

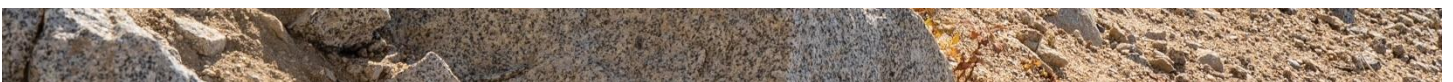
# MONTANA

TECHNOLOGICAL UNIVERSITY



# STUDENT HANDBOOK

2024-2025



# WELCOME FROM THE DEAN OF STUDENTS

Welcome to the Montana Tech community! We're so glad to have you as part of our Oredigger community. As you further your education and are challenged in your academic settings, I strongly encourage you to explore and utilize other campus resources and opportunities that may enhance your overall success and experience. Try something new - join a [student club](#) that interests you, get loud and show support at [athletic events](#), or rent some equipment from [Outdoor Tech](#) and enjoy the amazing surroundings of Butte and beyond that we get to call our backyard.

The Montana Tech Student Handbook is meant to support your experience here and serve as a road map for your success. It is intended to provide you with information about services available at Tech and our policies and procedures, including the academic calendar. Montana Tech prides itself on being a community, and we expect each member to become familiar with the community standards and to take responsibility and be accountable for their actions. This handbook serves as a reference for basic University information and expectations. You are responsible for knowing the information contained in this handbook, and you are responsible for knowing the information included in the University's catalog. The catalog (published online at [www.mtech.edu/catalog](http://www.mtech.edu/catalog)) is the official publication of Montana Tech, which lists policies, procedures, requirements, and course descriptions for all departments. The catalog takes precedence over all other materials. If you have further questions, you should always feel free to contact any member of the faculty or staff. All of us in Student Affairs, along with the faculty and staff, are here to support and encourage you. Let us know how we can help. We wish you a fantastic year. Go Orediggers!



## Joe Cooper

Vice Provost for Student Success and Dean of Students

Check out the [Dean of Students' webpage](#) for more resources and information!





# MONTANA

TECHNOLOGICAL UNIVERSITY

## FIRST THINGS FIRST...

Have a question? We're here to help! Here's a quick guide to important people and places on campus.

ISSUE/CONCERN	CONTACT	PHONE EXT.	LOCATION
Advising/Class Registration	Academic Advisor		Academic Department or ACE
	Enrollment Services	4256	SSC 3.126
Changing Major, Major Exploration, Career Options	Career Services	4140	URC 109
	ACE Academic Advising	4418	SSC 3.132
	Enrollment Services	4256	SSC 3.126
Help with a Class	Class Instructor	See Syllabus	See Syllabus
	Faculty Advisor		Academic Department
	Academic Center for Excellence (ACE)	4418	SSC 3.132
Accommodation for Disability	Disability Services	4428	SSC 3.137
Technology	IT Help Desk	4244	MG 110
After Hours Emergency	If Life Threatening, Call 911		
	Campus Safety	4357	Physical Plant
Personal emergency requiring accommodation	Executive Director Student Success	4166	SSC 3.138
Student Employment	Financial Aid	4223	SSC 3.126
Financial Difficulties	Financial Aid	4213	SSC 3.126
Food Service	Director of Dining	4590	SUB 206A
Health Concerns	Student Health Center	4243	SUB 123
Internships/Job Search	Career Services	4140	URC 109
Undergraduate Research	Academic Advisor		Academic Department
	Vice Chancellor of Research	4102	MUS 206
Looking for something to do	Campus Life	4211	SUB 203
	ASMT	4451	Mill 200
	Intramurals	4744	HPER 150
Parking Permits, Tickets, or Questions	Business Services	4268	SSC 3.126
Relationship difficulties	Counseling Services		See <a href="#">Counseling</a>

Roommate Problems	Resident Assistant/Res Life Staff	4500	Residence Halls
Stress/Grief	Counseling Services		See <a href="#">Counseling</a>
Transferring Schools	Enrollment Services	4256	SSC 3.126
	Academic Advisor		Academic Department
When you don't know where to go???	Dean of Students	4198	SUB 201

# 2024-2025 ACADEMIC CALENDAR

## MONTANA TECH

### 2024-2025 Academic Calendar\*

#### 2024 Summer Session ~ May 28, 2024 – August 2, 2024

(Full Session: 5/28 – 8/2. 1<sup>st</sup> Session: 5/28 – 6/28. 2<sup>nd</sup> Session: 7/1 – 8/2)

Fall and Summer 2024 pre-registration begins.....	Monday, March 25, 2024
<b>Holiday (Memorial Day) no classes/offices closed.....</b>	<b>Monday, May 27, 2024</b>
1 <sup>st</sup> Five-Week Session (5/28 – 6/27) & Full Session (5/28– 8/1) begins 7:30 a.m.....	Tuesday, May 28, 2024
<b>** FEE PAYMENT DUE **</b> (Students attending 1 <sup>st</sup> & Full Sessions only).....	Tuesday, May 28, 2024
Last day to add a 1 <sup>st</sup> Session class (3 <sup>rd</sup> day of 1 <sup>st</sup> Session classes).....	Thursday, May 30, 2024
Last day to drop a 1 <sup>st</sup> Session class without a "W" (5 <sup>th</sup> day of 1 <sup>st</sup> Session classes).....	Monday, June 3, 2024
Last day to add a Full Session class (10 <sup>th</sup> day of Full Session classes).....	Monday, June 10, 2024
Last day to withdraw from a 1 <sup>st</sup> Session class with an automatic "W" (10 <sup>th</sup> day of 1 <sup>st</sup> Session classes).....	Monday, June 10, 2024
Last day to drop a Full Session class without a "W" (15 <sup>th</sup> day of Full Session).....	Monday, June 17, 2024
Last day to withdraw from a Full Session class with an automatic "W" (20 <sup>th</sup> day of Full Session).....	Monday, June 24, 2024
Semester exams for 1 <sup>st</sup> Session – 1 <sup>st</sup> Five-Week Session ends.....	Friday, June 28, 2024
2 <sup>nd</sup> Five-Week Session begins (7/1 – 8/2) 7:30 a.m.....	Monday, July 1, 2024
<b>** FEE PAYMENT DUE **</b> (students attending 2 <sup>nd</sup> Session only).....	Monday, July 1, 2024
Deadline for faculty input of grades for 1 <sup>st</sup> Session classes via <i>Orediggerweb</i> - 4:00 p.m.....	Wednesday, July 3, 2024
Last day to add a 2 <sup>nd</sup> Session class (3 <sup>rd</sup> day of 2 <sup>nd</sup> Session classes).....	Wednesday, July 3, 2024
<b>Holiday (Independence Day) No Classes.....</b>	<b>Thursday, July 4, 2024</b>
1 <sup>st</sup> Session grades posted to student account/ viewable on <i>Orediggerweb</i> .....	Monday, July 8, 2024
Last day to drop a 2 <sup>nd</sup> Session class without a "W" (5 <sup>th</sup> day of 2 <sup>nd</sup> Session classes).....	Monday, July 8, 2024
Last day to withdraw from a 2 <sup>nd</sup> Session class with an automatic "W" (10 <sup>th</sup> day of 2 <sup>nd</sup> Session classes).....	Monday, July 15, 2024
Semester exams for 2 <sup>nd</sup> and Full Sessions – 2 <sup>nd</sup> and Full Sessions end.....	Friday, August 2, 2024
Deadline for faculty input of final grades for 2 <sup>nd</sup> and Full Session classes via <i>Orediggerweb</i> - 4:00 p.m.....	Wednesday, August 7, 2024
2 <sup>nd</sup> Session grades posted to student account/viewable on <i>Orediggerweb</i> .....	Friday, August 9, 2024

#### Fall Semester 2024-2025 ~ August 26, 2024 – December 13, 2024

Continuing students begin pre-registration for Fall and Summer 2024.....	Monday, March 25, 2024
New and returning students may begin pre-registration for Fall and Summer 2024 semester.....	Monday, April 22, 2024
Fee payment due for Fall semester.....	Monday, August 19, 2024
Late Fee (\$40.00) for non-paid students without a signed payment contract.....	Tuesday, August 20, 2024
Continuing Students (not new admits) registering after fee payment date, assessed \$40.00 late fee.....	Tuesday, August 20, 2024
Fall classes begin (Alt Pins disabled at 4:30 p.m.).....	Monday, August 26, 2024
Web-registration closes, last day to add a class without instructor approval.....	Tuesday, August 27, 2024
Instructor signature required to add a class (at the instructor's discretion).....	Wednesday, August 28, 2024
<b>*** Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, August 28<sup>th</sup> (3<sup>rd</sup> day of class) will be cancelled from classes and will be required to re-register. ***</b>	
<b>Holiday (Labor Day) no classes/offices closed.....</b>	<b>Monday, September 2, 2024</b>
Registration closes at 5:00 p.m. (10 <sup>th</sup> Day of Classes ~ last day to add a class).....	Monday, September 9, 2024
Last day to drop a class without course appearing on transcript (15 <sup>th</sup> Day of Class).....	Monday, September 16, 2024
Non-paid students assessed additional \$40.00 late fee.....	Tuesday, September 17, 2024
Faculty post freshmen and Highlands College midterm grades via <i>OrediggerWeb</i> (20 <sup>th</sup> Day of Class).....	Monday, September 23, 2024
Faculty post freshmen and Highlands College midterm grades via <i>OrediggerWeb</i> (40 <sup>th</sup> Day of Class).....	Monday, October 21, 2024
Continuing students begin pre-registration for Spring 2025 semester.....	Monday, October 28, 2024
Last day to withdraw from a class with an automatic "W" (50 <sup>th</sup> Day of Class).....	Monday, November 4, 2024
<b>Holiday Veterans Day (Observed) no classes/offices closed.....</b>	<b>Monday, November 11, 2024</b>
Spring and Summer 2025 graduates–last day to submit application for degree to Enrollment Services.....	Friday, November 15, 2024
New and returning students may begin pre-registration for Spring 2025 semester.....	Monday, November 25, 2024
Thanksgiving Break - non-Instructional day (no classes held, admin. & faculty offices open).....	Wednesday, November 27, 2024
<b>Holiday (Thanksgiving) no classes/offices closed.....</b>	<b>Thursday, November 28, 2024</b>
<b>Holiday (Columbus Day exchange) no classes/offices closed.....</b>	<b>Friday, November 29, 2024</b>
Thanksgiving break ends, classes resume 8:00 AM.....	Monday, December 2, 2024
Semester exams.....	Mon-Fri, December 9-13, 2024
Fall Commencement (Fall Graduates).....	Saturday, December 14, 2024
Deadline for faculty input of final grades via <i>OrediggerWeb</i> – 4:00 PM.....	Wednesday, December 18, 2024
Grades posted to student account/viewable on <i>OrediggerWeb</i> .....	Monday, December 23, 2024
<b>Holiday (for Christmas Day).....</b>	<b>Wednesday, December 25, 2024</b>
<b>Holiday (for New Year's Day).....</b>	<b>Wednesday, January 1, 2025</b>

(See reverse for Spring 2025)

\*Subject to change

# MONTANA TECH

## 2024-2025 Academic Calendar\* (continued)

### Spring Semester 2025 ~ Jan. 13, 2025 – May 9, 2025

Continuing students begin pre-registration for Spring 2025 semester.....	Monday, October 28, 2024
New and returning students may begin pre-registration for Spring 2025 semester.....	Monday, November 25, 2024
Spring semester classes begin (Alt Pins disabled at 4:30 p.m.).....	Monday, January 13, 2025
Fee payment due for Spring semester 2025.....	Monday, January 13, 2025
Late fee (\$40.00) for non-paid students without a signed payment contract.....	Tuesday, January 14, 2025
Continuing students (not new admits) registering after fee payment date, assessed a \$40 late fee.....	Tuesday, January 14, 2025
Web-registration closes, last day to add a class without instructor approval.....	Tuesday, January 14, 2025
Instructor signature required to add a class (at the instructor's discretion).....	Wednesday, January 15, 2025
<b>***Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, January 15<sup>th</sup> (3<sup>rd</sup> day of class) will be disenrolled from classes and will be required to re-register.***</b>	
<b>Holiday (Martin Luther King Jr. Day) no classes/offices closed.....</b>	<b>Monday, January 20, 2025</b>
Registration closes at 4:00 p.m. (10 <sup>th</sup> day of classes - last day to add a class).....	Monday, January 27, 2025
Last day to drop a class without class appearing on transcript (15 <sup>th</sup> day of classes).....	Monday, February 3, 2025
Faculty post freshmen and Highlands College grades via OrediggerWeb (20 <sup>th</sup> Day of Class).....	Monday, February 10, 2025
<b>Holiday (Presidents Day) no classes/offices closed.....</b>	<b>Monday, February 17, 2025</b>
Faculty post freshmen and Highlands College grades via OrediggerWeb (40 <sup>th</sup> Day of Class).....	Tuesday, March 11, 2025
<b>Spring Break begins.....</b>	<b>Monday, March 17, 2025</b>
<b>Spring Break ends.....</b>	<b>Friday, March 21, 2025</b>
Continuing students begin pre-registration for Fall and Summer 2025.....	Monday, March 31, 2025
Last day to withdraw from a class with an automatic "W" (50 <sup>th</sup> day of class).....	Tuesday, April 1, 2025
December 2025 graduates – deadline to submit application for degree.....	Monday, April 7, 2025
<b>Spring Mini-Break - no classes held, admin. &amp; faculty offices open.....</b>	<b>Friday, April 18, 2025</b>
Semester exams.....	Mon-Fri, May 5 – 9, 2025
Commencement (Spring and Summer Graduates).....	Saturday, May 10, 2025
Deadline for faculty input of Spring semester final grades via Orediggerweb 4:00 p.m.....	Wednesday, May 14, 2025
Grades posted to student account/viewable on Orediggerweb.....	Monday, May 19, 2025

### 2025 Summer Session ~ May 27, 2025 – August 1, 2025

(Full Session: 5/27 – 8/1. 1<sup>st</sup> Session: 5/27 – 6/27. 2<sup>nd</sup> Session: 6/30 – 8/1)

Fall and Summer 2025 pre-registration begins.....	Monday, March 31, 2025
<b>Holiday (Memorial Day) no classes/offices closed.....</b>	<b>Monday, May 26, 2025</b>
1 <sup>st</sup> Five-Week Session (5/27 – 6/27) & Full Session (5/27 – 8/1) begins 7:30 a.m.....	Tuesday, May 27, 2025
<b>** FEE PAYMENT DUE **</b> (Students attending 1 <sup>st</sup> & Full Sessions only).....	Tuesday, May 27, 2025
Last day to add a 1 <sup>st</sup> Session class (3 <sup>rd</sup> day of 1 <sup>st</sup> Session classes).....	Thursday, May 29, 2025
Last day to drop a 1 <sup>st</sup> Session class without a "W" (5 <sup>th</sup> day of 1 <sup>st</sup> Session classes).....	Tuesday, June 3, 2025
Last day to add a Full Session class (10 <sup>th</sup> day of Full Session classes).....	Wednesday, June 11, 2025
Last day to withdraw from a 1 <sup>st</sup> Session class with an automatic "W" (10 <sup>th</sup> day of 1 <sup>st</sup> Session classes).....	Wednesday, June 11, 2025
Last day to drop a Full Session class without a "W" (15 <sup>th</sup> day of Full Session).....	Thursday, June 19, 2025
Semester exams for 1 <sup>st</sup> Session – 1 <sup>st</sup> Five-Week Session ends.....	Friday, June 27, 2025
2 <sup>nd</sup> Five-Week Session begins (6/30-8/1) 7:30 a.m.....	Monday, June 30, 2025
<b>** FEE PAYMENT DUE **</b> (students attending 2 <sup>nd</sup> Session only).....	Monday, June 30, 2025
Last day to withdraw from a Full Session class with an automatic "W" (20 <sup>th</sup> day of Full Session).....	Monday, June 30, 2025
Deadline for faculty input of grades for 1 <sup>st</sup> Session classes via Orediggerweb - 4:00 p.m.....	Wednesday, July 2, 2025
Last day to add a 2 <sup>nd</sup> Session class (3 <sup>rd</sup> day of 2 <sup>nd</sup> Session classes).....	Wednesday, July 2, 2025
<b>Holiday (Independence Day) No Classes.....</b>	<b>Friday, July 4, 2025</b>
Last day to drop a 2 <sup>nd</sup> Session class without a "W" (5 <sup>th</sup> day of 2 <sup>nd</sup> Session classes).....	Monday, July 7, 2025
1 <sup>st</sup> Session grades posted to student account/ viewable on Orediggerweb.....	Tuesday, July 8, 2025
Last day to withdraw from a 2 <sup>nd</sup> Session class with an automatic "W" (10 <sup>th</sup> day of 2 <sup>nd</sup> Session classes).....	Tuesday, July 15, 2025
Semester exams for 2 <sup>nd</sup> and Full Sessions – 2 <sup>nd</sup> and Full Sessions end.....	Friday, August 1, 2025
Deadline for faculty input of final grades for 2 <sup>nd</sup> and Full Session classes via Orediggerweb - 4:00 p.m.....	Wednesday, August 6, 2025
2 <sup>nd</sup> Session grades posted to student account/viewable on Orediggerweb.....	Monday, August 11, 2025

# CAMPUS SAFETY CONTACTS

## IN AN EMERGENCY, CALL 911

### MONTANA TECH CONTACTS

If calling from a campus-based landline, remove the 496 prefixes to connect with the office extension.

**Campus Security**      **406- 496-4357 (HELP)**

**Director of Environmental Health and Safety**  
**Marissa Morgan**      Office: 406-496-4463  
Cell: 406-490-0455

**Director of Physical Facilities**  
**Layne Sessions**      Office: 406-496-4399

**Chancellor**  
**Les Cook**      Office: 406-496-4129

**Provost/Executive Vice Chancellor for Academic Affairs**  
**Tim Elgren**      Office: 406-496-4127

**Vice Provost for Student Success and Dean of Students**  
**Joe Cooper**      Office: 406-496-4198

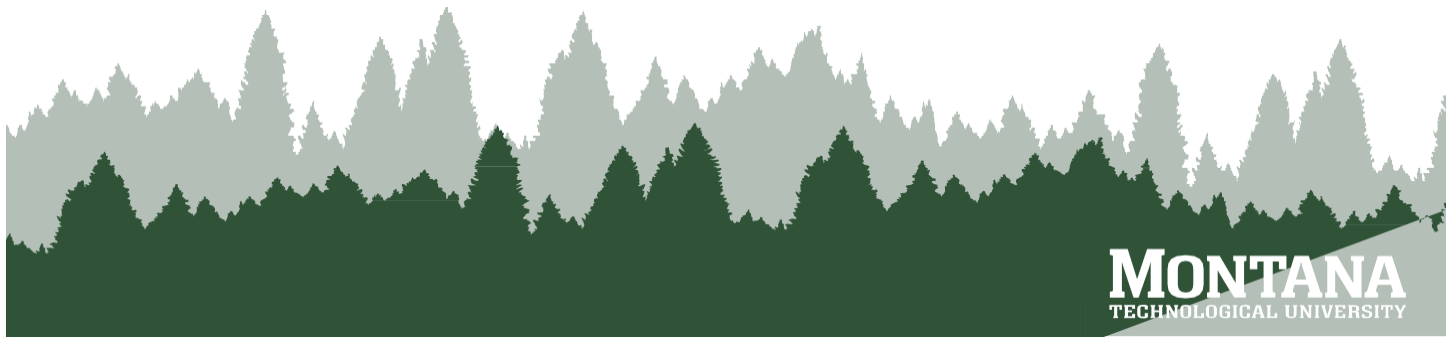
**Title IX Coordinator**  
**Vanessa Van Dyk**      Office: 406-496-4322  
Cell: 406-603-0274

### BUTTE-SILVER BOW CONTACTS

If calling from a campus-based land-line, dial 9 to exit the campus network.

Fire Department	406-497-6481
Sheriff/Law Enforcement	406-497-1120
Ambulance	406-723-3132
St. James Healthcare (400 S. Clark)	406-723-2500

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# MONTANA TECHNOLOGICAL UNIVERSITY STUDENT CODE OF CONDUCT

Montana Technological University is committed to maintaining safe and healthy living and learning environments for students, faculty, and staff. Each member of the campus community should demonstrate behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon the University, to be civil to one another and to others in the campus community, and to contribute positively to student and campus life.

Students are essential members of the Montana Tech community and are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. The student conduct process at Montana Tech is not intended to punish students; rather, it exists to educate those whose behavior is contrary to our policies. Adherence to the policy will foster a better understanding of our expectations for members of our academic community. Sanctions are intended to improve students' moral and ethical decision-making and to help them understand what is expected of our community members. In cases where students fail to demonstrate an understanding of established conduct standards or pose a threat to the continuing safety of the academic community, the conduct process may determine that the student should no longer share in the privilege of being a member of this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in the student conduct process are fair, but do not include the same protections of due process afforded by the courts in criminal cases. Due process, as defined within these procedures, assures written notice and a hearing before an impartial board or hearing officer. No student will be found in violation of the Montana Tech Code of Student Conduct without a determination as follows: it is more likely than not that a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Students at Montana Tech are responsible for reading and adhering to this Code of Student Conduct.

Montana Tech utilizes an online reporting form found on the Student Conduct webpage. If you have any questions or need help please contact the Dean of Students, 406-496-4198

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## Definitions of “Student”

For the purposes of the Student Code of Conduct, a “student” means the following:

1. Any person who is enrolled at Montana Technological University, (hereinafter “the University”) and is pursuing certificate, associate, undergraduate, or graduate degrees, including full-time and part-time status.
2. Any person who has completed an academic term and can be reasonably expected to enroll the following term.
3. Any person who attended the University during a previous academic term and who committed an alleged violation of the Code during the time of enrollment.
4. Any resident living in University Apartment housing, even if they are not enrolled.

## Judicial Authority and Jurisdiction

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and throughout the student’s attendance.

Montana Tech retains conduct jurisdiction over students who 1) are on University holidays and during summers between enrolled semesters; and/or 2) choose to take a leave of absence, placed on academic suspension, withdraw or have graduated. Jurisdiction covers any misconduct that occurred prior to the leave, withdrawal or graduation. If a student is sanctioned, a hold may be placed on the student’s ability to re-enroll, obtain official transcripts, or graduate and all directives and/or sanctions must be satisfied prior to re-enrollment eligibility. If serious misconduct was committed while the student was enrolled but reported after the accused student has graduated or withdrawn, the University may invoke these procedures.

The Code of Student Conduct applies to behaviors and actions that take place on campus, as well as at University-sponsored events. The code may also apply when the Dean of Students or designee determines that off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/ herself or others; and
- Any conduct that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.

The Code of Student Conduct may be applied to behavior conducted online, via email or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University will not regularly search for this information but may act if and when such information is brought to the attention of University officials. In the event the speech subject to the complaint is protected by the student’s free expression rights under the First Amendment, such speech alone will not constitute a violation of the Code of Student Conduct.

The University may take notice of alleged violations of federal, state and local laws by students. When a student is arrested or otherwise subject to criminal charges the University may initiate proceedings to determine if the student has violated the Student Code of Conduct. The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal charges.

University email is Montana Tech’s primary means of communication with students. Students are responsible for all conduct communication delivered to their designated University email address.

## Student Rights

In University Student Code of Conduct disciplinary proceedings, for both cases involving general misconduct and academic misconduct, students have the following rights.

**Records and Confidentiality:** Montana Technological University complies with the principles of privacy described in the Montana Constitution, the Montana Code Annotated, and the federal Family Educational Rights and Privacy Act (FERPA). As such, a student involved in a University disciplinary proceeding has the following rights related to privacy and confidentiality:

### Disciplinary records:

1. Sanctions of expulsion and suspension affect the student’s academic status, and records are maintained by the Dean of Students office and/or the Office of the Provost during such time as the imposed sanctions are in effect.
2. During the time that a Student Code of Conduct case is in process, the student continues to have the same rights and privileges as other students, unless interim action (which may include restrictions, suspension, or expulsion) has been imposed.
3. If a student authorizes the release of the student’s transcript and/or conduct records to another institution or to a prospective employer while there is a pending case under the Student Code of Conduct, it is with the understanding that if the student is found to have violated the Code in a manner that would require that the previously-released transcript be altered, the University may notify the institution and/or employer and forward a corrected copy.
4. All records of Student Code of Conduct proceedings and sanctions are maintained by the Dean of Students office. These records will be maintained in accordance with the Montana University System General Record Retention Schedule. Sanctions of expulsion and suspension affect the student’s academic status and will be maintained indefinitely.

**Confidentiality:**

1. All disciplinary proceedings are closed to the public.
2. The University, except as required by law, will not disclose information to anyone not connected with the proceeding. The fact that there is or has been a disciplinary proceeding concerning the incident may be disclosed; however, the identity(ies) of individual students involved in the proceedings will not be disclosed.
3. The University, including individuals involved in a disciplinary proceeding, will disclose the results of the proceeding, including sanctions imposed, only to those who need to know for purposes of record keeping, enforcement of the sanctions, further proceedings, eligibility for participation in certain University activities, or compliance with federal or state laws. The fact that a disciplinary proceeding has been concluded and appropriate action has been taken may be disclosed.
4. As allowed by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (commonly known as the Clery Act) the University will disclose the results of campus disciplinary proceedings to an alleged victim of a violent crime.
5. Title IX of the Education Amendments of 1972 requires the University to tell a complainant in a case of sexual violence whether or not it found that the sexual violence occurred, any sanctions imposed upon the perpetrator that relate directly to the complainant, and other steps the University has taken to eliminate the hostile environment and prevent recurrence.

**Informal Resolutions:**

Nothing in this student handbook limits the right of the Dean of Students and the respondent to agree at any time to disciplinary sanctions if the student agrees to the charges. Any such agreement must be in writing. When it is approved by the appropriate University official(s), signed by the student, and filed with the Dean of Students, the case is concluded.

**Proscribed Academic Conduct:**

Students at Montana Tech are expected to practice academic honesty at all times. Academic misconduct is subject to Academic Penalty (or penalties) by the course instructor and possibly university sanction(s) by the university through the Dean of Students.

**Student Responsibility:**

The student has full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will explain what is and is not acceptable in their classes.

**Faculty, Staff, and Administrator Responsibility:**

It is the shared responsibility of Faculty, Staff and Administrators to attempt to take reasonable precautions to prevent and discourage academic dishonesty. Additionally, it is a duty of Faculty, Staff and Administrators to report charges of academic dishonesty to the Dean of Students through the [online reporting form](#).

**Proscribed Academic Misconduct**

Academic misconduct is defined as all forms of academic dishonesty, including but not limited to:

1. Plagiarism: Representing another person's words, ideas, data, or materials as one's own.
2. Misconduct during an examination or academic exercise: Copying from another student's paper, consulting unauthorized material, giving information to another student, collaborating with one or more students without authorization, or otherwise failing to abide by the University or instructor's rules governing the examination or academic exercise without the instructor's permission.
3. Unauthorized possession of examination or other course materials: Acquiring or possessing an examination or other course materials without authorization by the instructor.
4. Tampering with course materials: Destroying, hiding, or otherwise tampering with source materials, library materials, laboratory materials, computer equipment or programs, or other course materials.
5. Submitting false information: Knowingly submitting false, altered, or invented information, data, quotations, citations, or documentation in connection with an academic exercise.
6. Submitting work previously presented in another course: Knowingly making such submission in violation of stated course requirements.
7. Improperly influencing conduct: Acting calculatedly to influence an instructor to assign a grade other than the grade actually earned.
8. Substituting, or arranging substitution, for another student during an examination or other academic exercise: Knowingly allowing others to offer one's work as their own.
9. Facilitating academic dishonesty: Knowingly helping or attempting to help another person commit an act of academic dishonesty, including assistance in an arrangement whereby any work, classroom performance, examination activity, or other academic exercise is submitted or performed by a person other than the student under whose name the work is submitted or performed.
10. Altering transcripts, grades, examinations, or other academically related documents: Falsifying, tampering with, or misrepresenting a transcript, other academic records, or any material relevant to academic performance, enrollment, or admission, or causing falsification or misrepresentation of any of the above

**Procedure for Academic Misconduct:**

**Investigation by the Course Instructor Misconduct alleged during the course:** When an incident of alleged academic misconduct is discovered by or brought to the attention of the course instructor during the course, the instructor personally contacts the accused student within ten (10) working days to arrange a meeting. The course instructor and the student may each have a person of choice present at this meet. At this meeting the course instructor will:

- a) Inform the student of the alleged academic misconduct and present the evidence supporting the allegation.
- b) Allow the student an opportunity to respond to the charge(s) and evidence (the student is not required to respond).
- c) Discuss the academic penalty and possible University sanctions and allow the student to respond.

**Misconduct alleged at or after the conclusion of course:** When an incident of alleged academic misconduct is discovered or brought to the

attention of the course instructor at or after the conclusion of the course, the course instructor notifies the student in writing and takes steps (a) through (c) above and will follow up in writing. Upon the conclusion of the investigation the student (s) grade could be changed. At faculty discretion, academic misconduct in a course may result in an “F” grade on the assignment or examination, or in the course. If a student denies the charge of cheating, s/he may bring the case to the Academic Standards Committee for review. The Dean of Students and/or the Academic Standards Committee will determine if any additional university sanctions are required. In reported cases of repeated cheating, the Academic Standards Committee may be alerted and consider applying additional penalties beyond those imposed by the individual instructors. Disciplinary actions might include but are not limited to: reprimand, educational sanctions (completion of a report, paper, project, or workshop), loss of membership in organizations, or disciplinary probation, suspension, or expulsion from the University. The faculty member is required to submit the [Academic Dishonesty Violation Referral form](#) for any instance of academic misconduct, even if after meeting with the student (s) the decision is that academic misconduct did not occur.

In the case of University sanctions the notice to the student includes:

1. A statement of the specific academic misconduct committed
2. A concise summary of the facts upon which the charge is based
3. A statement of the University sanction(s)
4. A statement of the appeal procedure

If, within ten (10) working days, the student does not appeal the decision to impose the University sanction, the allegation in the notice of University sanction will be accepted. The Provost for Academic Affairs and/or the Dean of Students will instruct the appropriate University officials to implement the sanction. A written summary of the case will be placed in the student’s disciplinary file maintained by the Dean of Students. No University sanction or academic penalty is imposed until final resolution of the charge(s) or until the deadline for an appeal has passed.

### **Student Appeal of Academic Penalties and/or university sanctions:**

If the student denies the charge(s) and/or does not accept the academic penalty imposed by the course instructor and/or the Executive Director of Student Success, the student may appeal to the Academic Standards Committee. A request for appeal with supporting evidence must be presented in writing to the Provost/Vice Chancellor for Academic Affairs within ten (10) working days after the student is informed by the instructor of the imposed academic penalty or within ten (10) working days after receiving the notice of a university sanction from the Executive Director of Student Success, whichever occurs later.

### **Academic Standards Committee:**

Composition: The Academic Standards Committee is appointed by the Provost/Vice Chancellor for Academic Affairs and is composed of the Registrar, Executive Director of Student Success, and three faculty members. The committee issues a recommendation to the Provost who can either accept, reject, or modify the committee’s recommendations. There is no official “chair” of the committee. During hearings “chair” responsibility could fall on any committee member and designation of “chair” is determined at the hearing. In issues where a conflict of interest may arise alternate committee members will be assigned.

### **Hearing Procedures:**

1. When a student appeals to the Academic Standards Committee, the Provost’s office schedules a hearing date. The Provost’s Office gives notice of the time, date, and place of the hearing to the student, course instructor, and any other relevant parties (i.e. Department Chair, Academic Dean). In the absence of extenuating circumstances, the hearing is held within fifteen (15) working days of the appeal.
2. A student appealing to the Academic Standards Committee may be accompanied by a representative. If the representative is an attorney, the student must notify the Provost’s office in writing at least three (3) working days before the scheduled hearing. Failure to give notice of representation may delay the hearing. If the student is to be represented at the hearing by an attorney, then the university may also be represented by legal counsel.
3. Hearings are closed to the public. However, at the discretion of the Chair, an open hearing may be held if requested by the student and if the individual privacy rights of others are protected, or waived.
4. The Chair of the Academic Standards Committee is responsible for conducting the hearing in an orderly manner. The student presents witnesses and/or evidence in support of the appeal. The course instructor, Department Chair, and Academic Dean also presents witnesses and evidence. Each party may question the other party’s witnesses, either directly or through the Chair at the discretion of the Chair. The burden of proof is on the university to establish a violation by a preponderance of the evidence.
5. Formal rules of evidence (such as in a legal proceeding) do not apply. The Chair decides the admissibility of all evidence presented and rules on all procedural issues.
6. The Chair may prescribe additional procedural rules for the hearing that are consistent with this Code.
7. The Academic Standards Committee reaches a decision by majority vote. The Chair has the right of vote. The vote upholds, alters, or overturns the academic penalty and/or University sanction. The recommendation of the Committee is submitted to the Provost for review and final approval. Committee deliberations are closed to the parties and others.
8. Within ten (10) working days, a copy of the Provost’s decision is provided by the to the student, the course instructor, and any other required parties.
9. A student who fails to appear for the Academic Standards Committee hearing is considered to have waived the right to appeal. The student receives the academic penalty(ies) and/or university sanction(s) as determined by the faculty member and/or Academic Standards Committee/Executive Director of Student Success.
10. The student may seek further administrative review by the Commissioner of Higher Education and the Board of Regents in accordance with to Montana University System Policy and Procedures Manual, 203.5.2.

## Penalties for Academic Misconduct:

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

Academic Penalty(ies) by the Course Instructor: The student may receive a failing or reduced grade in an academic exercise, examination, or course, and/or be assigned additional work which may include re-examination.

University Sanction(s): The university may also impose a sanction that exceeds the academic penalty. Sanctions (a) through (f) require administrative review and approval by the Provost:

- a. Disciplinary Warning: The student is warned that further misconduct may result in more severe disciplinary sanctions.
- b. Disciplinary Probation: The student is warned that further misconduct may result in suspension or expulsion. Conditions may be placed on continued enrollment for a specified period of time.
- c. Suspension: The student is separated from the University for a specified period of time and may also be excluded from participation in any university-sponsored activity.
- d. Expulsion: The student is permanently separated from the university and may also be excluded from any university-owned and/or -controlled property or events.
- e. Denial of a Degree: A degree is not awarded.
- f. Revocation of a Degree: A previously awarded degree is rescinded.

## Proscribed General Conduct

Students at Montana Tech are expected to practice responsible behavior at all times. General misconduct is subject to university sanction(s) by the Dean of Students. General misconduct is defined as conduct including, but not limited to, the following:

### 1. Acts of Dishonesty:

- a. Falsification: Forgery, alteration or misuse of university documents, records, instruments of identification, computer programs, or accounts.
- b. Unauthorized Access: Unauthorized access to any university building or unauthorized possession, duplication or use of means of access (Tech ID card, keys, etc.) to any university building or failing to timely report a lost key or ID card with access to university housing or buildings.
- c. False Information: Providing false information to any university official acting in performance of their duties or capacities.

### 2. Harassment, Hazing, and Bystanding:

- a. Harassment includes but is not limited to unwelcome verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion.
  - i. Cyberbullying is repeated and/or severe aggressive electronic communications that are direct at another person or are intended to intimidate, harm, or control another person emotionally.
- b. Hazing includes but is not limited to acts that humiliate, ridicule, or endanger the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation.
- c. Bystanding includes but is not limited to:
  - i. Conduct of a student who is present when a violation of the Code of Student conduct occurs and who encourages, assists, or fails to take reasonable actions to prevent or stop conduct that could result in serious injury to a person, including sexual misconduct; or
  - ii. Conduct of an organized group that encourages, assists, or fails to take reasonable actions to prevent or stop conduct that could result in serious injury to a person, including sexual misconduct.

### 3. Assault and Harm to Persons:

- a. Physical assault which includes but is not limited to: physical contact of an insulting or provoking nature, physical contact that puts the person in fear for their physical safety, or physical contact that causes the person to suffer physical injury.
- b. Threatening and Intimidating Behaviors:
  - i. A threat is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
  - ii. Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.

### 4. Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation:

- a. Violation of the university's policy on [Discrimination, Harassment, and Retaliation Policy](#) is a violation of this Student Code of Conduct.

### 5. Alcohol and Drug Offenses:

- a. Tobacco: Smoking, Vaping, or tobacco use on campus is a violation of the Tobacco Free Montana Tech Policy and of this Student Code of Conduct.
- b. Alcohol: Use, possession, or distribution of intoxicants, including alcohol, in the buildings or on the grounds of the Montana Tech except as expressly permitted by law or university policy is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- c. Drugs: Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs as defined by city, state or

federal laws. This includes mind-altering drugs, designer drugs or synthetic substances used as a substitute for a controlled substance, except as expressly permitted by law or University policy. This also includes the abuse, distribution, or improper use of prescription drugs.

## **6. Firearms, Explosives, and Weapons Offenses:**

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises, or use or storage of any such item, even if legally possessed, in a manner that harms or threatens the safety of others. Weapons and explosives can include, but are not limited to air, BB, paintball, facsimile weapons and pellet guns, fireworks, ammunition, and dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than four (4) inches.

## **7. Illegal and Disruptive Conduct:**

- a. Disruptive Behavior: Substantial disruption or obstruction normal University or University-sponsored activities, including but not limited to studying, teaching, research, administration, disciplinary proceedings, or fire, police, or emergency services.
- b. Violation of federal, state or local law on University premises or at University sponsored activities; violation of published University policies rules or regulations.
- c. Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University, including but not limited to:
  - i. Use of amplification systems on the campus outside of University buildings except with written permission of Event Services.
  - ii. Failure to comply with directions of University officials acting in the performance of their duties.
  - iii. Failure to comply with any authorized Student Code of Conduct sanction(s)/condition(s).
  - iv. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property on University premises.
  - v. Interfering with the lawful freedom of expression of others on University premises or at University-sponsored activities.

## **8. Theft / Misuse of Property:**

- a. Stolen Property: Theft or attempted theft of property or services or knowingly possessing stolen property on University premises or at University-sponsored activities.
- b. Defacing, tampering, damaging, or destroying University property or the property of any member of the University community.
- c. IT and Acceptable Use: Unauthorized or illegal use of the University's telephone system, mail system, computers, or computer network, or use of any of the above for any illegal act.
- d. University IT Policy: A violation of any of the I.T. policies found [here](#).

## **9. Other Conduct Issues**

- a. Fire Safety: Violation of local, state, federal, or campus fire policies, including but not limited to:
  - i. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
  - ii. Failure to evacuate a University-controlled building during a fire alarm;
  - iii. Improper use of university fire safety equipment; or
  - iv. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions.
- b. Wheeled Devices: Skateboards, roller blades, roller skates, bicycles, electronic hover boards, and similar devices are not permitted to be ridden inside University buildings. Bicycles are not permitted inside university buildings for storage, except as allowed in the residence halls and family housing by Housing policy. Additionally, skateboards and other wheeled items may not be operated in a dangerous or reckless fashion, or on railings, curbs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to University property caused by these activities. Failure to yield to pedestrians or failure to abide by traffic laws/rules on campus is considered a conduct violation.
- c. Animals: Animals, with the exception of service animals and authorized assistance animals, are not permitted in campus buildings or on campus without a leash. Not cleaning up after animals on campus is also a conduct violation. Montana tech's policy and procedures for Service Animals, Assistance Animals and Pets. Contact Disability Services for more information: [https:// www.mtech.edu/disability/index.html](https://www.mtech.edu/disability/index.html).
- d. Abuse of Conduct Process: Abuse or interference with, or failure to comply with, University process including conduct and academic integrity hearings, including but not limited to:
  - i. Falsification, distortion, or misrepresentation of information;
  - ii. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
  - iii. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
  - iv. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during and/or following a campus conduct proceeding;
  - v. Failure to comply with the sanction(s) imposed by the campus conduct system;
  - vi. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- e. Arrest: Failure of any student to accurately report the student's arrest by any law enforcement agency to the Dean of Students within seventy-two (72) hours of for any violent, sexual, or felony crime that occurs on University premises, at University sponsored activities, or off-campus. A felony crime is a crime for which more than one year in prison may be imposed.

- f. Other Policies: Violation of other published regulations, rules, or policies as stated in but not limited to: [Residence Life Handbook](#), [Student Athletic Handbook](#), [Responsible Research](#), and [Parking Rules and Regulations](#).

## 10. General Misconduct in the Classroom:

- a. Faculty members at Montana Tech have the independent authority to exclude a student from any class session in which the student displays disruptive behavior that threatens the learning environment and/or safety and well-being of others in the classroom.
- b. If circumstances warrant dismissal from a class session for behavior reasons, the faculty member may contact the Executive Director of Student Success office immediately following the class to discuss the situation and decide whether Student Code of Conduct charges will be initiated.
- c. The student remains eligible to return to the next class session, unless interim action prohibiting class attendance is imposed.
- d. The faculty member maintains the authority to remove the student from any future class session during which the student is disruptive.
- e. The student may be suspended permanently from a class upon recommendation of the Dean of the college or school offering the class in accordance with the disciplinary procedures outlined in the section below.

## Procedures for General Misconduct:

### Overview:

This overview gives a general idea of how Montana Tech's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Montana Tech policy or other rules.

- a. Once notice or a report is received from any source (victim, RA, 3rd party, online, campus security, etc.), the Dean of Student or Residential Life officials may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.
- b. Incidents involving alleged violations of the Student Code of Conduct that occur within any of the Housing areas are investigated and adjudicated by designated Residence Life staff.
- c. Incidents that occur outside of the housing areas are investigated and/or adjudicated by the Dean of Students and/or other designated staff. In some instances, incidents that occur off campus will be investigated and/or adjudicated by the Dean of Students. Serious cases with potential sanctions of Suspension or Expulsion from the University will be referred directly to the Dean of Students, regardless of where they originate.

### Procedures:

A report must be submitted in writing and is reviewed by the Dean of Students. a preliminary investigation to determine if an alleged violation has occurred. If a determination is made that no violation occurred, then the referral is closed. If the determination is made that an alleged violation may have occurred, then the investigation continues.

A student or students will be notified via their student email account that a report has been received and their attendance to discuss this report is requested. The student will be presented with the alleged charge(s) that are being investigated as well as their rights through the conduct process. The findings and sanctions could be discussed at this meeting based on any evidence that was found to validate that a violation of the policy occurred. If additional investigation is required a meeting will be set to share any relevant findings.

Except for interim action that may be taken by the University, disciplinary sanctions are not imposed until the final resolution of the charges or until the deadline for a final appeal has passed.

### Student Response to Findings Outcome:

1. The student has three (3) options in response to the outcome of the Findings Letter:
  - a. To accept the findings and the sanctions issued;
  - b. To not accept the findings and/or the sanctions issued and commence the appeal process; or
  - c. To not respond at all. The student has five (5) working days to respond to the Findings Letter after being issued.
2. If the student signs the Findings Letter that they are accepting the outcome, the case is closed, and sanctions are imposed. A copy of the letter is kept on file by the Dean of Students and a copy is given to the student.
3. If the student does not accept the Findings Letter or sanctions, the student can appeal the finding to the Student Judicial Board.
4. If the student chooses not to sign or respond to the Findings Letter within five (5) working days, the findings and sanctions are accepted, and the student loses the right to appeal the case further. This letter is kept on file by the Dean of Students

- a. and a copy is provided to the student.

#### **5. Sanction (s) imposed by the University for General Misconduct:**

- a. In determining a sanction, the Dean of Students may consider the student's present and past disciplinary record,
- b. including Residence Hall disciplinary record; the nature of the offense; the severity of any damage, injury, or harm resulting from the violation; and other factors relevant to the case.

If the student is found to have violated the Code of Student Conduct, the Dean of Students may impose one or more of the following sanctions:

- Censure and Warning: Written notification that the student's behavior is unacceptable and that continuation or repetition of such conduct may result in more severe disciplinary action.
- Disciplinary Probation: A written reprimand including a statement that any further violation of University policy may result in suspension or expulsion.
- Interim Suspension: Immediate separation from the University for a period defined by the Dean of Students to: 1. ensure safety and well-being of people and property; or 2. prevent disruption or interference of normal operations of the University.
- Suspension: Termination of a student's enrollment at the University for a specified period of time. This may also include restricting access to campus or University events during the suspension.
- Expulsion: Permanent termination of enrollment, including no further access to campus or any University events without written approval from the Dean of Students.
- Restitution: Reimbursement for damage to or misappropriation of property. At the discretion of the Dean of Students, this may take the form of work, community service, or other compensation such as service to the University community.
- Withholding or Revocation of a Degree: A degree is withheld, or a previously awarded degree is rescinded. This sanction may be imposed when a person who is no longer enrolled is found to have violated the Code during the time of enrollment (see "Definitions of Student").
- Chemical/Mental Health Assessment: Performed by a qualified chemical dependency counselor for the purpose of determining possible patterns of abuse. The student is encouraged to follow the treatment recommendation(s) provided by the counselor.
- Other: In addition to or in place of the above, other sanctions may be imposed such as eviction from University housing, restriction or banning from certain on-campus facilities, restriction or prohibition from attending campus events or participating in campus activities, and requirements to attend and complete classes, programs, workshops, and/or counseling sessions. Details of the terms of the sanction will be provided to the student in writing.

#### **Readmission:**

Readmission to the University after suspension for general misconduct is dependent upon the student's compliance with the conditions of the suspension and the student's fitness to return to the campus community. These decisions are made by the Executive Director of Student Success upon consultation with appropriate campus officials and/or community members. In some cases, appropriate documentation may be required for readmission. Upon readmission, the student may be placed on disciplinary probation for a designated period of time with required conditions and expectations of behavior.

#### **Appeals Procedure for General Misconduct:**

The student who is found responsible for violating the Code of Student Conduct may appeal the decision of the Dean of Students following a student conduct hearing by emailing a letter of appeal to Student Judicial Board within seven (7) calendar days of the Dean of Student's decision. Sanctions shall be kept in abeyance pending the determination on appeal, except that any interim sanctions shall continue.

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

1. A procedural error; the hearing officer did not follow procedure in conducting the initial meetings;
2. New evidence or witness has been discovered that was not reasonably discoverable during earlier proceedings, since the findings meeting was held; or
3. Excessive sanctions are issued in relation to the behavior or violation in question and the respondent's conduct history.

The decision of the Student Judicial Board shall be based on the record only and is the final decision of the University. A copy of the decision shall be sent to the charged student, the complainant (if any) and included in the record. Detailed Policy and procedures for the Student Judicial Board can be found in the [ASMT Constitution](#).

**The student may seek further administrative review by the Commissioner of Higher Education and the Board of Regents pursuant to Montana University System Policy and Procedures Manual, 203.5.2.**



### **Student Judicial Appeals Board Composition:**

The Student Judicial Appeals Board (“Board”) will be comprised of the Provost, the Chair of the Faculty Senate, two students appointed by ASMT, two faculty members appointed by the Chancellor, two staff members, and the Dean of Students as an ex-officio member and resource person. There is no official “chair” of the committee. During hearings “chair” responsibility could fall on any committee member and designation of “chair” is determined at the hearing. The Board may uphold the decision of the original hearing agency, reverse that decision, or make any other recommendations deemed advisable.

### **Hearing Procedures:**

Appeals originating from other hearing agencies must be initiated by the student within ten (10) days immediately following the decision of the previous hearing agency. Students may initiate an appeal by contacting the Dean of Students.

The Board will meet to discuss the validity of the appeal. In deciding whether to grant or deny an appeal hearing, the Appeals Board’s considerations must be procedural and objective. The only reasons to be taken into consideration will be the three criteria questions:

1. A procedural error; the hearing officer did not follow procedure in conducting the initial meetings;
2. New evidence or witness has been discovered that was not reasonably discoverable during earlier proceedings, since the findings meeting was held; or
3. Excessive sanctions are issued in relation to the behavior or violation in question and the respondent’s conduct history.
4. The burden of proof for answering these questions rests upon the individual making the appeal.

### **Denial of Appeal**

The Board, after examining the appeal submitted based upon one or more of the criteria questions, may find that there is no basis upon which to grant an appeal hearing. In this instance, the Chair of the Board will notify the student in writing of the Board’s determination. A copy of this notification will also be sent to the decision maker.

### **Acceptance of Appeal**

If the Board determines that the grounds for appeal have been met, the Board will notify the student and the decision maker that it has accepted the appeal and schedule a hearing date and time. The Provost will identify and designate an appropriate person to present the case for the University. This person may be a University official, staff member, attorney or other designees. The respondent and complainant (if applicable) will be notified of the identity of this person at three (3) business days before the hearing.

### **Procedures/Deliberations**

- A. Hearing Proceedings
- B. Hearings are Closed to the Public: To protect the privacy rights of student participants, hearings are generally closed to the public. An open hearing may be held at the discretion of the Chair if requested by the respondent, if agreeable to the complainant (if applicable), and if there are no apparent overriding individual privacy issues.
  - a. Elements of the Hearing: Although the exact structure and flow of each hearing may vary, in general, University Conduct Board hearing proceedings will include the following:
    - i. Hearing are recorded at University expense. This is the official recording to the hearing. Other recordings of the hearing are not permitted.
    - ii. Introduction of all parties
    - iii. Statement of the charges against the respondent
    - iv. Presentation of the University’s case, including an opening statement, evidence, and any witnesses
    - v. Presentation of the respondent’s case, including an opening statement, evidence, and any witnesses
    - vi. Opportunities throughout for the respondent to ask questions, for the University presenter to ask questions, and for Conduct Board members to ask questions
    - vii. Closing statements
    - viii. Conduct Board deliberations (all parties other than Board members are excused)
- C. Additional Characteristics of Conduct Board Hearings:
- D. Formal (legal) rules of evidence do not apply.
- E. The Chair determines the admissibility of any evidence presented including witness testimony, rules on all procedural issues, and may put in place additional procedural rules during the hearing consistent with this Code. Any of the Chair’s rulings may be overruled by a majority of the Conduct Board members.
- F. Conduct Board Deliberations and Decisions:
- G. The deliberations of the Conduct Board will include two distinct phases:
  - a. Findings: Whether the student violated any standard(s) of the Code of Conduct.
  - b. Sanctioning: Appropriate sanction(s) should the student be found in violation.
- H. The Board is charged with rendering a decision about findings and/or sanctions within five (5) working days after the close of the hearing. All votes are by majority rule and the Chair has a vote in all cases.
- I. The Board develops a written decision that includes:
- J. Findings for each specific charge.

- K. A statement of the reasons for the decision(s); and
- L. A description of the sanctions (if applicable).
- M. The Board written decision is provided to the respondent, and the Vice Provost for Student Success/Dean of Students and Provost for review. In cases involving student complainants, notification of the Board's decision is also made to the complainant consistent with this Code and constraints of individual privacy rights of the respondent.
- N. Failure to Appear for a Student Judicial Board Hearing: A respondent who fails or refuses to appear after proper notice of a University Conduct Board hearing is considered to have waived their rights to be heard by the Board. In this case, the
- O. University will find the student to be in violation of the Code of Conduct as charged and will impose the disciplinary sanctions specified in the statement of charges. Sanctions of suspension or expulsion require approval of the Vice Provost for Student Success/Dean of Students.
- P. Hearing Officer Option: If a case is transferred to the Student Judicial Board during a time when the Board will not be able to hear the case within a reasonable period of time (e.g. between semesters, during the summer, during other academic breaks), the Chancellor of the University (or designee) may, when it appears to be in the best interest of the University and/or the student(s) involved, appoint an impartial Hearing Officer to conduct the hearing following the general procedures described in this Code.

### **Interim Action**

The University reserves the right to take necessary and appropriate interim action to protect the safety and well-being of the campus community.

A student may be temporarily suspended from the University, evicted from University Housing, prohibited from being on campus property, restricted or prohibited from campus events, and/or restricted in other ways by the Dean of Students or designee pending University disciplinary proceedings.

If there is evidence that the student's continued presence on campus, at certain activities, or at certain locations, constitutes a threat to others or to the continuance of normal University operations, or if a student is facing criminal charges, interim suspension, eviction, and/or restrictions may be imposed effective immediately and without prior notice.

Right to Hearing: In cases of interim suspension, eviction, or restriction, the student may appear before the Academic Standards Committee, within five (5) working days from the effective date of the suspension or eviction to discuss the following:

1. The reliability of the evidence against the student.
2. Whether the alleged conduct and surrounding circumstances reasonably indicate that the student's presence on campus constitutes a threat to others or to the continuance of normal University operations.

The Academic Standard Committee will determine if the interim action will continue.

### **Interim Medical Amnesty**

To mitigate barriers to requesting medical aid that may be caused by consumption or use of alcohol or drugs, a Medical Amnesty policy shall apply to:

- Students who request aid for themselves;
- Students who request aid for another student(s);
- Students for whom aid is rendered; and
- Students whose violations of alcohol or drug policies were discovered because of a call for medical assistance.

In the situation where a student needs medical assistance, the student(s) who requests and/or receives emergency medical aid and fully complies with University, medical, and/or law enforcement personnel will not be issued disciplinary sanctions nor have conduct files created for any violation of the University's drug or alcohol policies that occurred in connection with the reported incident.

If Montana Tech becomes aware of students who violated the drug or alcohol policies because of a call for medical assistance, then these students will also be covered by the Medical Amnesty policy.

In order for amnesty policies to apply, Montana Tech may require students involved to participate in an alcohol/drug education program or seek medical treatment for alcohol and/or drug abuse, but these requirements will not be recorded as disciplinary sanctions.

The following are not covered by the Medical Amnesty policy:

- Other violations occurring concurrently with the alcohol or drug consumption, such as hazing, causing or threatening physical harm, vandalism, and/or possession with the intent to distribute drugs
- If a University or other official has already responded or is on scene, then medical amnesty does not apply

Students and organizations may be subject to disciplinary measures if they discourage or otherwise interfere with outreach to emergency medical services or law enforcement in the event of a medical emergency.

Montana Tech encourages students to call for help anytime there is concern for their own health or the health of others. The Dean of Students may issue sanctions to students and organizations, including but not limited to the alcohol or drug sanctions, to students and organizations who purposely misuse the Medical Amnesty policy.

This policy does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes. Montana has multiple laws offering Good Samaritan protections: MCA § 50-32-609 provides protections in situations involving drugs, and MCA § 45-5-624(10) provides protections in situations involving minors in possession of alcohol.

## Concerning Behaviors

As a result of growing national trends on college campuses of mental health issues and the increase in unsafe behaviors leading to harm or death, campuses have established Behavioral Intervention Teams (BIT). Montana Tech's BIT is a team of appointed professionals responsible for identifying, assessing, and responding to serious concerns and/or disruptive behaviors related to students that may threaten the health or safety of the campus community as well as giving a little extra care to our students in need. Concerning behaviors include, but are not limited to: emotional distress, suicide ideation, disordered eating, self-injury, threatening behavior towards others, and suspected substance abuse. If you have questions about whether a behavior is considered a "concerning behavior", please call 406-496-4200.

Students at Montana Technological University may be subject to additional University policies, regulations, rules, and/or professional and ethical standards that supplement the Student Code of Conduct

## Report a Concern

### [Report Concerning Behavior.](#)

## Tobacco Use Policy

The use of commercial tobacco (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, and all other tobacco products) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by Montana Tech.

Residents who are found using tobacco or e-cigarettes in or around the residence halls will be cited and will face disciplinary sanctions.

The use of tobacco (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, and all other tobacco products) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by Montana Tech, including:

- a. all interior space on Montana Tech's campuses and property leased by Montana Tech;
- b. all outside property or grounds on Montana Tech's campuses, including areas such as walkways, breezeways, bus shelters, parking lots, lawns, gardens, and patios;
- c. all outside property leased by Montana Tech;
- d. all vehicles leased or owned by Montana Tech;
- e. all indoor and outdoor athletic facilities, as well as in the grandstands of outdoor facilities.

Campus-controlled advertising, sale, or distributing of tobacco is prohibited on Montana Tech's campuses. Littering any university property, whether owned or leased, with the remains or packaging of tobacco products is prohibited. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using Montana Tech facilities are required to abide by Montana Tech's tobacco-free policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

## Tobacco Free Campus

Since 2010, Montana has been a tobacco-free campus. Montana Tech played a leadership role in adopting this [policy](#) in the state and we hope to help reduce tobacco use among college students. All of Montana Tech's property, including areas without academic buildings are tobacco free. This includes Montana Technological University, Highlands College and the campus-owned apartment property. Please do not use tobacco products of any kind. If you see anybody else using tobacco on any of our properties, please turn in the [tobacco-free incident form](#).

If you'd like help to quit using tobacco products, please utilize the following resources to assist you.

- <https://dphhs.mt.gov/publichealth/mtupp>
- <https://www.cdc.gov/tobacco/>
- Quitline: [800-QUIT-NOW \(784-8669\)](tel:800-QUIT-NOW)

## Drug-Free Workplace

In mandatory compliance with the Drug-Free Workplace Act, Montana Tech is committed to providing drug-free/alcohol-free classrooms and workplace. The abuse or unlawful use of drugs and alcohol is not permitted at campus events and activities. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting Montana Tech or University System business is prohibited. This law applies to faculty, staff, and students.

Employees must comply with the policy and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor is responsible for notifying the Personnel Office immediately upon notice from the employee. The Personnel Office is responsible for notify the federal granting agency, when appropriate, of the conviction within ten days of learning of the conviction.

Violations of this policy may result in disciplinary action up to and including termination and suspension, and may have legal consequences. At the option of the employer, and employee violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination.

Drug dependence and the abuse of alcohol are major health problems and interfere with a learning environment and workplace productivity, safety and security. Employees and students are encouraged to seek assistance in dealing with drug problems. Conscientious efforts to seek help for drug dependency will not jeopardize and employee's job status.

# LEGAL RESOURCES

## MONTANA LAWS

For a complete list of Montana Laws on Alcohol and other illegal drugs and Federal Clery Act definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking refer to the Annual Fire and Safety Report at [mtech.edu/campus-safety/security-reports.html](https://mtech.edu/campus-safety/security-reports.html).

## PREVENTION & AWARENESS PROGRAMS

For a complete list of Primary Prevention and Awareness programs refer to the Annual Fire and Safety Report at [mtech.edu/campus-safety/security-reports.html](https://mtech.edu/campus-safety/security-reports.html).



# GET CONNECTED

You have access to a suite of online resources that will help you achieve your educational goals and ambitions. Upon admission, you were assigned a set of credentials to be used when accessing any campus-based computer. These same credentials are also used to access your Montana Tech email account, OrediggerWeb, MyMTech, and Moodle.

## NEED HELP FINDING YOUR CREDENTIALS?

- Access the MyMTech webpage at [mymtech.mtech.edu](http://mymtech.mtech.edu)
- Click on **New User?** in the top right corner of the page
- Use your Student ID number and last name to retrieve your username and password

To obtain your credentials for the first time, navigate to Technical Support ([kb.mtech.edu](http://kb.mtech.edu)) and search 'Password Assistance.'

## MONTANA TECH EMAIL

Your assigned Montana Tech email account is your official source of communication with the school. You are responsible for maintaining and responding to all notifications sent to you via this account, so check it daily!

Information sent to you will include:

- Student Life Events
- Important Enrollment Notifications
- Campus Safety Updates
- Course Information from Professors

Email addresses are formatted:  
*username@mtech.edu*

## OREDIGGERWEB

OrediggerWeb is Montana Tech's student information system. It is your official student record while attending Tech and allows you to access your information 24/7.

This system allows you to:

- Register for Classes & Print a Schedule
- Accept/Decline Financial Aid
- Pay for Tuition and Fees
- Update Outdated Contact Information
- Check Mid-Term and Final Grades
- Verify Enrollment
- Request a Transcript

## MYMTECH / MOODLE

MyMTech is Montana Tech's campus portal and provides direct access to all of Tech's digital services, including Moodle. Moodle is a web-based course management tool designed to enhance teaching and learning.

Moodle allows easy access to:

- Course Materials
- Assignments
- Tests & Quizzes
- Virtual Classrooms

## CAMPUS APP

Montana Tech has an exciting new campus app. Download the app at the Google Play Store or the Apple App Store.

The app has many exciting features. A few to note are:

- Charlie Chat is available 24/7 to ask questions
- Access your courses, class schedules, semester grades, and holds
- Keep up-to-date on campus news and events
- Follow athletic news, schedules, and scores

If you have any difficulties with the app, please contact the Montana Tech IT Help Desk at 406-496-4244, or submit a ticket via the Technical Support site.

## IT HELPDESK

Mining and Geology Building - Room 110  
406.496.4244 | [ithelpdesk@mtech.edu](mailto:ithelpdesk@mtech.edu)

Tech students receive a **free license of Microsoft Office 365**, which includes **Web Apps for Word, Excel, and PowerPoint**.

Navigate to **Technical Support** ([kb.mtech.edu](http://kb.mtech.edu)), **sign in** and search for **"Office 365 License"** and view the article: [Microsoft Software and Office 365 Information](#) for details.

# LIFE ON CAMPUS

## LIVING ON CAMPUS

The Office of Residence Life is dedicated to assisting students in all facets of residential living and is committed to furthering the college students' development outside the classroom.

On campus housing provides a safe, clean, and orderly environment in which students are enabled to develop and grow.

[mtech.edu/housing](https://mtech.edu/housing)



## DINING

Montana Technological University offers a variety of dining services options to our students. Services include resident meal plans, Digger Dollars, and catering. Visit our website for the most up-to-date information at [mtech.edu/student-life/dining](https://mtech.edu/student-life/dining).



## CAMPUS LIFE

**The Office of Campus Life** plans, supports, and promotes diverse, cultural, educational, social and recreational programs that enhance the quality of the student experience outside the classroom. In order to do this, we provide student-focused spaces in the Student Union and Mill building. We also support student organizations (clubs, ASMT, etc.)

**The Student Union Building (SUB)** contains the Marcus Deli, meeting rooms, offices for Student Activities and Student government, Student Health Center, Copper Lounge, Mail/Copy Center, Digger Card Center, and much more. The Digger Den, located in the Mill Building, has a selection of pool tables, ping-pong tables, music and video games.

**The Associated Students of Montana Tech (ASMT)** is the student government association serving as the elected voice of the students of Montana Tech. ASMT has been organized to represent student interests, needs and welfare within the college campus and to provide for the expression of student opinion and interests to the community at large on issues affecting student life. ASMT strives to encourage constructive relationships among the students, the faculty, and the administration, and to supplement and complement formal education on the Montana Tech campus.

**WANT TO GET INVOLVED? CONTACT THE ASSISTANT DIRECTOR OF  
CAMPUS LIFE AT 406-496-4458**

[MTECH.EDU/STUDENT-LIFE](https://mtech.edu/student-life)

# ACADEMICS

## REGISTERING FOR CLASSES

Before registration, make sure you meet with your advisor to review and plan your schedule for the semester. You'll register for classes (and find your advisor if you're not sure who they are) in OrediggerWeb. Get step-by-step instructions for registration at [mtech.edu/online](http://mtech.edu/online).

## ABSENCES

Montana Tech faculty make reasonable accommodations for students to make-up work missed because of an excused absence. If you're expecting to be absent, you should consult with your instructors early in the semester. Excused absences include official Montana Tech events or activities, or personal matters deemed appropriate by the instructor.

Examples include:

- NAIA sanctioned sporting events
- Academic Team competitions
  - (i.e. concrete canoe, steel bridge, human powered vehicle, ethics bowl, environmental design, etc.)
- Travel for professional meetings related to major
- Class field trips
- Others as approved by the Chancellor

## DISMISSAL AND SUSPENSION

A student may be required to withdraw permanently (dismissal) or for varying periods of time (suspension), and re-admission of such a student may be denied permanently or for a specific period of time for the following reasons:

- Failure to meet the established scholastic standards.
- Failure to observe the expected standards of conduct prescribed by regulations or implied by membership in the Montana Tech community.
- Failure to meet financial obligations prescribed by the Montana Board of Regents.
- Being in such condition of physical or mental illness as may be considered inimical to the welfare of others, or which makes continuance incompatible with the Montana Tech mission as an educational institution.
- A change in enrollment (withdraw from individual or all classes, complete or partial withdrawal for extraordinary reasons)

# CAMPUS RESOURCES

## Digger Card

The Digger Card is the **official student ID** card of Montana Tech, and it's valid your entire college career! The Digger Card Center is located on the lower level of the Student Union Building.

You can use your Digger Card to:

- Use the Library, HPER, and Learning Center
- Print in the computer labs, and gain access to computer labs after hours
- Gain entry to home football, basketball, and volleyball games
- Access campus buildings and computer labs after hours (during approved times)
- Pick up payroll and loan refund checks in the Business Office
- Take advantage of discounts around Butte
- Use your meal plan

For a complete overview of how you can use your Digger Card for a full list of businesses participating in the Discounts for Diggers program, [visit \*\*mtech.edu/administrative-services/diggercards.html\*\*](https://mtech.edu/administrative-services/diggercards.html).

## Career Services

Career Services offers career-related assistance to students at all levels, from incoming freshmen through graduating seniors, graduate students, and alumni. Our staff works directly with students in areas such as career advising and interest assessment, on-campus and off-campus interviewing opportunities, job search strategies, and internship coordination. In addition to our staff, Career Services has other resources available to aid in your career development - company directories and brochures, employer contacts, books you can check-out, and web-based job search information. Attend a workshop or schedule an appointment to utilize all the services available to you. For more information, visit [mtech.edu/career](https://mtech.edu/career).

## Tutoring

The goal of the Academic Center for Excellence (ACE) at Montana Tech is to assist and empower students to succeed and excel academically, persist through graduation, prepare for graduate and professional endeavors, and develop an appreciation for lifelong learning. Programs and services are available to all currently enrolled students on the North and South Campuses:

- Drop-In Tutoring
- Private Appointments
- Writing Consultation
- Academic Coaching
- Major Exploration

## TRIO

The Federal TRIO Programs (TRIO) are Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs targeted to serve and assist low- income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects. [institute.mtech.edu](https://institute.mtech.edu).

## Counseling Services

Happy, healthy students are productive students! A variety of services are offered to assist students in their academic and personal success. Montana Tech's professional staff can assist you in developing greater self-awareness, independence, and self-direction in such areas as interpersonal relationships, anxiety and stress management, loss and grief, alcohol and drug concerns, and any other issues.

## Disability Services

Montana Tech is committed to ensuring full and equal participation by eliminating barriers and making appropriate accommodations which allow students with disabilities to have equal opportunity in all aspects of campus life. Learn how to request disability accommodations at [mtech.edu/disability](https://mtech.edu/disability).



# SAFETY

The health & safety of students, faculty, staff and visitors is a primary concern to Montana Tech.

## MONTANA TECH CONTACTS

### Campus Security: 406-496-4357 (HELP)

Campus Security officers are available 24 hours a day to respond to any emergency on the Montana Tech campus. You can file a report with an officer. Officers are available to answer questions and explain options in a secure and confidential setting.

### BUTTE-SILVER BOW CONTACTS

If calling from a campus-based land-line, dial 9 before the number to exit the campus network.

<b>Fire Department</b>	406-497-6481
<b>Sheriff/Law Enforcement</b>	406-497-1120
<b>Ambulance</b>	406-723-3132
<b>St. James Healthcare (400 S. Clark)</b>	406-723-2500



## DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, STALKING, AND RETALIATION

Montana Technological University is committed to providing an environment that **emphasizes the dignity and worth of every member of our community**. Sexual harassment and sexual misconduct (sexual assault, inducing incapacitation for sexual purposes, relationship (dating) violence, sexual exploitation and stalking) will not be tolerated. **The full policies and procedures for Title IX can be found at: <https://mtech.edu/campus-safety/eo-aa-titleix.html>.**

University employees are required to report disclosures of sexual misconduct to Vanessa Van Dyk, Director of Human Resources and Montana Tech Title IX Coordinator. Retaliation for reports is strictly prohibited. Licensed Health Services staff and those contracted by the University are considered confidential resources. For hours, availability, and appointments, please visit or contact:

### [Student Health Services - Medical Clinic](#)

[healthcenter@mtech.edu](mailto:healthcenter@mtech.edu)

(406) 496-4243

### [Student Counseling Services](#)

Students can request and access confidential mental health counseling through Mantra Health at <https://app.mantrahealth.com>.

If you are a victim of sexual assault or harassment, support, counseling and advocacy can be arranged through [Student Counseling Services](#). If you are in crisis or this is an emergency, please contact the Butte Police Department at 911.

Policies and anonymous campus resources can be found at [www.mtech.edu/student-conduct](http://www.mtech.edu/student-conduct).

If you are in crisis or this is an emergency, please contact: 911 for the Butte Police Department

## OTHER RESOURCES

Safe Space is our community resource and is available to assist and support victims. Safe Space provides shelter and advocacy services. Please contact:

Office: 406-782-8511  
Crisis Line: 406-782-8511  
Toll Free: 877-335-8511  
safespacebutte@gmail.com

Please use these documents as resources and to report an incident involving sexual assault and/or harassment.

- [Sexual Assault Reporting Options](#)
- [Montana Tech's Discrimination, Harassment, and Retaliation Policy](#)
- [Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy Report](#)
- [Discrimination](#)
- [Report Harassment, Hazing, or Sexual Assault](#)

Montana Technological University (Montana Tech) seeks to foster a campus environment conducive to academic inquiry, productive campus life, and thoughtful study and discourse. The Student Code of Conduct and its Human Resources policies support these goals and aim to foster a healthy, safe, and productive campus and community; to promote moral and ethical development; and to encourage students and employees to abide by city, state, and federal laws as well safe and healthy personal practices. As such, multiple departments and divisions at Montana Tech work steadfastly to prevent dangerous, illegal, and unhealthy behaviors including misuse and/or abuse of alcohol and/or drugs.

In compliance with the Drug Free Schools and Communities Act, Montana Tech publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Montana Tech students and employees. Incoming students are required to complete an online education module that focuses on alcohol abuse prevention. Continuing students have the opportunity to attend wellness fairs, workshops, and guest presentations throughout the year (opportunities vary each semester). The entire campus community (students, faculty, and staff) has access to online resources and receive StudentHealth101 a monthly online magazine that covers a variety of topics relevant to articles on drugs and alcohol. If you are interested in seeing a copy of the Alcohol and Drug Prevention and Education Program Biennial Review, contact the Dean of Students, Joe Cooper, at [jcooper2@mtech.edu](mailto:jcooper2@mtech.edu), 406-496-4198.

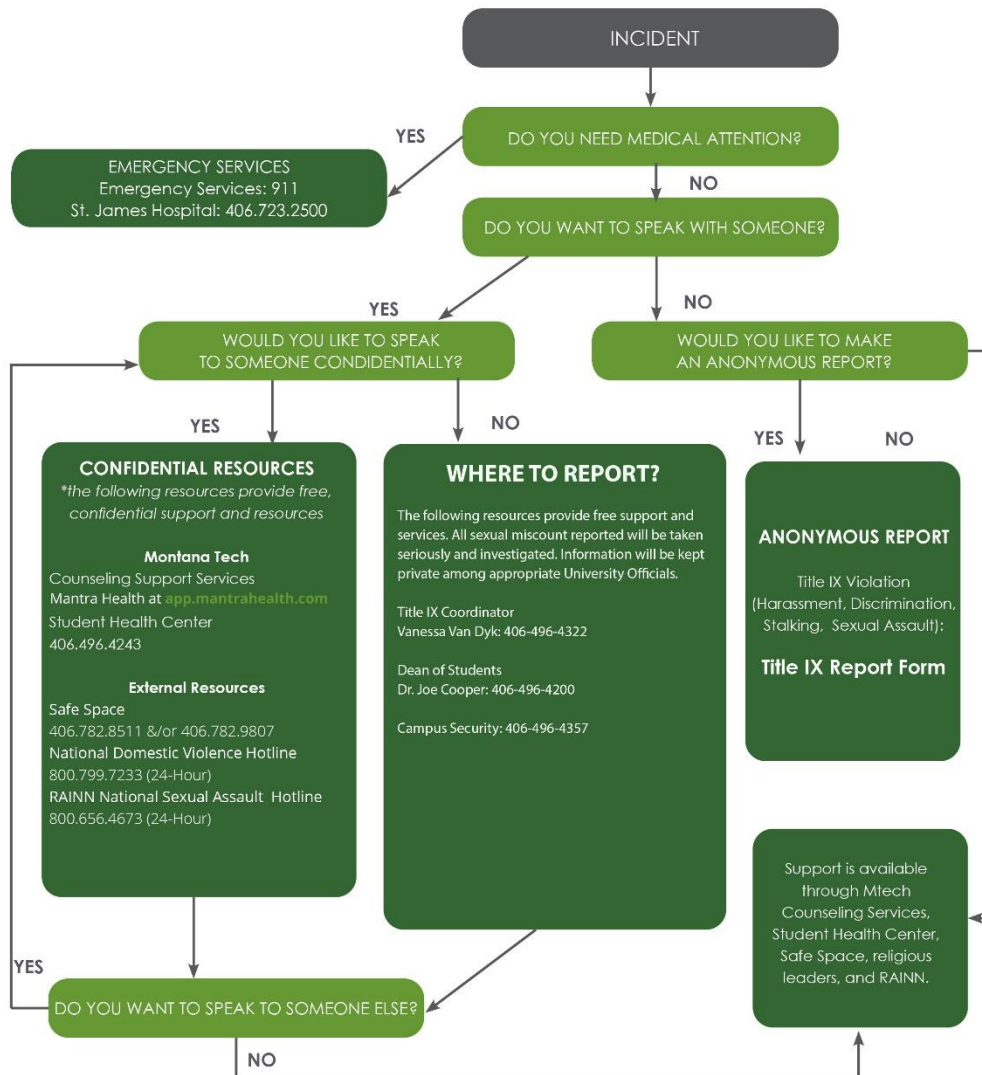
[The Annual Security and Safety Report](#) is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus.

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosures and reporting requirements. The disclosures are intended to help student and parents make better informed decisions about higher education. With this goal in mind, Montana Tech has developed this site to better inform students, parents and the Montana Tech community (<https://www.mtech.edu/about/ir/HEA.html>).

# SAFETY: TITLE IX

## Support & Reporting Options related to Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation

You can speak with anyone at any time. Reporting is always an option. Choosing one route does not exclude other options. You should pursue whatever routes will be most helpful to recovery.



# ACTIVE BYSTANDER, RISK REDUCTION

## HOW TO BE AN ACTIVE BYSTANDER, (MONTANA TECH'S "FRONTSTANDER")

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”[1] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list[2] of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## RISK REDUCTION

With no intent to victim-blame and recognizing that only abusers are responsible for their abuse, here are some strategies to reduce one's risk of sexual assault or harassment (from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. Be aware of your surroundings. Knowing where you are and who is around you may help you out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears to be aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (by calling 911).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. “I don't want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.



**MONTANA**  
TECHNOLOGICAL UNIVERSITY

# EMERGENCY PROCEDURES

## ACTIVE SHOOTER

Active Shooter/Terrorist Event/Violence: How to respond when an active shooter is in your vicinity or other violence is occurring: Quickly determine the most reasonable way to protect your own life. Choose the most appropriate action for the situation – evacuate, hide out/lockdown/barricade or act against the shooter.



### RUN

Escape quickly. Leave belongings behind.  
Help others if you can.  
Alert others to stay away. Remember to take cell phones.



### HIDE

Lock and barricade doors. Silence phones. Keep silent. Cover windows.



### FIGHT

As a last resort, do what it takes to stay alive. Work together. Be aggressive.



## CALL 911 WHEN IT IS SAFE FOR YOU TO DO SO

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## EARTHQUAKE

1. Drop, cover, and hold on!
2. Take cover under heavy desk or table, cover your head and neck, hold onto whatever you are under, and stay put until shaking stops
3. If there's nothing to hide under, inner walls or door frames are your next choice
4. Stay away from glass, hanging objects, and bookcases
5. Shield head and face
6. If outdoors, move away from buildings and utility wires

## BOMB THREAT

1. Call 911 but do not pull fire alarm
2. Follow evacuation procedures and sign in at assembly area

## LOCKDOWN PROCEDURES

Follow for any event when you need to be protected from someone or something on the outside

1. If you are outside, go to closest safe building and closest room.
2. If you are already inside, stay in room.
3. Close and lock door and barricade if possible.
4. Close windows, drapes, and turn off lights.
5. Lie down on floor away from windows and out of sight if possible.
6. Remain silent and calm.
7. Communicate with authorities if possible.
8. Stay in place until all-clear is given by authorities.

# EMERGENCY PROCEDURES

## GENERAL

In any emergency, protection of all students, faculty and staff are a priority. Anytime the alarm sounds or you're instructed to evacuate, follow these instructions:

1. Follow evacuation route for that room/building
2. Close but do not lock doors unless necessary
3. Turn off equipment if safe to do so
4. Use stairs, not the elevator
5. Go to assigned assembly area a
6. Do not go back into a building until given the all clear

## FIRE

1. Pull fire alarm and follow evacuation procedures
2. Call 911 from safe location
3. Call Environmental Health and Safety at 496-4463 and Campus Security at 496-4357

*If you're trained and the fire is less than the size of a garbage can, use a fire extinguisher!*

## HOSTAGE SITUATION

1. If you are not the hostage, call 911
2. Remove uninvolved individuals to a safe location
3. Provide any information you have to authorities

## HAZARDOUS MATERIALS INCIDENT

1. If in a lab and spill is small and manageable, wear personal protective equipment and clean appropriately. Notify Environmental Health and Safety (496-4463)
2. If in a lab and spill is large, toxic or flammable, evacuate lab. Notify Environmental Health and Safety (496-4463) and Campus Security (496-4357) immediately.
3. If incident is large from railcars or trucks, follow instructions to shelter-in-place or evacuate

**ASSEMBLY AREAS FOR CAMPUS EVACUATIONS ARE POSTED IN EACH BUILDING**

## SHELTER IN PLACE PROCEDURES

Follow anytime there has been a large hazmat spill, radiation event, or other similar emergency

1. Move all people inside a building immediately.
2. Close all doors to the outside close and lock all windows, close drapes and blinds.
3. Close as many internal doors as possible.
4. Turn off all ventilation, heating and air conditioning systems. (Note: on campus, this has to be done by Physical Facilities.)
5. Extinguish all ignition sources.
6. Take shelter in upstairs, interior room without windows if possible.
7. If possible, seal gaps around windows, door, ventilation ducts or air conditioning units with duct tape, plastic sheeting, aluminum foil, towels, clothing, whatever you have available.
8. Tune into local radio or TV for information.
9. Stay in place until all-clear is given by authorities.

## MEDICAL EMERGENCY OR PHYSICAL INJURY

1. Call 911 if you have an unconscious person or if someone requires immediate medical assistance.
2. Also call EH&S 4463 and Security 4357 (HELP).
3. Send someone to meet emergency responders.
4. Administer first aid, CPR or AED (automated external defibrillator) if necessary and if trained.





# SAFETY DURING EMERGENCIES

In the event a crime is reported or a situation arises, within the Montana Tech Clery Geography (on Campus, Public Property and Non-campus property), that, in the judgement of the Dean of Students or designee and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning,” “emergency notification,” or “public safety advisory” will be issued.

Depending on the circumstances of the crime, the campus safety alert may be posted on a bulletin board in each building, at the doorway to each campus building, or electronically through Regroup. This holds true for all situations that potentially pose an ongoing threat to students, faculty, staff, and visitors present on campus during the time the campus safety alert is issued, and the surrounding community.

## TIMELY WARNING NOTIFICATIONS

Timely Warning Notifications are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger UMW community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator or designee).
  - In cases involving sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice
  - Sometimes cases involving sexual assault are reported after a significant amount of time has passed, thus there is no ability to distribute a “timely” warning notice to the community
- Major incidents of Arson
  - Other Clery crimes as determined necessary by the Dean of Students or designee

Montana Tech may decide to issue Timely Warning Notices for other crime classifications and locations, even though not required by law. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Timely Warning Notices are typically written and distributed by the Executive Director, Marketing & Communications or designee in consultation with the Dean of Students or designee. The institution is not required to issue a Timely Warning Notice with respect to crimes reported to a pastoral or professional counselor.

## EMERGENCY NOTIFICATIONS

Emergency Notifications are typically issued for immediate threat(s) to health and safety to those on campus including: Clery - reportable crimes as well as other types of emergencies (i.e., currently happening or will be happening very soon). Examples may be a gas leak in a campus building, an active shooter on campus, approaching tornado, an armed robbery that just occurred, etc. Emergency Notifications are issued upon confirmation of an emergency (when possible). Emergency Notifications are typically written and distributed by the Executive Director, Marketing & Communications or designee in consultation with the Dean of Students or designee.

## PUBLIC SAFETY ADVISORIES

Public Safety Advisories are issued at the discretion of Montana Tech.

Public Safety Advisories are safety or security situations that do not meet the threshold for distributing a Timely Warning or Emergency Notification. Examples may be series of bike thefts on campus, multiple reports of identity theft, etc.

Typically, circumstances that warrant campus safety alerts are crimes reported to the Dean of Students, other campus security authorities, and/or the Butte-Silver Bow Police Department (BSBPD). The University has requested the BSBPD inform Montana Tech when crimes are committed on or near campus that might be potential or ongoing threats to the Montana Tech community. This will assist Montana Tech in determining the need for potentially issuing campus safety alerts.

# SAFETY DURING EMERGENCIES

Individuals with information they believe warrants a campus safety alert should immediately report it to one of the individuals below:

- Joe Cooper, Vice Provost for Student Success/Dean of Students, in person, Student Union Building room 201, via phone at 406-496-4198, or via email at [jcooper2@mtech.edu](mailto:jcooper2@mtech.edu).
- Campus Security, 406-496-4357 or [security@mtech.edu](mailto:security@mtech.edu) (available 24/7)
- Residence Life by calling 406-496-4425 during regular business hours
- Troy Franklin, Director of Residence Life, at [tfranklin@mtech.edu](mailto:tfranklin@mtech.edu) or 406-496-4500 during regular business hours
- Layne Sessions, Director of Facilities, at 406-496-4399 during regular business hours
- Amanda Badovinac, Executive Director of Marketing and Communications at 406-496-4828 during regular business hours
- Marissa Morgan, Director of Environmental Health and Safety, at 406-496-4463 during regular business hours

## MISSING STUDENT NOTIFICATION AND PROCEDURES

Students residing on-campus missing for 24 hours should be reported to the Director of Residence Life and the Vice Provost for Student Success/Dean of Students. If an official missing student report is initiated the appropriate campus authority will report it to Butte Silver-Bow Police department. Students living on-campus have the option to annually register a confidential contact person to be notified by Montana Tech no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination or the local law enforcement agency in which the student went missing.

This information will be registered confidentially and kept in the Residence Life Office and will only be accessed by the Director, Administrative Assistant, Dean of Students and/or law enforcement officers in the furtherance of a missing person investigation and it may not be disclosed outside of a missing person investigation.

Local law enforcement and campus security will be notified, within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing, regardless if the student has registered a contact person. Parents or guardians will be notified, in addition to notifying any additional contact person designated by the student, within 24 hours of the determination that the student is missing, if a student is less than 18 years of age and not emancipated. The residence hall handbook lists the specific procedures the college will follow when a student who lives on-campus is determined to be missing for 24 hours.

### Procedures

Should the Montana Tech Campus officials investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Montana Tech. If the student is under the age of 18 and is not an emancipated individual, Montana Tech will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Montana Tech will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

The Full Annual Campus Fire & Security Report, relevant policies, procedures, and crime data, can be found at <https://www.mtech.edu/campus-safety/security-reports.html>.

# THE FINE PRINT

## CATALOG

The Catalog is the official publication of Montana Tech's policies, procedures, requirements, and course descriptions for all departments. The catalog year in which you enter is the official guide to your graduation requirements. It is your responsibility to know the official degree/certifying requirements for your program, and to act upon this information in an effective manner. The Catalog takes precedence over all other materials. Visit [catalog.mtech.edu](http://catalog.mtech.edu).

## COLLEGE COMMUNITY EXPECTATIONS (STUDENT CONDUCT)

Montana Tech seeks to provide an environment that promotes academic achievement and integrity and that serves the University's educational mission. It is our expectation that students will conduct themselves in a manner that supports this environment. These expectations include, but are not limited to: regular class/lab attendance, timely completion of assignments, proper preparation for class/lab, and exhibiting behavior that fosters and encourages academic integrity and learning, defends freedom of inquiry and discussion, and allows for the free and open exchange of knowledge, ideas, and opinions.

Montana Tech faculty have the obligation and authority to maintain a classroom environment that promotes these values. Classroom behavior that is deemed inappropriate will be dealt with on a case-by-case basis by the faculty member and, if necessary, the administration.

In addition, any individual within the college community who feels that his or her rights have been infringed upon by the conduct of another student may process a referral to the College Community Expectations Program. In cases where an individual feel that his or her rights have been infringed upon, that individual may also elect to file a complaint with legal authorities, take no action, or discuss the situation with the other individual involved rather than process a referral.

To learn more about our community expectations or to report an incident visit [mtech.edu/conduct](http://mtech.edu/conduct).

## FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted in 1974 to protect student rights in regard to their education records. FERPA guarantees you the right to inspect and review your education records, to seek to amend an error on your education records, and to have some control over the disclosure of information from those education records. Keep informed of your rights under FERPA and learn how Montana Tech may disclose your educational records at [mtech.edu/FERPA](http://mtech.edu/FERPA).



Campus Security: Dial Ext. 4357

## DIRECTORY

Academic Center for Excellence	SSC 3.132	Business Office	SSC 3.127	Digger Card Center	SUB 116
Administration/Chancellor	MG 303	Campus Information	SUB 208 & SSC Welcome Desk	Enrollment Services	SSC 3.126
Admissions	MG 111	Career Services	URC 109	Foundation	URC 120
Alumni Engagement	URC 104	Computer Technology Services	MG 107	Health Center	SUB 111
Associated Students of Montana	MILL 208	Counseling/Disability Services	ENG 103	Mail & Copy Center	SUB 117
Campus Store	SUB 112	Dean of Students	SUB 201	Parking Decals	SSC 3.127

## MONTANA TECHNOLOGICAL UNIVERSITY

MAIN CAMPUS (SHOWN)  
1300 West Park Street  
Butte, Montana 59701

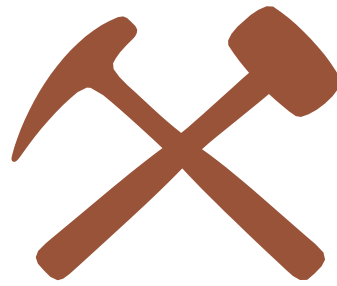
HIGHLANDS COLLEGE CAMPUS  
25 Basin Creek Road  
Butte, Montana 59701

1-800-445-8324 [www.mtech.edu](http://www.mtech.edu)

## SCHOOL SONG

### “Forward Tech!”

Forward Tech!  
You've gotta go forward Tech!  
Forward Tech  
You've gotta go forward Tech!  
Let's make this game a  
Vic-tor-y  
Rah! Rah! Rah!  
Hail to the Copper  
Hail to the Green  
Hail to the Orediggers  
Whose praises we sing!  
It's forward Montana  
Tech We'll win this game!  
Yea Copper!  
Yea Green!  
Come on Orediggers  
Beat that team!  
Forward Tech!  
You've gotta go forward Tech!  
Let's make this game a  
Vic-tor-y  
Rah! Rah! Rah!  
Hail to the Copper  
Hail to the Green  
Hail to the Orediggers  
Whose praises we sing!  
It's forward Montana  
Tech We'll win this game!



# HERE'S TO A GREAT YEAR. GO DIGGERS!

