-Free Campus Policy

(Policy 303.1 – Drug Free Campus)

www.msugf.edu/about/PoliciesProcedures/300/303.1_DrugFreeCampus.pdf

In compliance with the Drug Free Workplace Act of 1988, Public Law 101-690, Great Falls College MSU is committed to a good faith effort to provide a drug-free campus. Therefore, the manufacturing, distribution, sale and/or abuse of illicit and/or prescription drugs, or the inappropriate use of alcohol at the College or in any activity affiliated with the College is prohibited. In addition, the College will enforce the Board of Regents' policy, Section 503.1, <http://mus.edu/borpol/bor500/503-1.pdf>, of the Policy and Procedures Manual regarding alcoholic beverages. Students must comply with this policy as a condition of attendance. Violations of this policy will result in disciplinary action up to and including expulsion and/or referral for prosecution. At the discretion of the Dean/CEO of Great Falls College MSU, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion or as a condition for readmission. According to information provided by the U.S. Department of Education, drug and alcohol abuse may cause personal health problems, as well as interfere with work, college and daily living performance.

The Great Falls community has a number of excellent resources available to assist an individual who is having difficulty with drug and/or alcohol abuse. Advisors at Great Falls College MSU are familiar with community resources and are available to refer individuals for assistance and/or treatment to overcome the problem of drug or alcohol abuse. If an individual is reluctant to approach College personnel, information about assistance programs may be obtained by calling the Community Help Line at 406.268.1330.

Equal Opportunity

(Policy 302.1 – Equal Opportunity)

www.msugf.edu/about/PoliciesProcedures/300/302.1_EqualOpportunity.pdf

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin. The College's Equal Opportunity Officers are the College's Executive Director of Human Resources, Mary Kay Bonilla, at G17, 406.771.5123, mbonilla@msugf.edu, and the Associate Dean of Student Services, at G15, 406.771.5133, 2100 16th Avenue South, Great Falls, MT 59405.

Family Educational Rights and Privacy Act (FERPA)

(Policy 302.3 – Family Educational Rights and Privacy Act)

www.msugf.edu/about/PoliciesProcedures/300/302.3_FERPA.pdf

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students' educational records maintained by the College. Students' educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g. Career Services placement). Students have the right to request amendment of their records. If they are found to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights the student may request that their records be corrected. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

Any student may file a complaint with the U.S. Department of Education concerning any alleged failure on the part of the College to comply with the requirements of the Family Educational Rights and Privacy Act.

Directory Information: The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the College without the written consent of the student. Great Falls College MSU has designated the following items as Directory Information: student name, address, email address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and most recent previous school attended. The College may disclose any of those items without prior written consent.

Currently registered students have the right to request that information designated as directory information be withheld from release by the College. Any student wishing to exercise this right must inform the Registrar in writing no later than the tenth (10th) class day of the academic term. Any questions regarding educational records should be directed to the Registrar or the Associate Dean of Student Services. A detailed guide of the Family Educational Rights and Privacy Act may be obtained in Student Central.

Firearms, Munitions, Explosives

(Policy 601.1 – Firearms)

www.msugf.edu/about/PoliciesProcedures/600/601.1_Firearms.pdf

Possession, use, or threatened use of firearms, ammunition, explosives, chemicals, and/or any other weapons are prohibited. This applies to all campus locations, including campus grounds and parking facilities. Violations of this policy will result in disciplinary action up to and including dismissal and/or referral for prosecution.

High School Dual Enrollment

Policy 310.1 High School Dual Enrollment

http://www.msugf.edu/about/PoliciesProcedures/300/310_1_DualEnrollment_-_Updated_May_2012.pdf

Great Falls College MSU believes offering dual enrollment opportunities to high school students will encourage students to pursue higher education, expand access to postsecondary opportunities, and increase college completion rates.

I. Purpose

The purpose of this policy is to provide a mechanism through which eligible high school students may enroll in college credit-bearing classes while they are still enrolled in high school. Dual enrollment classes may provide college credit only, or both college and high school credit at the discretion of the participating school district. Dual enrollment courses may be delivered on the college campus, online, at the high school, through interactive video, or at alternative sites.

The College complies, and this policy is aligned, with the Montana University System's Operational Guidelines for Dual Enrollment (available at <http://mus.edu/board/meetings/2010/Sept2010/Workforce/DualEnrollmentGuidelines.pdf>)

II. Definitions

Definitions for common terms used in association with dual enrollment are included below.

Interlocal Agreement – is the formal agreement between the College and school district, school, or charter school which specifies, at a minimum, student eligibility and participation requirements, the responsibilities of the high school and the College, and the duration for which the agreement is valid.
College Credit Only Course – awards college credit, but not high school credit, for a college course taken by the high school student.

Concurrent Enrollment – is a college course taught at the high school to a class of high school students by an appropriately qualified high school teacher serving as an affiliate faculty member for the College.

Dual Credit – is the credit awarded at both the high school and college levels.

Dual Credit Course – is the course for which a high school student may receive both high school credit toward graduation and college credit. The course may be taken in variety of settings – on a high school campus, on the College's campus, and online. (The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies, and administrative rules.)

Dual Enrollment – is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school.

Early College – is a college course taught, typically on campus or online, by a college faculty member. Only college credit is issued to the successful student.

Faculty/Instructor – is the individual in the employ of the College teaching a dual enrollment or early college course. In concurrent enrollment courses, the high school faculty is considered an "affiliate faculty."

Principal or Principal's Designee – is the person at the high school, local school district superintendent, or private school board, if applicable, who assigns and approves the courses that may result in credit for the high school.

Student – refers to the high school student or home schooled student who meets the eligibility requirements and is or will be participating in dual enrollment courses through the College.

III. Requirements for Dual Enrollment Courses

1. Courses eligible for dual enrollment will be 100 or 200 level college courses included in the College's catalog and have the same course prefix, number, title, credits and outcomes as outlined by the Montana University System.

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2. The syllabus for a dual enrollment course must include the same content, outcomes and assessment of student achievement as other on campus sections of the College's course. And, it must follow the College's standardized syllabus template.

3. Concurrent enrollment course requirements will be verified by College faculty in the discipline and/or the appropriate academic administrator, through site visits and other measures to assure the curriculum of concurrent enrollment courses reflects the pedagogical, theoretical and philosophical orientation of the sponsoring college.

4. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

5. To avoid displacing adult students in the college courses, priority enrollment is given to the college's regular students. Thus, dual enrollment students will not be allowed to waitlist a course that is full, given that this could misplace regularly enrolled college students.

IV. Student Eligibility for Dual Enrollment

To be eligible for a dual enrollment course, the student must:

1. Be enrolled in a high school which has a current interlocal dual enrollment agreement with the College (to participate in dual enrollment opportunities, home-schooled students may enroll through the school district in which they reside);
2. Be at least 16 years of age or a high school junior;
3. Meet the same requirements for admission that on-campus students must meet, other than the high school diploma (See BOR Policy 301.);
4. Meet the same prerequisites as on-campus students for courses that require specific placement tests, scores, or prerequisite courses. Students seeking placement in any college course that requires it, must meet the requirements of Board of Regents Policies 301.1 and 301.17. The College must keep on file copies of official placement scores and/or prerequisite transcripts; and
5. Have approval signatures of a parent or guardian (if the student is not 18 years of age), a designated high school official.

Students will be responsible for their own transportation unless the interlocal agreement establishes other arrangements.

Students admitted under dual enrollment are considered non-degree-seeking college enrollees and do not qualify for federal financial aid for higher education. However, they may qualify for scholarships or privately funded financial assistance.

High school graduates are allowed to participate in dual enrollment in the summer immediately following their graduation from high school.

Note: Exceptional circumstances may exist for individual students. When students do not meet one or more of the dual enrollment eligibility requirements listed above, the high school's designated official may request an exception. The request must be in writing, explain the reason the exception is being requested, and provide evidence that the student can benefit from dual enrollment in the specific course, can learn at the collegiate level in the course, and can manage the combined high school and college course load. The designated college official or committee must concur in writing that an exception is warranted in order for the student to participate in the dual enrollment opportunity. In no case may exceptions be used to meet minimum class size requirements.

V. District/School Participation in Dual Enrollment

For students to enroll in dual enrollment courses with the College, a participating high school or school district must:

1. Have an Interlocal Agreement between the College and participating school/district signed by the principal or principal's designee;

2. Coordinate with the College to ensure specific information regarding the costs of participating in dual enrollment courses (e.g., tuition and fees) is provided to the students and their families; and

3. Provide an on-site facilitator who is a certified teacher in the district for any online dual enrollment courses that will also earn the student high school credit.

The facilitator will provide on-site support for the students taking online courses, generally of a technical nature, to ensure students have the support they need to be successful. The College will provide assistance to the facilitator as needed.

4. High schools or school districts, who partner with the Montana Digital Academy (MTDA), do not have to have an additional Interlocal Agreement with the College.

Although the majority of the College's coursework would be available for dual enrollment, a participating district/school may restrict the specific courses and delivery modalities in which their students may participate in. This will be the responsibility of the district/school to decide, and communicate with the students and the College.

VI. Dual Enrollment Faculty

1. All dual enrollment faculty must be approved by the College and must meet the minimum qualifications for faculty as established by the Board of Regents in BOR Policy 730.

2. Faculty members teaching dual credit courses must possess a current K-12 licensure (Class 1,2,4 or 8) required by the Board of Public Education and approved by the Office of Public Instruction, or the course will not be eligible for high school credit. Faculty licensure will be posted on the College's Dual Enrollment website.

3. Dual enrollment faculty members and affiliate faculty members are selected, oriented, supervised and evaluated. Affiliate faculty teaching concurrent enrollment courses for the College in a high school setting will be evaluated through a protocol approved by the College.

VII. Credits

Students enrolled in a dual enrollment course will earn college credits as referenced in the College's current catalog. The classes will be transcribed on the student's Great Falls College MSU transcript. For those courses considered dual credit by the participating district/school, typically one three (3) credit semester college course is equivalent to one (1) semester credit in high school.

VIII. Tuition and Payment

Students participating in dual enrollment courses will be responsible for paying tuition and fees as outlined in the posted tuition and fee schedule specifically for dual enrollment students as approved by the Board of Regents. This schedule will be updated on a biennial basis. In some cases, students will be responsible for paying specific program/course fees.

If a student withdraws from a dual enrollment course, a refund will be made according to College policies (as stated in the catalog).

IX. Additional Information

For more information on dual enrollment at Great Falls College MSU and in Montana, please visit the following websites:

www.msugf.edu/academics/DualEnrollment
www.msugf.edu/academics/DualEnrollment/Forms/DualEnrollmentGuidelines.pdf.

Internal Advertising and Postings

(Policy 602.1 - Internal Advertising and Postings)

www.msugf.edu/about/PoliciesProcedures/600/602.1_InternalAdvertisingAndPosting.pdf

General Guidelines

The Great Falls College MSU Campus recognizes the value of providing students, faculty and staff the opportunity to distribute promotional material and to publicize College and community events on campus. However, the College reserves the right to place restrictions on the time, place and manner of the use of campus facilities and equipment, consistent with laws, statutes, policies, and contractual provisions affecting university system employees and students.

All postings must be approved, stamped and dated by the employees at the HelpDesk. If any questions arise as to the appropriateness of the posting, the posting will be submitted to the Executive Director of Community Relations for approval.

Bulletin board postings, index cards, posters and table tents are allowed after approval. Approved postings will be designated by an official stamp indicating the date of approval and the date of removal. Postings without official stamps, as well as material that remains posted beyond the removal date will be removed. When possible, the HelpDesk will post printed materials in locations requested. Postings are allowed in pre-approved areas only. For questions, please contact the HelpDesk.

The following are guidelines for approval:

- Requests for approval to distribute printed materials other than postings must be obtained from the Community Relations Department.
- Small posters and index cards advertising items for sale, rentals, job opportunities, etc., are allowed on the Commons / Cafeteria bulletin board.
 - Cards must be approved and stamped by the HelpDesk.
 - The College assumes no liability for any situation which arises from arrangements made through information provided by private postings.
- The HelpDesk staff will post, remove and dispose of posters in a timely manner.
- Employment opportunities for students are posted on JobWire by employers. To access JobWire, go to the College's website www.msugf.edu/students/CareerServices and click on JobWire.

Options for posting informational material and communications

- **Campus News**
Information on upcoming events, employee and student recognition and other timely news of general interest to the College community can be distributed through the Campus News. Campus News is an online newsletter emailed to internal and external subscribers weekly during the academic year. Archived issues are available. Submissions of items for the Campus News should be made to the Executive Assistant to the Dean or the Executive Director of Community Relations.
- **Intranet**
Announcements may be posted on the College's Intranet which is available to staff and faculty. Send announcement information either to the Administrative Assistant to the Associate Dean of Student Services or to the Executive Director of Community Relations.
- **Great Falls College MSU's Website**
The College's website is a powerful tool to convey information quickly and efficiently on a broad range of topics. The website URL is: www.msugf.edu. The college's Webmaster is the primary contact for web-related issues.

- **Announcements**

Send announcements or calendar information that you would like posted to the web either to the Administrative Assistant to the Associate Dean of Student Services, to the Webmaster, or to the Executive Director of Community Relations.

- **Web page updates**

Our goal is to keep information on our website up-to-date and accurate. To achieve that goal, the Webmaster will provide training and access to staff enabling them to update appropriate web pages.

- **Bulletin Boards**

When submitting posters and flyers for posting, you may request specific posting areas, for example:

- **Cafeteria Commons Area**

The Cafeteria bulletin board has sections reserved for Student Government, the Career Center and a general information area. Flyers, cards and posters advertising items for sale, rentals, community events, and other topics of interest to our students may be posted here. All items must be stamped and dated by HelpDesk staff prior to posting.

- **Second floor at the top of the ramp and Atrium**

Restricted to official notices for students and postings by student groups or employees.

- **South, East, Atrium, and North entrances**

Available for posting events and opportunities open to Great Falls College MSU's students, faculty and staff.

- **Bulletin boards in classrooms**

Restricted to postings by staff, faculty and student groups affiliated with Great Falls College MSU.

- **Enclosed bulletin boards near the Weaver Library, near Room B116 and near the Bookstore.**

Restricted to postings by staff, faculty and student groups affiliated with Great Falls College MSU, priority given to group assigned responsibility for the board (Bookstore, Phi Theta Kappa, Northern).

- **Bulletin board outside the Chemistry Lab**

Restricted to postings by staff, faculty and student groups affiliated with Great Falls College MSU. Priority given to faculty in the Science wing.

- **Bookstore**

Flyers may be posted within the Bookstore with permission from Bookstore staff.

- **Student Textbook Exchange**

This bulletin board is outside the Bookstore. Students must have approval from the Bookstore staff prior to posting. Each posting will be initialed and dated by staff.

Note: Please utilize the bulletin boards noted above. Avoid taping to building surfaces including painted, brick or stone walls, glass or metal finishes.

- **Display Cases**

Display Cases are available for the use of internal and external groups. They can be used to highlight program or student achievement. They are utilized for information relating to academic or campus community life important to significant portions of the faculty, staff, administration and students. Reserve space in display cases through the Community Relations Department. Reservations are first-come, first-served. Displays are generally changed monthly.

- **Sign Stands, Table Tents and Sign Holders**

A variety of free standing floor and tabletop stands are available for the use of employees and students to get the word out on campus. These work well in providing temporary directional signage for internal events.

POLICIES & PROCEDURES AFFECTING STUDENTS

Reserve sign stands through the Community Relations Department.

- **Kiosk Screen Savers**

Event and organizational information may be posted as a slide on the screen savers that are seen on the public computer kiosks, on classroom computers, and on the Library computers. Provide information or a PowerPoint slide to the Webmaster for posting.

- **Plasma Screens**

Plasma screens are located in the Atrium, Student Central, and South Court. Dates and events of importance to the student body are posted by the Webmaster.

- **Campus-Wide Emails**

Members of the campus community may send messages of interest to our colleagues using the '**CampusLife**' email list for campus-wide email distribution. Membership on the Campus Life email list is voluntary. In order to receive or send emails using this list, you must be a subscriber. Contact Dave Bonilla in the IT Department to be signed up.

- The '**Everyone**' email list is used for campus wide announcements from campus leadership. If you have important information to be distributed via the 'Everyone' list, it should be sent to a Cabinet member to review and distribute. If an 'Everyone' email is sent out, it is imperative all employees read the contents as it will provide information about the following areas:

1. Contain information relating to academic or campus community life that is important to significant portions of the faculty, staff, administration and students – if timing does not allow the inclusion of this information in the weekly Campus News.
2. Alert the campus community to an emergency situation on campus.
3. Provide immediate access to information about situations that substantially alter the normal operation of the campus (for example, Banner, network or web-related outages, weather-related class delays or closings, and special campus-wide events).

Internships

(306.2 - Internships)

www.msugf.edu/about/PoliciesProcedures/300/306.2_InternPolicy.pdf

General

An academic internship is a valuable and integral component of a technical education. The purpose of an internship is to obtain practical and valuable work experience, to apply skills and knowledge learned in the classroom, and to gain exposure to various job opportunities. Internships may be paid or volunteer basis and typically last one academic semester.

This policy will define and outline the requirements and steps a student must take in order to receive credits for an internship. It is also a guide for faculty advisors of students participating in an internship.

Internship Definition

- **Internship:** A Great Falls College MSU internship experience is for academic credit and must be directly related to the student's degree area. In other words, an internship is designed to give students supervised practical application of previously studied theory. An internship will typically last the length of a semester and will be under the direct supervision of a designated supervisor at the place of intern. An internship will have academic criteria attached to the experience and tied to the student's degree area. An internship is not part of an academic course, but is the academic course.

Prerequisites

The student should be in his or her final semester of degree area, receive the consent of the faculty advisor, and approval of Division Director. Students may complete an internship prior to their final semester with approval from the faculty advisor and the Division Director.

General Academic Internship Guidelines

- The internship must be directly related to a student's degree area or field of study. In the General Core area, the internship can be related to a career area of interest of the student.
- A faculty advisor, as well as the Division Director, must approve the internship.
- The internship must be for academic credit using the 299 course number.
- Students registering for academic internship credit must follow registration guidelines and deadlines.
- Specifically defined learning objectives, internship place supervision, journal records, and a signed internship agreement between the student, a faculty advisor and Division Director are required to qualify for internship credit.

Internship Qualifiers

1. Internship Application – An internship application form must be completed and submitted to the faculty advisor during advisement when registering for the semester in which the internship will occur.
2. Internship Agreements – An internship agreement must be in place prior to the student commencing the internship experience. Students and faculty advisors must ensure this document is in place with all parties involved.
3. Internship Length – Internships should typically last the length of an academic semester. Internships may vary in length based on the company/organization, but caution should be taken regarding a condensed internship experience. Caution should also be given to internships that last longer than an academic semester, as the student could slow down his or her academic experience/progress. A typical internship should be approximately 20 hours per week.
4. Fixed Number of Credits – Departments should establish definite guidelines regarding how many credits the student should or will earn, based on College guidelines. Asking how many credits are needed or how many credits the student is willing to pay for is inappropriate. The range of credits an internship course can be offered is one to six credits.
5. Student/Intern Site Supervisor Evaluations – The student will implement a midterm and final evaluation form while performing an internship. These evaluations should be discussed between the student and supervisor at the place of intern, then signed and returned to the faculty advisor. The student will also provide his or her supervisor with a final, confidential evaluation of the student that the supervisor will return directly to the faculty advisor. An optional student evaluation is available and encouraged so the student may give the College feedback regarding their placement site and experience.

Internship Application

An Internship Application must be completed for each internship and must be agreed to by the agency/organization supervisor, the faculty advisor and the student prior to formal registration in the internship course. This application must contain a statement of objectives to be achieved by the student, hours, length of internship, work schedule, credits to be earned, and the nature of any product or project required of the student.

While the student is responsible for completing the Internship Application and obtaining signatures from all parties, it is encouraged that the faculty advisor

and a representative from the place of intern contribute significantly to this document.

Internship Evaluation

Evaluation will occur in three (3) specific areas of the course:

1. Attendance and Participation - Attendance is critical to the overall success of an internship, both for student learning and for organizational benefit. A weekly record of time spent at the place of internship must be kept and submitted twice, once at midterm and then at the end of the semester. This record must be signed by the supervisor at the place of intern.

The number of credit hours earned correlates to the maximum number of work hours devoted to service in the internship setting. Additional hours must be approved by the faculty advisor and are not eligible for additional credits.

Number of Credits	Work Hours
1 Cr	90 hours
2 Cr	180 hours
3 Cr	270 hours
4 Cr	360 hours
5 Cr	450 hours
6 Cr	540 hours

2. Journal Entries - An internship journal is required. Journal entries must be done weekly and be 300 words in length, submitted via email or in hard copy to the faculty advisor. The purpose of the journal is two-fold: to record and reflect on important events that occur and to summarize reflections, assessments, reactions, and analyses of the week's activities. The journal should review and analyze the professional experiences encountered at the internship site.

Suggested areas students should address in the journal:

- Thoughts on the types of tasks asked to perform.
- What is being learned.
- Any problems encountered.
- The skills used or learned during the week.
- The working relationship with peers and supervisor.
- The positive and negative features of the organization.
- Progress toward the objectives the student, supervisor, or faculty advisor have set.
- Thoughts on the value of this internship toward career goal.

3. Mid Term and Final Evaluations - The Student will provide their supervisor with both a midterm and final evaluation form to be completed based on the intern's performance. Both of these evaluations should be discussed by the intern with their supervisor and then signed and submitted to the faculty advisor. The student will also provide a confidential evaluation of the student to his or her supervisor at the end of the semester.

Grading

Internship courses will be graded on a Pass (P)/No Pass (NP) scale based on the above three (3) evaluation topics.

Responsibilities

Student Responsibilities – It is the student's responsibility to set up the internship. If both the student and the agency/organization reach an agreement including internship position, hours to be worked and responsibilities, the

student will then draft an internship application form (with the assistance of the faculty advisor and supervisor at the place of intern) and submit with appropriate signatures to the faculty advisor.

Internship Supervisor Responsibilities – Each supervisor at the place of intern accepts certain responsibilities and must:

- Provide a detailed description or outline of the proposed internship (e.g., list of duties) to the student when drafting the internship agreement.
- Assure that the student has a meaningful learning experience, performing relevant entry-level work.
- Supervise and critique the student's performance.
- Provide the student opportunities to work on a variety of projects.
- Provide a clean and adequate working environment.
- Ensure that the student's work is in accordance with state labor laws and union contracts.
- Complete both midterm and final evaluation forms provided by the student participating in the internship.

Agency / Organization Qualifications – Agencies/organizations sponsoring internships must be capable of providing a broad on-the-job learning experience for a minimum of 90 hours. Close supervision by a professional within the agency/organization is an absolute requirement.

Faculty Advisor Responsibilities – The faculty advisor is responsible for assisting with the student's internship application, providing guidance to the student when developing the learning objectives for the internship as outlined in the internship application, and offering feedback to the weekly journal entries as submitted by the student. The faculty advisor is also responsible for collecting all of the required forms during the course of the internship and for providing the Registrar's Office with a final grade.

Medical Marijuana

Policy 303.12/403.82
http://www.msugf.edu/about/PoliciesProcedures/300/303_12_MEDICAL_MARIJUANA.pdf

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 Great Falls College Montana State University buildings or on any other College property; nor is it allowed at any College sponsored event or activity off campus.

Peer-to-Peer File Sharing

Policy 705.1
http://www.msugf.edu/about/PoliciesProcedures/700/705_1_Peer_to_Peer_-_June_2010.pdf

Introduction and Purpose

The primary purpose of this policy is to inform, educate and set expectations for the members of the college community of their individual and corporate responsibilities towards the use of Peer-to-Peer applications using the college network.

Scope

This policy addresses the issues, impacts and concerns with file sharing aspects of Peer-to-Peer networking applications using the University's network.

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Background

Great Falls College MSU (the College) maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. The college is required by Federal Law – H.R. 4137, Higher Education Opportunity Act (HEOA) – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to detect and punish users who illegally distribute copyrighted materials. The College must certify to the Secretary of Education that a policy is in place. Finally, the HEOA requires the college to provide alternatives to illegal file sharing. All users are encouraged to check the list of “Alternatives to Illegal Downloading.”

Although the HEOA makes reference only to students using Peer-to-Peer, this policy applies to all College network users. The College reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe. Likewise, network access may be suspended if any use is impacting the operations of the network. Violations may also be reported to appropriate authorities for criminal or civil prosecution.

While the definition itself is controversial, generally a peer-to-peer (often referred to as P2P) computer network refers to any network that does not have fixed clients and servers, but a number of peer nodes that function as both clients and servers to the other nodes on the network. This model of network arrangement is contrasted with the client-server model. Any node is able to initiate or complete any supported transaction. Peer nodes may differ in local configuration, processing speed, network bandwidth, and storage quantity. Put simply, peer-to-peer computing is the sharing of computer resources and services by direct exchange between systems.

This policy intends to make it clear that P2P architecture, itself, is not in question. What is a concern, however, is one of the most prevalent uses of this technology, P2P File Sharing applications used for the distribution of copyrighted content. BitTorrent, µTorrent, Limewire, Morpheus, KaZaA, Aimster, Madster, AudioGalaxy and Gnutella, are examples of the kinds of P2P File Sharing software which can be used inappropriately to share copyrighted content. Other types of software included in this policy are Skype and other similar communication systems.

For the purposes of this policy, a peer-to-peer file sharing application is any application that transforms a personal computer into a server that distributes data simultaneously to other computers.

Policy

It is the policy that the College's network connections may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials is a serious violation of Great Falls College acceptable use policy, as well as the U.S. Laws, as discussed above.

All Peer-to-Peer File sharing network activity will be monitored. Network activity that utilizes Peer-to-Peer applications that have a high prevalence for distributing copyrighted material will be blocked and the user quarantined from accessing external internet resources as identified in the Enforcement section of this document.

If an artist, author, publisher, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), or a law enforcement agency notifies the University that a Faculty/Staff member or Student is violating copyright laws, GFC will provide to the relevant offices within the University information in the form of Internet Protocol (IP) address information and any information from logs to assist in the investigation of the

complaint. If appropriate, action will be taken against the violator in accordance with campus or university policy. In some cases, violations of policy can result in suspension or revocation of network access privileges without refund of network access fees and/or civil or criminal prosecution under state and federal statutes.

Enforcement of Policy

First Violation

The first time a report of distributing or downloading copyrighted files is received, the person who was using the computer at the given time is notified by the Chief Technology Officer (CTO) of the violation via an email sent to their campus email address and their immediate supervisor. In the case of student laptop users, the student's laptop connection to the wireless network will be suspended.

If peer-to-peer network traffic is found then network access is suspended (the user's network connection is disabled) immediately until the situation is resolved. E-mail and other accounts are not disabled. The user is required to submit a signed Technology Copyright Violation Certification Page that states that the user understands copyright issues and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted.

Network access will be restored no sooner than two business days after receipt of the signed certification page. The CTO will send notifications via email of violations to the appropriate department chair, dean, supervisor, sponsor and/or other appropriate personnel.

If the user feels the warning is erroneous, he/she must show evidence to the CTO that the file(s) was used legally or was not copyrighted. Notifications of all violations will be maintained by Information Technology. If any notification is shown to be unwarranted, no record of the violation notification is retained.

Second Violation

If a second notification of violation is received, network access shall be suspended immediately. The user is again informed of the violation by email from the CTO. Second violations involving students are forwarded to the Associate Dean of Student Services as a Code of Conduct Violation and those involving faculty or staff are referred to the Human Resources Office. Human Resources will notify the appropriate Cabinet officer of the violation. Network access is not restored, if at all, until the case is ruled on by the Associate Dean of Student Services, or reviewed and decided by the appropriate Cabinet officer and the Director of Human Resources. The Associate Dean of Student Services or the Cabinet officer can impose whatever sanctions – including termination of network access; probation, suspension, expulsion (for students); or disciplinary action (for faculty and staff) – as deemed appropriate.

The existence and imposition of the College's sanctions do not protect members of the campus community from any legal action by external entities or the college itself.

Posthumous Degrees

Policy 308.4 Posthumous Degrees

http://www.msugf.edu/about/PoliciesProcedures/300/308_4_Posthumous_Degrees_April_2012.pdf

In exceptional circumstances, Great Falls College MSU may award degrees posthumously. The appropriate degree may be awarded on the recommendation of the student's advisor, Division Director, and approval by the Registrar. The recommendation will be considered if the student was enrolled at the time of death, was in good academic standing, had substantially completed the requirements for the degree to be awarded, or was otherwise subject to special consideration.

Upon approval, the Office of the Registrar will award the degree at the next Commencement ceremony or present it to the student’s family in an appropriate setting. Diplomas for posthumous degrees will be identical to other degrees awarded in the same majors.

Quarter to Semester Credit Conversation

Policy 306.3 Quarter to Semester Credit Conversation
http://www.msugf.edu/about/PoliciesProcedures/300/306_3_Quarter_to_Semester_Credit_Conversion_April_2012.pdf

If a student has taken courses at an institution using quarter credits or units other than semester credits, Great Falls College MSU will convert the quarter credits/units to semester credits. Credits will not be lost in the conversion. For example, 15 quarter credits (15 x 2/3 = 10), would convert to 10 semester credits.

If a course is transferred as a required course for a degree or credential, it will be accepted as the equivalent Great Falls College MSU course. If the course is not the same semester hours as the course at Great Falls College MSU, the student will need to meet program hours for graduation.

Conversion of Quarter Hours to Semester Hours

Quarter Hours	Conversion	Semester Hours
1	x 2/3	0.6667
2	x 2/3	0.3333
3	x 2/3	2
4	x 2/3	2.667
5	x 2/3	3.333
6	x 2/3	4

Records of Deceased Students

Policy 306.4 Records of Deceased Students
http://www.msugf.edu/about/PoliciesProcedures/300/306_4_Records_of_Deceased_Students_April_2012.pdf

Upon a student’s death, education records are not protected under the Family Educational Rights and Privacy Act (FERPA). As such, the disposition of education records pertaining to a deceased student is not a FERPA issue but a matter of institutional policy. Great Falls College MSU maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

The Registrar’s Office will not release education records except under the following conditions:

- The Registrar’s Office will release such records if the College receives a valid subpoena requesting records.
- The Registrar’s Office may choose to release records with the written authorization of the executor of the deceased student’s estate or next of kin, if an executor has not been appointed.

Such individual would need to provide proof of the student’s death (i.e., death certificate or obituary notice).

Relationships with Students

Policy 407.2 Relationships with Students
http://www.msugf.edu/about/PoliciesProcedures/400/407.2_RelationshipsWithStudents.pdf

Interactions between the faculty and students at Great Falls College MSU depend upon mutual trust, confidence, and professional ethics. An inherent power differential exists between faculty members and students. As a result, faculty-student interactions that go beyond a professional relationship carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics.

No faculty member shall engage in a romantic, sexual, or exploitive relationship with a student when that faculty member has a professional “position of authority” with respect to that student in such matters as teaching a course, or evaluating, supervising, or advising him or her as part of a school program. Should such a consensual relationship develop, or appear likely to develop while the faculty member is in a position of authority, the faculty member and/or the student shall take steps to dissolve the position of authority. Even when the faculty member has no professional responsibility for a student, he or she should be sensitive to the perceptions on the part of other students that a student engaged in a consensual relationship with a faculty member may receive preferential treatment from the faculty member and/or the faculty member’s colleagues.

Failure to comply with this policy will subject the faculty member to disciplinary action up to and including dismissal. This policy also applies to other College employees who have a supervisory or advisory responsibility in relation to students.

Skateboards, Skates, Bicycles and All-Terrain Vehicles on Campus

Policy 601.4 - Skatesboards, Skates, Bicycles & All-Terrain Vehicles on Campus
http://www.msugf.edu/about/PoliciesProcedures/600/601_4_Skateboard_Policyv2.pdf

INTRODUCTION

Great Falls College Montana State University (GFCMSU) recognizes that students, faculty and staff use a variety of means of transportation. Although personal choice is important, GFCMSU must consider the safety and well-being of the campus community, our visitors and our property. Skateboarding, skating, bicycles and all-terrain vehicles can cause damage to property and present a strong potential for injury to those engaging in the activity as well as to the public at large. In an effort to avoid injuries to individuals and damage to property, GFCMSU has issued the following policy regarding the use of skateboards, skates (including roller skates and in-line skates), bicycles and all-terrain vehicles on campus.

POLICY

Individuals are prohibited from skating or skateboarding on campus property including but, not limited to, sidewalks, stairs, and handrails. Skates and skateboards are not to be used inside of campus buildings.

The use of bicycles inside campus buildings is also prohibited. Bicycles should be stored in bicycle racks located outside campus buildings.

All-terrain vehicles must be operated only on paved driveways and parking lots.

Great Falls City police officers are authorized to remove violators of this policy from GFCMSU property.

Persons who violate this policy are personally liable for their actions.

Signs shall be placed prominently at several locations on campus, with letters at least 2 inches in height, indicating these restrictions.

POLICIES & PROCEDURES AFFECTING STUDENTS

Student Computer Room Usage

Policy 702.1 – Student Computer Room

www.msugf.edu/about/PoliciesProcedures/700/702.1_StudentComputerRoomUsageE.pdf

Students are allowed access to computer-equipped classrooms during hours when the building is open, Monday – Friday. On weekends, computer classrooms are usually locked. In the event of an overflow from the Library lab, a classroom may be unlocked for student use.

Student Conduct, Grievance and Title IX, See Pages 41-51

Policy 300 Student Conduct, Grievance and Title IX

http://www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_004.pdf

Student Organizations

Policy 307.1 Student Organizations

http://www.msugf.edu/about/PoliciesProcedures/300/307.1_StudentOrganizations.pdf

The College recognizes the value of student organizations in campus life and, consequently, provides the opportunity for groups to be formed and to meet on campus. However, because their memberships are comprised of students at Great Falls College Montana State University, student organizations should have some relationship to the main educational mission of the College. It is neither the College's intention nor responsibility to sponsor, endorse, or otherwise support particular student organizations. The fact that a student organization has access to College facilities should not be construed, nor may a particular student organization represent, that Great Falls College Montana State University sponsors, endorses, or otherwise supports the organization or any of its views, philosophies, or activities.

Tobacco Use

(Policy 601.3 Tobacco Use)

http://www.msugf.edu/about/PoliciesProcedures/600/601_3_Tobacco_-_Jan_2011.pdf

Great Falls College Montana State University is a smoke free building. Tobacco use is not allowed anywhere in the building. "Smoking" or "to smoke" includes the act of lighting, smoking, or carrying a lighted cigar, cigarette, pipe, or any smokable product.

Smoking may not occur by any person in any manner such that tobacco smoke may enter the entrances, windows, ventilation systems or other accesses of any of the buildings owned, operated, or leased by the College. In order to accomplish this, smoking will only be allowed at the designated smoking area located East of the building on the South end of the East parking lot. Smoking will not be permitted near doorways of all buildings. This includes all buildings, except the designated smoking area, owned, operated, or leased by Great Falls College MSU. Smoking may not occur by any person operating or transported in any vehicles owned, operated or leased by Great Falls College MSU.

This policy brings the College into compliance with the Montana Clean Indoor Act, which can be found at http://data.opi.mt.gov/bills/mca_toc/50_40.htm.

Tuition and Fees Policy

(Policy 308.2 - Tuition and Fees)

www.msugf.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf

Deferred Payment Plan

The deferred payment plan is an installment loan available, for the fall and spring terms, for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular tuition and fee payment day. This plan is available to all qualifying students through the Student Accounts Office. Installment payments and applicable fees are collected and processed by the Student Accounts Office.

Fee Refunds

Withdrawal from the College

Unless otherwise required by the Higher Education Act of 1965, as amended, students withdrawing from Great Falls College Montana State University are refunded the fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar's Office:

Fall & Spring Semester:

Days of Instruction* Percent Refunded

Registration day	100
1-5	90
6-10	75
11-15	50
16-on	0

* Days of Instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The Registration Fee and Application Fee are nonrefundable.

Refund Policy for Courses Numbered 094 and 194

All students wishing to drop or withdraw from courses numbered 094 and 194 are required to fill out an Add/Drop or Withdrawal Form. These forms are available at the Office of Outreach & Workforce Development.

- If a class is dropped at least 3 working days prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses (those with a course number of 194), the \$30 semester registration and \$30 one-time application fee will not be refunded.

- If a class is not dropped at least 3 working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar's Office.

- If the Division of Outreach & Workforce Development decides to cancel a class, students will receive a 100% refund on all tuition and fees.

See Course Descriptions section of this catalog for more information on these courses.

Changes In Credit Load After Payment Of Tuition And Fees

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. The \$30 semester registration and \$30 one-time application fee will not be refunded.

Refunds will not be made after the 15th class day. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the

academic calendar for that term. Refunds are processed approximately 5 weeks after the start of a semester and mailed to the student's permanent address.

Returned Check Policy

Individuals presenting checks to the College which the bank subsequently refuses to honor, are required to reimburse the College for the amount of the check plus any fee charged by the bank for processing the dishonored check. Individuals (faculty, staff, and students) will be notified in writing of the dishonored check(s) and the amount needed to clear the item(s). Personal checks may not be used to clear dishonored checks. Dishonored checks presented by students will be added to their account balance. Unpaid balances may result in a 'Hold' being placed on the student's account. This 'Hold' will prevent the student from registering for further semesters at this or any other Montana State University campus. Individuals presenting two dishonored checks within a calendar year to the college will be prohibited from writing further checks payable to the college during that calendar year even after clearing the two dishonored items. This applies to all checks payable to the college or a college entity including the library, bookstore, cafeteria and dental clinic.

Students Owing Debts

The college reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld. Students owing past due amounts may be referred to the State Department of Revenue and/or a commercial collection agency for collection action. The costs associated with collection through a commercial agency may be passed on to the student.

Billing

In addition to traditional hardcopy bills, the college has implemented paperless billing, as well as online bill payment by credit card or bank account.

Policy 300 Student Conduct, Grievance and Title IX

www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_002.pdf

Great Falls College Student Conduct Code 2012-2013

Introduction and Purpose:

The Associate Dean of Student Services will review the Great Falls College's Conduct Code and Title IX and Grievance Procedures for Students annually. As changes occur in the organizational, operational, educational, and legal environments, the policy is revised.

300.10 STUDENT RESPONSIBILITIES

300.11 ACADEMIC EXPECTATIONS

Students must:

- A. be prompt and regular in attending classes;
- B. be well prepared for classes;
- C. submit required assignments in a timely manner;
- D. take exams when scheduled;
- E. act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
- F. make and keep appointments when necessary to meet with the instructor. In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructor.

300.12 ASSISTANCE

Students should seek assistance from the instructor and from the appropriate College support services (e.g., tutors, study skills assistance, advising, career development, etc.), if the need for such services arises.

300.13 EVALUATION

Students should follow fair and appropriate procedures when evaluating their courses and instructors. Factors such as race, ethnicity, color, religion, sex/gender, sexual orientation or preference, age, national origin, disability, marital status, political beliefs, veteran status or personal relationships may not be considered.

300.14 ACADEMIC HONESTY

The integrity of the academic process requires credit be given where credit is due. Accordingly, it is academic misconduct to present the ideas or works of another as one's own work, or to permit another to present one's work without customary and proper acknowledgment of authorship. Students may collaborate with other students only as expressly permitted by the instructor. Students are responsible for the honest completion and representation of their work, the appropriate citation of sources and the respect and recognition of others' academic endeavors.

300.20 INSTRUCTOR RESPONSIBILITIES

300.21 COURSE OUTLINE/SYLLABUS

The general content of a course or academic program must be described with reasonable accuracy in catalogs and other written documents available to students. Instructors must use the College's syllabus template, and ensure every student receives the syllabus either in paper form or by electronic means. This material must be given (or otherwise made available) to the students at the first class meeting.

300.22 COURSE EXPECTATIONS

A. Classroom Behavior

Instructors may establish reasonable rules for classroom behavior and must articulate such rules as part of the other course materials provided to the students. In the absence of any such written expectations, the expectations outlined in 300.40 and 300.70 shall apply.

B. Collaboration Among Students

Unless otherwise specified, students may not collaborate on graded material. Instructors are encouraged to provide collaborative learning opportunities but must state, in writing or by electronic means, the limits of assistance permitted between and among students in a course assignment or academic evaluation.

C. Instruction Responsibilities

Unless otherwise stated, students are expected to be prompt and regular in attending classes, turning in assignments on time and in taking exams when scheduled. Instructors may establish additional rules for attendance and make-up exams and must articulate these clearly in writing. Instructors must be prompt in meeting their scheduled classes, be available for appointments with students at designated times, be well prepared for classes, and be fair and prompt in grading class assignments and tests. The scheduled final examination period must be used for final examinations in the class or other instruction.

300.23 PERSONAL INFORMATION ABOUT STUDENTS

Factors such as race, creed, color, religion, sex, age, national origin, disability, political beliefs or personal relationships must not be considered in matters of academic evaluation, academic assignments, or classroom procedures. If an instructor learns personal information about the student (religious and political views, sexual orientation, etc.) during the progress of the course, he/she must not share such information with the other students nor should such knowledge influence the evaluation of the student. Additionally, all college employees—including faculty, instructors and staff—must abide by the Family Educational

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Rights and Privacy Act of 1974 (FERPA). This Act affords students certain rights with respect to their education records.

300.24 OFFICE HOURS

Instructors are required to make time available for student conferences preferably through regularly scheduled office hours. Office hours should be convenient to both students and the instructor with the opportunity provided for prearranged appointments especially when the instructor teaches online or is an adjunct (part-time) instructor. Online instructors may conduct such appointments via phone or live chat. Available office hours and a process for making appointments in cases of online or adjunct instructors should be communicated to students.

300.25 ABSENCE FROM CLASS

Instructors are required to meet with their classes regularly and at scheduled times. In case of illness or emergency, the department should be notified and arrangements should be made to have another staff member instruct the class or promptly notify students of cancellation. Classes may not be canceled for the convenience of the instructor. When an instructor knows in advance he/she will miss a class, arrangements must be made to have the work of the class continue, either by arranging for a substitute instructor, by scheduling an examination for that day, or by providing some alternate work assignment for the students.

300.26 GRADING

Instructors must specify in writing, as part of the syllabus, the specific grading policies for the class. Grading is the prerogative and responsibility of the instructor. Instructors are responsible for the assignment of the final course grade. The assigned grade must reflect the performance of the student in the course commensurate with the content and objectives of the course. If a student questions his/her grade, the instructor has a responsibility to discuss the matter with the student. If the instructor cannot satisfactorily resolve the matter, the student must be advised of the complaint (grievance) procedures, see section 300.30.

Should a grievance be filed, the instructor will provide assistance as necessary to process the grievance. Graded examinations, papers, and other sources of evaluation are to be available to the student for inspection and discussion. Ultimately, if the instructor chooses to retain these materials, they must be kept for a period of one year. If graded materials become the property of the student, then uncollected materials must be kept for one semester. Adjunct and part-time instructors should arrange for storage with the department in their absence. The grade records will be retained for at least one year to provide the opportunity for review and resolution of grade disputes.

300.30 INSTRUCTION COMPLAINT PROCEDURES

300.31 INFORMAL RESOLUTION

Students who have complaints about instructors who they believe have failed to meet their instructional responsibilities should first attempt to resolve the situation directly with the instructor. If the complaint is not resolved by meeting directly with the instructor, the student should contact the instructor's Division Director. If the student is uncomfortable doing this on his/her own, he/she may consult with his/her academic advisor for advice and for suggestions as to who he/she might ask to attend such a meeting (including the academic advisor). Informal resolution may also include meeting with the Program Director or Clinical Supervisor.

300.32 FORMAL RESOLUTION

If the student is not satisfied after contacting the instructor and Division Director, the student may submit a Complaint Form to the instructor's Division Director (forms available at division office and/or the Associate Dean of Student Services' office). The complaint must be presented in writing to the Division Director no later than the fifteenth day of college instruction of the following term. The Division Director will address the matters raised in the complaint with the instructor and will advise the student and the instructor in writing of

his or her determination regarding the complaint within ten (10) business days. If the Division Director fails to act or the student is dissatisfied with the Division Director's action, the student may forward the complaint, along with written explanation as to why the Division Director's decision was unsatisfactory, to the Associate Dean of Academic Affairs within five (5) business days of receipt of the Division Director's determination. The Associate Dean of Academic Affairs will submit a written decision to the student within ten (10) business days of the receipt of the appeal. If the Associate Dean of Academic Affairs fails to act or the student is dissatisfied with the Associate Dean of Academic Affairs' action, the student may forward the complaint, along with written explanation as to why the decision was unsatisfactory, to the CEO/Dean within five (5) business days of receipt of the Associate Dean of Academic Affairs' determination. The CEO/Dean will submit a written decision to the student within ten (10) business days of the receipt of the appeal. The CEO/Dean's decision is the final decision of the College. Timeframes may be altered to fit the situation, but must be agreed upon ahead of time.

300.40 ACADEMIC MISCONDUCT DEFINITIONS

The administration, faculty and students of Great Falls College MSU believe academic honesty and integrity are fundamental to the mission of higher education. The College has a responsibility to promote academic honesty and integrity and to assure the highest ethical and professional standards and behavior in the classroom. Accordingly, the College has developed procedures that address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.

300.41 ACADEMIC MISCONDUCT

Academic Misconduct includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; multiple submission, theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.

300.42 DESCRIPTIONS AND EXAMPLES

A description of some forms of academic misconduct and examples are provided to help the student understand his/her responsibilities for academic honesty. Academic misconduct includes, but is not limited to the following:

A. Cheating

Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices such as calculators, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; or copying reports, laboratory work or computer programs or files from other students.

B. Falsification / fabrication

The invention or unauthorized alteration of any information or citation in an academic exercise. Examples of fabrication include inventing or counterfeiting data or research procedures to give the appearance of results being achieved from procedures that were not undertaken. Examples of falsification include the false citation of a source of information; altering the record of, or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; or altering a returned examination paper and seeking a better grade.

C. Tampering

Interfering with, altering or attempting to alter university records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written

document to change or affect the grade recorded for a student; forging the signature of a university official on a drop/add sheet or other official university record; erasing or altering records or information of a student; unauthorized access to a university record by computer or unauthorized entry into an office or file; or obtaining information from the university without proper authorization.

D. Plagiarism

This is presenting the work of another as one's own without proper acknowledgment. Examples of plagiarism include submitting as one's own work the work of another student, ghost writer or commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; or using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

E. Facilitating academic misconduct

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

F. Multiple Submission

Submitting the same paper or oral report for credit in two courses without the instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.

G. Other Academic Misconduct

Other examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration is not authorized or will not be reported; or taking an examination or test for another student or signing a false name on an academic exercise.

300.45 SANCTIONS

The following sanctions may be imposed for academic misconduct. The instructor imposed sanctions are limited to items A through E. Items F through I may be imposed as a result of repeated or recurrent offenses and formal investigation and ruling by the Associate Dean of Student Services:

- A. oral reprimand;
- B. written reprimand;
- C. an assignment to repeat the work or an alternate assignment;
- D. a lower or failing grade on the particular assignment or test;
- E. a lower grade or failing grade in the course;
- F. removal of the student from the course in progress;
- G. removal of the student from a major, or program;
- H. withdrawal of degree or academic credit previously bestowed; and
- I. any sanction that may be imposed for violation of the Student Conduct Code (reference 300.70), including disciplinary probation, suspension or expulsion from the College.

300.46 DISRUPTIVE STUDENT

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that results in disruption of a class may be directed by the instructor to leave the class for the remainder of the class period. The term "prohibited acts" includes behavior prohibited by the instructor, including but not limited to, smoking in the classroom, persistently speaking without being recognized or called upon,

refusing to be seated, and disrupting the class by leaving and entering the room without authorization.

Longer suspensions from a class or dismissal from a course on disciplinary grounds must be preceded by a charge of a violation of the Student Conduct Code and by an investigation by the Associate Dean of Student Services as set forth in Section 300.80 of the Student Conduct Code, if requested by the student or the instructor. A student dismissed from a class as the result of a Student Conduct Code violation will be assigned a grade of F (Failing). The student may register to re-take the course at a later date in accordance with existing College policy. It must be emphasized this provision is not designed to be used as a means to punish classroom dissent. The expression of disagreement with the instructor or classmates is not in itself disruptive behavior.

300.50 ACADEMIC MISCONDUCT PROCEDURES

300.51 INSTRUCTOR IMPOSED ACADEMIC SANCTIONS

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

300.51a Informal Meeting

The instructor should personally and privately advise the student that there is reason to believe that the student has committed an act that constitutes academic misconduct. The student should be allowed a reasonable opportunity to respond or explain. If, after hearing the student's response (if any is provided), the instructor continues to believe the student engaged in academic misconduct, he or she will inform the student in writing of his or her determination and of any intended sanction(s). An instructor is limited to imposing sanctions A through E of Section 300.45. The instructor will prepare the Academic Misconduct Notification and submit copies to the student, the Division Director, the Associate Dean of Student Services, and the Associate Dean of Academic Affairs. The instructor has the right to request the student not be allowed to drop the class in question through the Associate Dean of Student Services. The Academic Misconduct Notification form shall be kept by the Associate Dean of Student Services' Office for five years from the date of receipt of the Notification Form.

300.52 ADDITIONAL SANCTIONS UNDER STUDENT CONDUCT CODE

300.52a Referral by Instructor

In addition to the imposition of the academic sanctions, an instructor may request in writing the Associate Dean of Student Services sanction the student for violation of the Student Conduct Code pursuant to Section 300.70. If the student is found in violation of the Student Conduct Code, sanctions F-I of Section 300.45 may be imposed in addition to the academic sanctions.

300.52b Recurrence of Academic Misconduct

A student who has been sanctioned by instructors more than once at Great Falls College will be charged with a violation of the Student Conduct Code (Section 300.70) and will be subject to additional disciplinary sanctions through the Associate Dean of Student Services.

300.53 APPEAL OF INSTRUCTOR-IMPOSED ACADEMIC SANCTIONS

300.53a Right to Appeal

A student who receives an Academic Misconduct Notification under Section 300.50 may appeal the instructor's determination that academic misconduct occurred using the procedure outlined below. This appeal must be based on one of the following:

- The consequences imposed are unnecessarily harsh; and/or
- The Academic Misconduct charge is incorrect.

300.53b Instructor-Imposed Academic Misconduct Sanction Appeal Procedure
A. Division Director Review

The student may present a formal appeal in writing to the instructor's Division Director no later than ten (10) business days after the student's receipt of the Academic Misconduct Notification. The student must provide evidence the instructor's determination of academic misconduct was incorrect or the

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consequences imposed were too harsh, and state the precise relief sought by the student. The student may attach copies of any relevant documents. The student shall send a copy of the appeal to the instructor and the Associate Dean of Student Services.

The instructor shall have ten (10) business days to respond in writing to the Division Director after receipt of the appeal. The instructor shall present his/her evidence the charged student committed academic misconduct. The Division Director shall send a copy of the instructor's response to the student and the Associate Dean of Student Services.

The Division Director will receive and review all evidence, interview each party, if possible, and other relevant individuals, and render a written decision with recommendations as to resolution within ten (10) business days of receipt of the instructor's response. The Division Director shall send a copy of his/her decision to the student, the instructor, and the Associate Dean of Student Services. If the appeal is not concluded within this time, the student may carry it forward to the Associate Dean of Academic Affairs for resolution. Timeframes may be altered to fit the situation, but must be agreed upon ahead of time.

B. Associate Dean of Academic Affairs' Review

Either party may appeal the Division Director's decision in writing to the Associate Dean of Academic Affairs, with copies to the instructor, student, the Division Director. Such appeal must be filed within five (5) business days of receipt of the Division Director's determination. The Associate Dean of Academic Affairs will submit a written decision to the student, instructor, the Division Director and the Associate Dean of Student Services' Office within ten (10) business days of receipt of the appeal.

C. CEO/Dean Review

Either party may appeal the Associate Dean of Academic Affairs' decision in writing to the CEO/Dean of the College, with copies to the instructor, student, Division Director, Associate Dean of Academic Affairs, and the Associate Dean of Student Services. Such appeal must be filed within five (5) business days of receipt of the Associate Dean's determination. The CEO/Dean will submit a written decision to the student, instructor, Division Director, Associate Dean of Academic Affairs, and the Associate Dean of Student Services' Offices within ten (10) business days of receipt of the appeal. The decision of the CEO/Dean is the final decision of the College in the matter.

300.53c Grade Pending Resolution

If the student's appeal of the instructor's academic misconduct determination has not been resolved before the instructor submits final grades in the course, an incomplete grade ("I") will be assigned until the matter is concluded. A grade assigned before the instructor's knowledge of academic misconduct may be changed after it was assigned if the grade was obtained through academic misconduct or by fraud.

300.53d Appeal of Additional Sanctions/Multiple Violations

Sanctions imposed by the Associate Dean of Student Services pursuant to Section 300.45 may be appealed in accordance with the provisions of the Student Conduct Code Section 300.70.

300.60 STUDENT ACADEMIC GRIEVANCE PROCEDURES

300.61 INTRODUCTION

Students who disagree with an academic decision made by an instructor or administrator, including the assignment of grades or decisions about program or degree requirements or eligibility, should first attempt to resolve the situation informally with a meeting with the instructor or administrator. If an attempt at informal resolution fails, the student may file a grievance under these procedures.

300.62 ACADEMIC DECISIONS REVIEWED

These procedures are available only to review allegedly unfair academic decisions and not mere differences of opinion regarding the professional judgment of the instructor in evaluating a student's work or making an academic decision. The academic decision, including the assignment of a

grade, will be considered unfair if the decision is made:

- A. on some basis other than performance in the course and/or compliance with course assignments and requirements;
- B. by more exacting or demanding standards than were applied to other students in the same section;
- C. by a substantial departure from the instructor's, division's, or College's announced standards as articulated in the course syllabus, catalog descriptions and/or other written materials.

300.63 STUDENT ACADEMIC GRIEVANCES

A student who wishes to grieve an academic decision must proceed as follows:

300.63a Informal Meeting

The student should attempt to informally resolve the matter directly with the instructor or administrator through a personal conference as soon as possible after the academic decision is known.

300.63b Division Director Review

If the student and instructor cannot reach a mutually satisfactory resolution to the problem informally, the student may file a formal grievance. The grievance must be presented in writing to the instructor's Division Director no later than the fifteenth (15th) day of college instruction of the following term. The student must describe the grievance, the date(s) of occurrence, why the student believes the decision was unfair, the student's attempts to resolve the grievance informally and the precise relief sought by the student. The student may attach copies of any relevant documents.

The student shall send a copy of the grievance to the instructor. The instructor shall have ten (10) business days to respond in writing to the student and Division Director after receipt of the grievance.

Once a student files a grievance, he/she will be assigned an incomplete grade ("I") until the matter is concluded. A grade assigned before the filing of the grievance may be changed by the Associate Dean of Academic Affairs, if, after the grievance procedures have been completed, the grade is found to be unfair or otherwise improper.

The Division Director will receive and review all evidence, interview each party, if possible, and render a written decision to the student and the instructor with recommendations as to resolution within ten (10) business days of receipt of the instructor's response. If the grievance is not concluded within this time, the student may carry it forward to the Associate Dean of Academic Affairs for resolution. Timeframes may be altered to fit the situation, but must be agreed upon ahead of time.

300.63c Associate Dean of Academic Affairs' Review

Either party may appeal the Division Director's decision in writing to the Associate Dean of Academic Affairs, with copies to the instructor, student and the Division Director. Such appeal will be filed within five (5) business days of receipt of the Division Director's determination. The Associate Dean of Academic Affairs will submit a written decision to the student, instructor, and the Division Director within ten (10) business days of receipt of the appeal.

300.63d CEO/Dean Review

Either party may appeal the Associate Dean of Academic Affairs' decision in writing to the CEO/Dean of the College, with copies to the instructor, student, the Division Director, and the Associate Dean of Academic Affairs. Such appeal will be filed within five (5) business days of receipt of the Associate Dean of Academic Affairs' determination. The CEO/Dean will submit a written decision to the student, instructor, the Division Director, and the Associate Dean of Academic Affairs within ten (10) business days of receipt of the appeal. The decision of the CEO/Dean is the final decision of the College in academic grievances.

STUDENT CONDUCT CODE

NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, SEE SECTIONS 300.90-300.98.

300.70 CONDUCT EXPECTATIONS

Great Falls College MSU expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary action.

300.71 STUDENT CONDUCT JUDICIAL AUTHORITY AND JURISDICTION

A. Student Conduct violations which occur on College-owned or College-controlled property or at College-sponsored events are subject to College disciplinary jurisdiction. The College may also apply this code to student conduct, regardless of where it occurs, which adversely impacts or affects the overall mission, programs, and functions of the College or the health and safety of members of the College community.

B. Students who commit offenses against the laws of the city, state or United States are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. College disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings or investigations and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of law, the College will neither request nor agree to special consideration for the student solely because of his or her status as a student.

300.72 PROSCRIBED STUDENT CONDUCT

Any student found to have committed a violation of the student conduct code is subject to disciplinary sanctions outlined in Section 300.45. The following offenses constitute violations of the Student Conduct Code and can lead to serious disciplinary action, including suspension or expulsion from the College.

300.72a ACTS OF DISHONESTY

Acts of dishonesty include but are not limited to:

A. Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. (Refer to Academic Misconduct Procedures, 300.50 for additional definitions);

B. Knowingly furnishing false information to any College official, faculty member or office;

C. Forgery, alteration or misuse of College documents, records, instruments of identification, computer programs or accounts.

300.72b STALKING, HARASSMENT AND HAZING

A. Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the stalked person or harassing, threatening, or intimidating the stalked person, in person or by mail, by electronic communication or any other action, device, or method.

B. Harassment includes but is not limited to verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:

1. is threatening or carries with it the intention to do bodily harm;
2. is unwelcome and unwanted behavior of a sexual nature that is severe, persistent or pervasive;

3. is harassment or discrimination of a person on the basis of gender; or
4. disrupts or undermines a person's exercise of his/her responsibilities as a student, faculty or staff member including unreasonably interfering with a person's educational or work performance.

C. Hazing includes but is not limited to any conduct or method of initiation, admission or condition of continued membership in any student organization which:

1. endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or
2. destroys, vandalizes or removes public or private property.

300.72c ASSAULT

A. Physical assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.

NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, SEE SECTIONS 300.90-300.98.

300.72d ALCOHOL AND DRUG OFFENSES

A. Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or College policy.

B. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Great Falls College MSU except as expressly permitted by law or College policy.

300.72e FIREARMS, EXPLOSIVES AND WEAPONS OFFENSES

Illegal or unauthorized possession or use of firearms, explosives, weapons or dangerous chemicals on College premises, including:

- A. carrying a concealed weapon and/or firearm;
- B. discharging firearms on campus;
- C. possessing firearms or ammunition on campus; and/or
- D. possessing dangerous chemicals on campus, except as authorized by law and by College policy.

300.72f ILLEGAL AND DISRUPTIVE CONDUCT

A. Violation of federal, state or local law on College premises or at College sponsored activities; violation of published College policies, rules or regulations;

B. Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the College, including but not limited to:

1. Violence or threat of violence against self or any member or guest of the College community;
2. Interference with the freedom of movement of any member or guest of the College;
3. Interference with the rights of others to enter, use or leave any College facility, service or activity;
4. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures or other College activities, or of other authorized activities on College premises;
5. Use of public address systems on the campus outside of College buildings except with permission of the Office of Student Services;
6. Failure to comply with directions of law enforcement officers, security personnel and College officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested;
7. Failure to comply with any authorized Student Conduct Code sanction(s)/condition(s); and/or
8. Trespassing or unauthorized entry into College buildings or property.

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300.72g THEFT/MISUSE OF PROPERTY

- A. Theft, attempted theft, unauthorized possession, use, or removal of College property or the property of any member of the College community.
- B. Defacing, tampering, damaging or destroying College property or the property of any member of the College community.
- C. Unauthorized presence in or use of College grounds, facilities, or property.
- D. Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
 1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 2. Unauthorized transfer of a file;
 3. Unauthorized use of another individual's identification or password;
 4. Use of computing facilities to interfere with the work of another student, faculty member or College official;
 5. Use of computing facilities to send harassing or abusive messages;
 6. Use of computing facilities to interfere with the normal operation of the computing system;
 7. Unauthorized use of computer resources, or the unauthorized use or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems, unauthorized access or copying of data or software, attempts to release data, text, files or software in violation of copyright protection and the condoning, approving, or directing of unauthorized use or copying;
 8. Unlawful downloading and distribution of copyrighted digital media via peer-to-peer (P2P) file sharing applications including, but not limited to video (movies) and sound (music) files;
 9. Attempts to circumvent or defeat any University owned system firewall or any other mechanism put in place to manage the network; and/or
 10. Failure to abide by or comply with Great Falls College Information Technology Policies 701.1-705.1. and/or

300.80 STUDENT CONDUCT PROCEDURES

NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, SEE SECTIONS 300.90-300.98.

300.81 FILING OF A STUDENT CONDUCT CODE VIOLATION GRIEVANCE

On its own initiative or at the request of any student, faculty or staff member, the College, through the Associate Dean of Student Services' Office, may file appropriate accusations/complaints of misconduct against a student.

- A. Charges should be filed no later than four (4) months after the alleged violation of the Student Conduct Code, unless good cause is shown to justify the delay. When complaints are referred to the Associate Dean of Student Services for resolution, a preliminary investigation of the allegations will be conducted within (30) business days from the date the complaints were filed, unless good cause can be shown for delay.
- B. If a student has withdrawn or withdraws from the College after complaints have been filed, the College may:
 1. place a hold on the student's academic record and notify the student that disciplinary action will be initiated before the student's re-enrollment in the College; or
 2. proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.
- C. The Associate Dean of Student Services may order College administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc., be withheld to compel students accused of violation(s) of the Student Conduct Code to meet with the Associate Dean of Student Services as necessary to properly investigate the alleged violation(s). Unless otherwise ordered by the Associate Dean of Student Services, when the preliminary investigation indicates the need for a full investigation, all services will be withheld pending the outcome of the formal investigation, and any resulting sanctions and appeals.

300.82 PRE-INVESTIGATION PROCEDURES

Upon filing a complaint, the College may conduct a preliminary investigation and an informal meeting with the accused student(s) to discuss the nature of and responsibility for an alleged offense.

- A. The College shall notify the charged student(s) of the preliminary investigation and informal meeting of the complaint on file.
- B. The College staff member conducting the preliminary investigation may withdraw any charge determined to be without basis. The person who filed the complaint initially may appeal this decision under the appeal processes set forth in Section 300.53.
- C. After the conclusion of the preliminary investigation, an Administrative Agreement can be proposed between the Associate Dean of Student Services and the accused student(s) if the facts and any sanction(s) which may be imposed can be agreed upon. The Administrative Agreement will be prepared and signed by both the student and the Associate Dean of Student Services. By signing the Administrative Agreement, the student waives the right to any appeal and agrees to accept the sanction(s).
- D. If an Administrative Agreement is not signed within five (5) business days following the preliminary investigation, the matter shall be referred for formal investigation.

300.83 NOTICE

In the event of a formal investigation, the accused student shall be notified within three (3) business days that a formal investigation is being conducted. Such notice shall be in writing and shall include the following:

- A. The specific complaint(s) citing the College policies or regulation(s) allegedly violated.
- B. A description of the alleged violation(s), including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the complaints are based.
- C. The timeline expected for the conduct and conclusion of the investigation, and decision to be made as a result of the investigation.
- D. The procedures to be followed in communication with both parties of the complaint (complainant and respondent).

300.84 FORMAL INVESTIGATION PROCEDURES

- A. The formal investigation will be conducted either by the Associate Dean of Student Services or designee, and when an employee is also involved in the complaint, the Executive Director of Human Resources. This investigation will be concluded within thirty (30) days of the date the matter was referred for formal investigation, unless there is good cause for delay.
- B. The Investigator(s) will identify all policies that apply to the situation, identify all witnesses and other persons to be interviewed in order to understand the matter fully.
- C. Interview of Complainant and Respondent. Both the Complainant and Respondent should be interviewed as part of the investigation, and given the opportunity to review the notes from their own interviews for accuracy. Legal counselors or advisors, if present, are not allowed to directly question the Investigator, and instead must confine their comments to their client only.
- D. The Investigator(s) will present his/her findings regarding any violation of policy or Student Conduct Code, and recommendation for addressing of the findings to the designated College official acting in the matter. The designated College official shall, within five (5) business days after receiving the findings and recommendations of the Investigator, determine what sanction(s), if any, will be imposed. The official shall send a copy of the decision and the sanction to be imposed to the Respondent and the Complainant.
- E. The decision of the designated College official and the sanctions imposed may be appealed to the CEO/Dean as set forth in Section 300.86.

300.85 SANCTIONS

- A. Individual Sanctions: In recommending or determining a sanction, a designated College official may consider the student's present and past disciplinary record, the nature of the offense, the severity of any damage,

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injury, or harm resulting therefrom, and other factors relevant to the matter. If the student is found to have violated the Student Conduct Code, the responsible College official may impose one or more of the following sanctions:

1. Expulsion

Permanent separation of the student from the College. The student may also be barred from College premises.

2. Suspension

Separation of the student from the College for a specified period of time, but not less than the remainder of the semester. The student shall not participate in any College sponsored activity and may be barred from College premises.

3. Conduct Probation/Suspension Warning

A status which is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period.

4. Disciplinary Reprimand

A formal reprimand, which may be imposed either in verbal or written form, a written reprimand for violation of the Student Conduct Code and a warning that further misconduct may result in more severe disciplinary action.

5. Restitution

Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

6. Other Sanctions

Other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, restrictions, loss of privileges, withholding registration, limitation of access to College property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.

B. Group Sanctions – The following sanctions may be imposed upon student groups or organizations registered with the College:

1. Those sanctions listed in subparagraphs 3, 4, 5 and 6 of Section 300.85 above.

2. Deactivation - Loss of all privileges, including College recognition or registration or a specified period of time.

300.86 APPEALS

A. The Respondent may appeal the decision of the designated College official following a formal investigation by delivering a letter of appeal to the CEO/Dean within five (5) business days of the student's receipt of the official's decision.

The letter of appeal shall specifically allege and factually support one or more of the following grounds:

1. The student's rights as set forth in this procedure were violated (i.e., there was an error in the procedure or the interpretation of the Student Conduct Code which substantially affected the decision);

2. The student has discovered new evidence, not previously available, which would have materially affected the decision; or

3. The sanctions imposed are not appropriate given the nature of the violation.

B. If a sufficient claim is presented under one or more of the specified grounds, the CEO/Dean shall request a copy of the record of the formal investigation. Within fifteen (15) business days from receipt of the record, the CEO/Dean shall review the entire record and render a written decision. The CEO/Dean may remand the case to the Investigator for further findings of fact or clarification. The decision of the CEO/Dean shall be based on the record only and is the final decision of the College. A copy of the decision shall be sent to the Respondent, the Complainant and included in the record, which shall be returned to the Associate Dean of Student Services' office for official record keeping. Grades will be withheld until the appeal has been decided.

300.87 INTERIM RESTRICTIONS

A. The CEO/Dean or the Associate Dean of Student Services or their designee may impose interim restrictions or College suspension upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the

student's conduct poses an imminent and substantial threat of injury to or interference with persons or property.

B. Interim restrictions may include, but are not limited to, the following:

1. College suspension;

2. Limitation of access to College facilities, or College property in general;

3. Restriction of communication with named individuals or groups within the College community; and/or

4. The requirement to secure advance authorization to engage in a specified activity and/or professional evaluation, intervention and/or treatment.

C. The College official imposing the interim restrictions shall notify the student in writing of the restrictions imposed and shall schedule a meeting with the student to be held within two (2) business days after the imposition of the interim restrictions. If the student is unable to attend for good cause, the meeting will be held as soon as the student is able to attend.

1. At the meeting, the student shall be informed of the basis of the allegations that led to the imposition of the Interim Restrictions and shall be offered the opportunity to explain his/her position regarding the charges and the imposition of the Interim Restrictions. If, after hearing the student's position, the College official believes the imposition of the Interim Restrictions was made in error or is too restrictive, he/she may rescind or modify the restrictions. Otherwise, the restrictions shall continue until the decision is rendered in the disciplinary proceedings.

2. The time limitations set forth in this section may be expanded upon the consent of the Complainant and by the College official.

300.88 RECORDS AND CONFIDENTIALITY

A. The Associate Dean of Student Services' Office shall maintain disciplinary records, which shall include, but not be limited to, the student's name and related identifying information, applicable Student Conduct Code section(s), parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to Investigators and designated officials to assist in recommendation of an appropriate sanction, and to other College personnel who require such information to fulfill their official duties.

B. Students may arrange to review their own disciplinary records and related information by contacting the Associate Dean of Student Services' Office.

C. Except as provided elsewhere in this Code and/or as required by law, the College shall not communicate a student's disciplinary record to any person or agency without the prior written consent of the student or, when the student is a minor, the student's parents or legal guardian.

D. Disciplinary records shall be maintained for seven (7) years from the last recorded entry, and then destroyed.

300.90 TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES

300.91 INTRODUCTION

Students at Great Falls College Montana State University have the right to live and learn in an academic environment that is free from all forms of sexual harassment, sexual misconduct, and/or sexual assault. Student(s) accused of committing sexual harassment, sexual misconduct, and/or sexual assault will be addressed by the Associate Dean of Student Services' office, acting as Title IX Coordinator; or an appointed Deputy Title IX Coordinator.

A. Great Falls College MSU has designated the Associate Dean of Student Services and the Executive Director of Human Resources and Affirmative Action as Title IX Coordinators for matters related to sexual misconduct, sexual harassment and/or sexual assault, and to coordinate and monitor

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efforts to comply with Title IX of Education Amendments of 1972. The Title IX Coordinators may appoint a Deputy Title IX Coordinator(s) to conduct investigations or so they may conduct investigations of allegations of Student Conduct Code violations involving sexual harassment, sexual misconduct and/or sexual assault.

B. Any Great Falls College MSU employee informed of an allegation of sexual violence and/or assault involving a student must promptly notify the Title IX Coordinator(s). Campus employees serving in certain professional roles which enjoy a statutory privilege are not required to disclose information which is privileged under Montana law (e.g., medical providers, licensed professional counselors, rape crisis counselors). Therefore, to the extent that these employees receive information in connection with the performance of their professional responsibilities, they are not required to report unless otherwise required to do so by law.

C. Great Falls College MSU prohibits retaliation against any person for reporting concerns, or filing, testifying, assisting or participating in any manner in investigations or proceedings involving allegations of sexual harassment, sexual misconduct, and/or sexual assault. Any person who violates the policy will be subject to discipline.

D. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinators: the Associate Dean of Student Services and/or the Executive Director of Human Resources. Inquiries may also be referred to the Office for Civil Rights, Department of Education: Telephone: 800-421-3481; FAX: 202-453-6012; TDD: 877-521-2172 or Email: OCR@ed.gov.

E. Reports to Law Enforcement:

1. Reports of Title IX crimes may be filed by the Complainant with law enforcement with or without the assistance of the Title IX Coordinator(s), or Deputy Title IX Coordinator(s). The Title IX Coordinator(s), or Deputy Title IX Coordinator(s), will assist any complainant wishing to file a report with law enforcement. The Title IX Coordinator(s), or Deputy Title IX Coordinator(s), will report complaints of sexual assault and/or violence to law enforcement agencies when requested to do so by an alleged victim.

2. The Title IX Coordinator(s), or Deputy Title IX Coordinator(s), in consultation with appropriate campus officials, shall analyze each report of sexual violence to determine if a health or safety emergency, as defined by state and federal law, warrants disclosure of information relating to the complaint. In such cases, information relating to the complaint will be disclosed to the appropriate persons, including law enforcement personnel.

3. The College Title IX Coordinator(s), or Deputy Title IX Coordinator(s), may disclose the facts and nature of a sexual assault to local law enforcement officials.

4. Timely warnings or emergency notifications issued under the Clery Act related to sexual violence shall also be sent to local law enforcement agencies.

F. Confidentiality of Alleged Victim:

Student confidentiality will be respected to the extent possible. Even if the alleged victim requests confidentiality or asks that the complaint not be pursued, Great Falls College MSU is required by law to:

1. take all reasonable steps to investigate and respond to the complaint to the extent possible consistent with the alleged victim's wishes;

2. notify the alleged victim that the failure of the alleged victim to pursue a complaint may limit Great Falls College MSU's ability to fully address the matter; and

3. report the incident or assault to local law enforcement authorities if a health or safety emergency as defined by state or federal law is found by the College to require such reporting.

300.92 – DEFINITIONS

Sexual Harassment, according to the EEOC Guidelines on Sexual Harassment, Civil Rights Act of 1991:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

And further:

A. SEXUAL HARASSMENT

1. Sexual Harassment includes but is not limited to verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:

a. is unwelcome and unwanted behavior of a sexual nature that is severe, persistent or pervasive;

b. is harassment or discrimination of a person on the basis of gender; or

c. disrupts or undermines a person's exercise of his/her responsibilities as a student, faculty or staff member including unreasonably interfering with a person's educational or work performance.

B. SEXUAL MISCONDUCT

1. Sexual misconduct is any non-consensual physical contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior(s) or attempted behavior(s) that may be grounds for student conduct action under College policy. Prohibited conduct under Sexual Misconduct includes, but is not limited to:

- Non Consensual Contact:

Any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman, without consent.

C. SEXUAL ASSAULT

1. Sexual Assault includes any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman, without consent and includes:

- Non Consensual Intercourse:

Any sexual intercourse (anal, oral or vaginal), however slight, with any object by a man or woman upon a man or woman, without consent.

- Forced Sexual Intercourse:

o Unwilling or nonconsensual sexual penetration (anal, oral or vaginal) with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition of which the perpetrator was aware or should have been aware.

o Sexual activity includes: intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or anal and oral copulation (mouth to genital contact or genital to mouth contact).

- Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. An individual incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent.

- Sexual Exploitation

Occurs when a student takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- o Relationship violence (intimate relationship violence or domestic abuse)
- o Prostituting another student
- o Nonconsensual video or audio taping of sexual activity
- o Going beyond the boundaries of consent (such as letting friends hide in the closet to watch sexual intercourse)
- o Engaging in voyeurism
- o Knowingly transmitting an STD or HIV to another person.

300.93 PROCEDURES FOR FILING OF GRIEVANCES OR COMPLAINTS REGARDING TITLE IX ACTS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT

A. FILING OF A TITLE IX GRIEVANCE/COMPLAINT

1. On its own initiative or at the request of any student, faculty or staff member, the College, through the Associate Dean of Student Services' Office, or the Executive Director of Human Resources, acting in the capacity of Title IX Coordinator(s), or an appointed Deputy Title IX Coordinator(s) may file appropriate accusations/complaints of sexual harassment, sexual misconduct and/or sexual assault against a student.

2. Title IX Offense Grievances/Complaints should be made in writing no later than four months after the alleged violation, unless good cause is shown to justify the delay. In no event should complaints be filed more than one year from the date of the Title IX offense or the determination of the identity of the person believed to have violated Title IX. When complaints are referred to the Associate Dean of Student Services, or appointed Deputy Title IX Coordinator(s), for resolution, a preliminary investigation of the allegations will be conducted within (30) business days from the date the complaints were filed, unless good cause can be shown for delay.

3. If an accused student has withdrawn or withdraws from the College after complaints have been filed, the College may:

- a. place a hold on the student's academic record and notify the student that disciplinary action will be initiated before the student's re-enrollment in the College; or
- b. proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.

4. The Associate Dean of Student Services, acting in the capacity of Title IX Coordinator, or appointed Deputy Title IX Coordinator(s), may order College administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc., be withheld to compel students accused of violation(s) of Title IX to meet with the Associate Dean of Student Services, or appointed Deputy Title IX Coordinator(s), as necessary to properly investigate the alleged violation(s). Unless otherwise ordered by the Associate Dean of Student Services, or appointed Deputy Title IX Coordinator(s), when the preliminary investigation indicates the need for a full investigation, all services will be withheld pending the outcome of the formal investigation, and any resulting sanctions and appeals.

B. PRELIMINARY INVESTIGATION PROCEDURES

1. Upon filing of a Title IX grievance/complaint, the complaint will be promptly investigated by the College to determine what occurred. The parties have the right to an adequate, reliable and impartial investigation of the complaint, the right to an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes.

2. The College will conduct a preliminary investigation. The complainant will be advised of the options available to him/her to pursue the complaint, including the opportunity to report incidents to law enforcement.

3. In the case of Title IX grievances/complaints, mediation between the accused student(s) and the complainant is not used. Separate informal conferences shall be conducted with the accused student(s) and the complainant prior to a formal investigation.

4. Upon receiving a complaint of sexual harassment, sexual misconduct or sexual violence, the Associate Dean of Student Services, or appointed Deputy Title IX Coordinator(s), may take additional corrective actions, such as providing an escort to ensure the complainant can move safely between classes and activities, and arranging for the complainant to re-take a course or withdraw from a class without penalty or adversely affecting the complainant's academic record. The complainant will be encouraged to seek additional support services from community resources that may be available, including, but not limited to filing a complaint with law enforcement.

5. The College shall notify the charged student(s) and the complainant(s) that a preliminary investigation will be conducted.

6. The Associate Dean of Student Services, or appointed Deputy Title IX Coordinator(s), conducting the preliminary investigation may withdraw any charge determined to be without basis. The person who filed the complaint initially may appeal this decision under the appeal processes set forth in Section 300.97.

C. After the conclusion of the preliminary investigation, an Administrative Agreement can be proposed between the Associate Dean of Student Services and the accused student(s) if the facts and any sanction(s) which may be imposed can be agreed upon. The Administrative Agreement will be prepared and signed by both the student and the Associate Dean of Student Services. By signing the Administrative Agreement, the student waives the right to any appeal and agrees to accept the sanction(s).

D. If an Administrative Agreement is not signed within five (5) business days following the preliminary investigation, the matter shall be referred for formal investigation.

E. Both the accused student(s) and the complainant will be notified in writing about the outcome of the complaint, including whether the determination was made that sexual harassment or violence occurred and, in accordance with federal and state privacy laws, the sanction imposed.

300.94 NOTICE

In the event of a formal investigation, the accused student shall be notified within three (3) business days that a formal investigation is being conducted. Such notice shall be in writing and shall include the following:

A. The specific Title IX complaint(s) citing the College policies or regulation(s) allegedly violated.

STUDENT CONDUCT, GRIEVANCE AND TITLE IX

B. A description of the alleged violation(s), including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the complaints are based.

C. The timeline expected for conducting and concluding the investigation, and the decision to be made as a result of the investigation.

D. The procedures to be followed to communicate with both parties of the complaint (complainant and respondent).

300.95 FORMAL INVESTIGATION PROCEDURES

A. The Formal Investigation may be conducted by the Associate Dean of Student Services and the Executive Director of Human Resources, as the Title IX Coordinators, or other appropriate person(s) appointed by the Title IX Coordinators. If the Coordinators conduct the formal investigation, they will appoint a Deputy Coordinator to oversee the formal process. All efforts will be made to ensure the investigation will be concluded within thirty (30) days of the date the matter was referred for formal investigation. The time needed to complete an investigation will vary depending on the complexity of the investigation and the severity and extent of the alleged offense(s). If additional time to complete the investigation is required, notice shall be made in writing to all parties. If the investigation exceeds thirty (30) days, the parties will be provided with a status update after approximately thirty (30) days.

B. All parties will be notified of (a) the time frame within which the College will conduct a full investigation of the complaint; (b) the outcome of the complaint; and (c) the right to file an appeal if applicable.

C. The Investigator(s) will identify all Title IX policies and law that apply to the situation, identify witnesses and other persons to be interviewed to determine what occurred and whether there was a violation of the policy.

D. Legal counselors or advisors may be present during the interview of their client. If present, the legal counselors or advisors are not allowed to directly question the Investigator, and instead must confine their comments to their client only.

E. A preponderance of the evidence standard will be used to decide Title IX complaints (i.e., it is more likely than not that sexual harassment, sexual misconduct or sexual assault occurred).

F. Investigator(s) will present his/her findings regarding any violation of the College's Title IX policies, and recommendation for addressing of the findings to the designated College official, acting as Title IX Coordinator, in the matter. The designated College official shall, within five (5) business days after receiving the findings and recommendations of the Investigator, determine what sanction(s), if any, will be imposed. The official shall send a copy of the decision and the sanction to be imposed to the Complainant and the Respondent.

G. The decision of the designated College official and the sanctions imposed may be appealed to the CEO/Dean as set forth in Section 300.97.

300.96 SANCTIONS

A. Individual Sanctions: In recommending or determining a sanction, a designated College official may consider the student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting therefrom, and other factors relevant to the matter. If the student is found to have violated the College's Title IX policies, the responsible College official may impose one or more of the following sanctions:

1. Expulsion

Permanent separation of the student from the College. The student may also be barred from College premises.

2. Suspension

Separation of the student from the College for a specified period of time, but not less than the remainder of the semester. The student shall not participate in any College sponsored activity and may be barred from College premises.

3. Conduct Probation/Suspension Warning

A status which is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the College's Title IX policies.

4. Disciplinary Reprimand

A formal reprimand, which may be imposed either in verbal or written form, for violation of the College's Title IX policies and a warning that further misconduct may result in more severe disciplinary action.

5. Restitution

Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

6. Other Sanctions

Other sanctions may be imposed instead of or in addition to these specified above, such as work requirements, restrictions, loss of privileges, withholding registration, limitation of access to College property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.

B. Group Sanctions – The following sanctions may be imposed upon student groups or organizations registered with the College:

1. Those sanctions listed in subparagraphs 3, 4, 5 and 6 of Section 300.96 above.

2. Deactivation - Loss of all privileges, including College recognition or registration or a specified period of time.

300.97 APPEALS

A. The Respondent or the Complainant may appeal the decision of the designated College official following a formal investigation by delivering a letter of appeal to the CEO/Dean within five (5) business days of the student's receipt of the official's decision.

B. The CEO/Dean must consult with the Title IX Coordinator(s) before making a decision regarding an appeal.

C. The letter of appeal shall specifically allege and factually support one or more of the following grounds:

1. The student's rights as set forth in this procedure were violated (i.e., there was an error in the procedure); or

2. The student has discovered new evidence, not previously available, which would have materially affected the decision.

D. If a sufficient claim is presented under one or more of the specified grounds, the CEO/Dean shall request a copy of the record of the formal investigation. Within fifteen (15) business days from receipt of the record and consultation with the Title IX Coordinator, the CEO/Dean shall review the entire record and render a written decision. The CEO/Dean may remand the case to the Investigator for further findings of fact or clarification. The decision of the CEO/Dean shall be based on the record only and is the final decision of the College. A copy of the decision shall be sent to the Respondent, the Complainant, and included in the record,

STUDENT CONDUCT, GRIEVANCE AND TITLE IX/STUDENT TOOLKIT//YOUR RIGHT TO KNOW

which shall be returned to the Associate Dean of Student Services' office. Grades will be withheld until the appeal has been decided.

300.98 INTERIM RESTRICTIONS

A. The CEO/Dean or the Associate Dean of Student Services or their designee may impose interim restrictions or College suspension upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to or interference with persons or property.

B. Interim restrictions may include, but are not limited to, the following:

1. College suspension;
2. Limitation of access to College facilities, or College property in general;
3. Restriction of communication with named individuals or groups within the College community; or
4. The requirement to secure advance authorization to engage in a specified activity and/or professional evaluation, intervention and/or treatment.

C. The College official imposing the interim restrictions shall notify the student in writing of the restrictions imposed and shall schedule a meeting with the student to be held within two (2) business days after the imposition of the interim restrictions. If the student is unable to attend for good cause, the meeting will be held as soon as the student is able to attend.

1. At the meeting, the student shall be informed of the basis of the allegations that led to the imposition of the Interim Restrictions and shall be offered the opportunity to explain his/her position regarding the charges and the imposition of the Interim Restrictions. If, after hearing the student's position, the College official believes the imposition of the Interim Restrictions was made in error or is too restrictive, he/she may rescind or modify the restrictions. Otherwise, the restrictions shall continue until the decision is rendered in the disciplinary proceedings.

D. The time limitations set forth in this section may be expanded upon the consent of the Complainant by the College official.

Last updated: August, 2012

History:

This policy replaces the following policies effective March 2012: 301.1 – Academic Integrity (Effective February 2007; Revised July 2010); 302.2 – Sexual Harassment Policy; 309.1 – Student Complaints (Revised June 2010); 309.2 – Student Conduct Complaints (Revised June 2010); 309.3 – Student Equal Opportunity Complaints polices (Revised June 2010).

Student Toolkit

[Banner Web/My Info www.msugf.edu](#)

Log into Banner Web, click into the secure area and then on Personal Information and View IDs to find out your D2L Username, Banner ID and your Net ID. Contact Student Central or the eLearning Office to have your Banner PIN reset to your birth date.

MyMSU Portal Governance and Student Email (Policy 703.1 – myMSU Portal Governance and Student Email)

www.msugf.edu/about/PoliciesProcedures/700/703.1_MyMSUPortalGovernance.pdf

MyMSU Portal is the Internet portal for the four MSU campuses. The portal is a service to students and staff that provides a secure single login to various MSU systems and provides customizable access to information through roles and

groups. Roles for Great Falls College MSU include students, faculty and staff. When you log into the MyMSU portal, you will gain centralized access to campus events & announcements, course information, weather, news, important forms, and much more.

Student Email

At Great Falls College MSU you will receive a student email account when you register for classes. If you are having problems, the HelpDesk can assist you. You will need your NetID account number to access your student email account. Please visit mail.msugf.edu to log into your student email account. It is recommended that you check your student email twice weekly to avoid missing important email and announcements.

The email address is the College's official means of sending electronic messages to students. This may include information from instructors, college administration, the Financial Aid office and the Business Office. Financial Aid award letters and official notifications from the Business Office are sent electronically. It is recommended you check your email twice weekly to avoid missing important email and announcements. The email address is the College's official means of sending electronic messages to students. This may include information from instructors, college administration, the Financial Aid office and the Business Office.

Student Identification Card

Each student should obtain a nontransferable identification card. The identification card may be necessary when purchasing books, cashing checks in the Bookstore and using the Library. This ID is available in Student Central. In addition, students can replace a lost identification card in Student Central for \$5.

YOUR RIGHT TO KNOW

www.msugf.edu/YourRightToKnow

You Have a Right to Know:

Regulations promulgated by the United States Department of Education to implement changes made to The Higher Education Act of 1965 (HEA), as amended, by the Higher Education Amendments of 1998 (HEA98), mandate that Great Falls College MSU annually distribute to all current and prospective students a notice of the availability of institutional and financial assistance information required to be disclosed under Title IV of the Higher Education Act amendments, and pursuant to the Family Educational Rights and Privacy Act (FERPA), which governs access to student educational records maintained by educational institutions and the release of information from those records.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires Great Falls College MSU to provide timely warnings of crimes representing a threat to the safety of students or employees and to make public their campus security policies. It also requires crime data be collected, reported, and disseminated to the campus community, and to the Department of Education annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so they can make informed decisions. Such disclosures are permitted under FERPA. The following website provides more information about these and other provisions about campus safety: <http://ope.ed.gov/security/U.S.DepartmentofEducation>. Faculty and staff receive similar notification. All prospective and current students, employees, or the general public may obtain a copy from the Associate Dean of Student Services by requesting it at 406-771-5133.

YOUR RIGHT TO KNOW

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin. The College's Equal Opportunity Officers are the Human Resources Director and the Associate Dean of Student Services, located at 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

Information and Links also Available Through:

www.msugf.edu/IR/ConsumerInformation.html

Wendy Dove

Great Falls College MSU Institutional Researcher

406-771-4399

wendy.dove@msugf.edu

INFORMATION - WHERE TO FIND IT:

www.msugf.edu/YourRightToKnow

Academic Programs, Facilities and Faculty

Current GF College MSU Catalog:

www.msugf.edu/catalog

Professional & Continuing Ed, Outreach:

<http://outreach.msugf.edu/>

Faculty Directory:

www.msugf.edu/catalog/FacAdminStaff.html

Great Falls Campus: 2100 16th Avenue South, Great Falls, MT 59405

For more information contact:

Heidi Pasek

Associate Dean

hpasek@msugf.edu

406-771-4397; and/or

Dennis Devine

Facilities Director

406-771-5140

Link with information on Instructional, Lab, and Other Facilities, including a "Virtual Tour" of campus:

[http://www.ecampustours.com/virtualtours/default.aspx?](http://www.ecampustours.com/virtualtours/default.aspx?FafsaCode=009314&login=false)

[FafsaCode=009314&login=false](http://www.ecampustours.com/virtualtours/default.aspx?FafsaCode=009314&login=false)

Accreditation, Approval and Licensure

www.msugf.edu/about/Accreditation

For more information contact:

Wendy Dove

Executive Director of Institutional Research

wendy.dove@msugf.edu

406-771-4399

Accreditation, Approval and Licensure, continued

Heidi Pasek

Associate Dean

hpasek@msugf.edu

406-771-4397

Campus Safety Reports

Great Falls College MSU's Annual Safety Report is located at www.msugf.edu/securityreport.

For more information contact:

Ed Binkley

Controller

ebinkley@msugf.edu

406-771-4307; and/or

Associate Dean of Student Services

406-771-5133

Disability Services and Facilities for Students

www.msugf.edu/students/DisabilityServices

For more information contact :

Katherine Meier, Director of Disability Services

Phone: 406-771-4311/TTY FAX: 406-771-4342

katherine.meier@msugf.edu

Drug and Alcohol Abuse Prevention Information

Employee Standards of Conduct policy:

http://www.msugf.edu/about/PoliciesProcedures/400/407.1_EmployeeStandardsOfConductFINAL.pdf

Student Conduct Policy:

http://www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_002.pdf

Drug Free Campus Policy:

http://www.msugf.edu/about/PoliciesProcedures/300/303.1_DrugFreeCampus.pdf

For more information contact:

Mary Kay Bonilla

Director of Human Resources (faculty and employees)

mbonilla@msugf.edu

406-771-5123; and

Judy Hay

Associate Dean of Student Services (students)

jhay@msugf.edu

406-771-5133

Resources for Drug and Alcohol Abuse Prevention:

24-Hour Addiction Referral Network..... 800-577-4341

AA Alcohol Rehab & Drug Rehab Treatment Center for

Recovery and 24 Hour Helpline.....406-454-5302

Alcohol & Drug Treatment & Referrals.....800-662-HELP

OR..... 800-729-6686

Alcoholics Anonymous, Al-Anon/Alateen.....406-452-1234

Alcoholics Anonymous – Montana.....888-607-2000

Alcoholics Anonymous Treatment Center,

24 Hour Helpline:..... 800-317-9038

Benefis Addiction Center, Great Falls.....406-455-2367

Drug Abuse Absolute First Call Detox, Rehab

24 Hour Helpline800-311-3069

Gateway Community Services, Great Falls.....406-727-2512

Emergency.....406-450-4937

Gateway, Cut Bank.....406-873-2155

Montana Addictive & Mental Health Disorders

Division, Helena.....800-444-3964

Drug and Alcohol Abuse Prevention Information, continued

Montana Tobacco Quit Line.....	800-QUIT-NOW
or.....	800-784-8669
Narcotics Anonymous 24 Help Line.....	800-990-6262
National Helpline of Problem Gambling.....	800-522-4700
Rocky Mountain Treatment Center.....	406-727-8832
The Salvation Army.....	406-453-0391
Voices of Hope.....	406-268-1330

Emergency Plans and Alerts

IN THE CASE OF PERSONAL INJURY/VIOLATION REQUIRING MEDICAL ATTENTION, EMERGENCY MEDICAL SERVICES (9-1-1) SHOULD BE CALLED FOR ASSISTANCE AND INSTRUCTIONS.
Emergency Plans and Alerts

See Annual campus security report: www.msugf.edu/securityreport

Procedure for immediate notification of the campus community of a significant campus emergency or dangerous situation: Immediate notification: GFCMSU Alert

www.msugf.edu/Alert

email/text/voice

All-call telephone messaging to all employees with phone extensions

GFCMSU Alert: Internet-based sign-on and dissemination

All-Call – designated personnel dial menu '75' extension '5555' press '5' to record an emergency message and send by pressing '79.'

Group call to Crisis Team

Group Call - designated phones have a 'Group Call' button that will dial 10 extensions that include members of the Cabinet and front line staff simultaneously

Email distribution to media

Email distribution lists are held by three people in Community Relations who have the ability to directly email news representatives

For more information, contact: Pam Parsons, Executive Director, Community Relations

pparsons@msugf.edu

406-771-4314

Ed Binkley, Controller

ebinkley@msugf.edu

406-771-4307

Dennis Devine

Director of Facilities Services

406-771-5140

Notification of Larger Community telephone tree to notify all schools of emergency

Member of Local Emergency Preparedness Committee

Member of Disaster Preparedness Subcommittee

Media distribution group

Conduct test of emergency procedures at least annually. Immediate notification system (GFCMSU Alert) is tested monthly

Periodic evacuation drills

Consider special needs of students with disabilities:

Along with audio alarms for evacuation notification, hallways, classrooms and restrooms have lights that flash alerts to those with hearing impairments.

Statement of Current Campus Policies in compliance with 34 CFR §668.46(b)(2); 34 CFR §668.46(b)(4);

See Student Affairs Policy 303.2 – Crime Awareness and Campus Security, www.msugf.edu/about/PoliciesProcedures/300/303_2_CRIME_AWARENESS_AND_CAMPUS_SECURITY_2011.pdf

Emergency Plans and Alerts, continued

and Human Resources Policy 405.4 – Campus Security and Safety www.msugf.edu/about/PoliciesProcedures/400/405_4_Campus_Security_and_Safety_2011_002.pdf

New students are informed of the immediate alert system, [GFCMSU Alert](http://www.msugf.edu/Alert), <http://www.msugf.edu/Alert>, at Orientation prior to each semester and strongly advised to subscribe. The supervisors of new employees receive a checklist of items to stress with their new staff. The list includes signing up for the immediate alert system, GFCMSU Alert.

Alert and evacuation procedures. Emergency Procedures Manuals are posted in all classrooms and offices. Evacuation Maps are also displayed.

The college relies on an annual report from the Great Falls Police Department to provide off-campus crime reports for the physical area around the College. The College's Controller procures this report annually.

www.msugf.edu/securityreport

For more information, contact:

Pam Parsons, Executive Director, Community Relations

pparsons@msugf.edu

406-771-4314

Ed Binkley, Controller

ebinkley@msugf.edu

406-771-4307

Dennis Devine

Director of Facilities Services

406-771-5140

dennis.devine@msugf.edu

Safety of and access to campus: Great Falls College MSU does not have campus residences. We have well lighted parking lots and sidewalks, as well as the exterior façade of the building. Failed lamp bulbs are changed as quickly as possible. Extreme weather conditions are addressed quickly and trash, snow and an occasional abandoned vehicle are removed to ensure the safety of students, staff and faculty.

Security considerations used in the maintenance of campus facilities: Entrances are kept free of foreign objects, landscaping and external aides (garbage cans, benches, tables) are kept at a distance from entry/exits. Entry/exits are well lighted and doors operational, including handicap entry/exits. When security guards are on duty, rounds are made throughout the night of all doors and surrounding areas.

Description of type and frequency of programs designed to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety:

Information is disseminated to students through our website, and in paper brochures available on campus. Employees receive various trainings throughout the year. Recent trainings include, but are not limited to, shooting in the building, emergency radio usage, procedures for a bomb scare, fire safety, first aid training, workplace violence, CPR training, 9-1-1 call procedures, emergency evacuation, lockdown training, shelter in place, zone warden training, zone steward training, Swine Flu updates, emergency disaster drill, emergency training with local agencies, H1N1 update, and cold weather precautions.

YOUR RIGHT TO KNOW

Emergency Plans and Alerts, continued

For more information, contact:

Pam Parsons, Executive Director, Community Relations
pparsons@msugf.edu
406-771-4314

Ed Binkley, Controller
ebinkley@msugf.edu
406-771-4307

Dennis Devine
Director of Facilities Services
406-771-5140

Family Educational Rights & Privacy Act (FERPA)

www.msugf.edu/about/PoliciesProcedures/300/302.3_FERPA.pdf

For more information contact:

Judy Hay
Associate Dean of Student Services
406-771-5133; or
Dena Wagner-Fossen
Registrar
dfossen@msugf.edu
406-771-4312

Financial Aid Programs

Financial Aid Assistance is available:

www.msugf.edu/admissions_records/financialaid

Information regarding our lender list for financial aid and our “code of conduct” regarding lenders: www.msugf.edu/admissions_records/financialaid/pdf/LenderSelectionPolicyDisclosure.pdf

For more information contact:

Leah Habel
Financial Aid Director
lhabel@msugf.edu
406-771-4327

Lobbying

HEOA §119 – Lobbying

Great Falls College MSU consistently follows the federal guidelines.

For more information, contact:

Pam Parsons
Executive Director of, Community Relations
pparsons@msugf.edu
406-771-4314

Refund Policy

Refund Policy:

www.msugf.edu/catalog/Admissions/TuitionAndFeesPolicy.html

NOTE: See Admissions- Tuition and Fees section of the catalog. Refund schedule is adjusted for the shorter summer semester and Great Falls College MSU Outreach classes.

For more information contact:

Dena Wagner-Fossen
Registrar
dfossen@msugf.edu
406-771-4312; and/or
Student Accounts
406-771-5129

Retention, Completion and Graduation Rates

http://www.msugf.edu/IR/StudentInformationPage_1112.pdf

For more information contact:

Wendy Dove
Executive Director of Institutional Research
wendy.dove@msugf.edu
406-771-4399
Dena Wagner-Fossen
Registrar
dfossen@msugf.edu
406-771-4312; and
Courtney Johnsrud
Director of Advising & Career Center
cjohnsrud@msugf.edu
406-771-4387

Student Loans; Terms And Conditions For Deferral or Partial Cancellations

www.msugf.edu/admissions_records/financialaid/Loans.html

For more information contact:

Leah Habel
Financial Aid Director
lhabel@msugf.edu
406-771-4327

Title IV Refund Policy

www.msugf.edu/catalog/FinancialAid/ReturnofTitleIVFunds.html

For more information contact:

Leah Habel
Financial Aid Director
lhabel@msugf.edu
406-771-4327

Tuition and Fees

Cost of Attendance

www.msugf.edu/admissions_records/financialaid/EstimatedCostofAttendance.html

Tuition and Fee Requirements:

www.msugf.edu/admissions_records/TuitionFees.html

Residency Requirements:

www.msugf.edu/catalog/Admissions/ResidencyRequirements.html

Net Price Calculator

www.msugf.edu/NPC/npcalc.htm

For more information contact:

Associate Dean of Finance
406-771-4321; and
Dena Wagner-Fossen
Registrar
dfossen@msugf.edu
406-771-4312
Wendy Dove
Executive Director of Institutional Research
wendy.dove@msugf.edu
406-771-4399

Voter Registration

<http://sos.mt.gov/elections/Vote>
 For more information, contact:
 Linda McCulloch
 Montana Secretary of State
secretary@mt.gov
 888-884-VOTE (8683)
 TTY: 406-444-9068

IMPORTANT NOTICE:

COMPUTERS ARE AVAILABLE TO ACCESS ALL WEBSITES LISTED IN THIS BROCHURE FOR STUDENTS, EMPLOYEES, PROSPECTIVE STUDENTS, PROSPECTIVE EMPLOYEES, AND THE GENERAL PUBLIC AT GREAT FALLS COLLEGE MSU DURING OPEN BUILDING HOURS

Withdrawing; Requirements for Official Withdrawal

Withdrawal from the College:
<http://www.msugf.edu/catalog/Academics/Withdrawal.html>

For more information contact:
 Dena Wagner-Fossen
 Registrar
dfossen@msugf.edu
 406-771-4312

Registered Sex Offenders

Campus Sex Crimes Prevention Act Public Law 106-386
<http://doj.mt.gov/svor/>
 Sexual or Violent Offender Registry - MT Dept of Justice
 For more information contact:
 Ed Binkley
 Controller
ebinkley@msugf.edu
 406-771-4307; and
 Judy Hay
 Associate Dean of Student Services
jhay@msugf.edu
 406-771-5133
 Mary Kay Bonilla
 Executive Director of Human Resources (faculty and employees)
mbonilla@msugf.edu
 406-771-5123

Title IX Campus and Community Resources

Title IX Coordinators:

Mary Kay Bonilla
 Executive Director of Human Resources
mbonilla@msugf.edu
 406-771-5123
 Associate Dean, Student Services (vacant)

Employee Standards of Conduct policy:

www.msugf.edu/about/PoliciesProcedures/400/407.1_EmployeeStandardsOfConductFINAL.pdf

Student Conduct Policy, including Title IX:

http://www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_002.pdf

Great Falls Area Community Resources:

City of Great Falls Police.....406-771-1180
www.greatfallsmt.net/police
 YWCA Mercy Home406-452-1315 or Hotline 453-1018
 Voices of Hope.....(406) 268-1330
 Sexual Assault Survivor Advocacy.....406-268-1330 or 406-453-HELP
or 800-273-TALK (8255)
 Victim Witness.....406-315-1111
 Center for Mental Health.....(406) 761-2100 or 800-718-2100

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

2100 16th Avenue South, Great Falls, MT 59405
406.771.4300 or 800.446.2698 FAX: 406.771.4317
www.msugf.edu | info@msugf.edu

IMPORTANT NOTICES:

CONCERNING MATERIALS DESCRIBED IN THIS HANDBOOK:
ALL PROVISIONS WITHIN THIS HANDBOOK ARE SUBJECT TO CHANGE WITHOUT NOTICE.

COMPUTERS ARE AVAILABLE TO ACCESS ALL WEBSITES LISTED IN THIS HANDBOOK FOR STUDENTS, EMPLOYEES, PROSPECTIVE STUDENTS, PROSPECTIVE EMPLOYEES, AND THE GENERAL PUBLIC AT GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY DURING OPEN BUILDING HOURS

Complete Montana Board of Regents Policy & Procedures Manual available at: msu.edu/borpol

Complete Great Falls College MSU's Policies & Procedures Manual available at:
www.msugf.edu/about/PoliciesProcedures

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