

STUDENT RIGHT-TO-KNOW ACT

Graduation/Completion and Transfer Out Rates

Montana Tech of The University of Montana is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation/completion status of the first-time, full-time undergraduate degree/certificate seeking cohort who enrolled during the specified year. 150% of the normal time-to-completion equates to 6 years for a bachelor's degree, 3 years for an associate's degree, and 1.5 years for a certificate (http://www.mtech.edu/onestop/grad_comp_rates.htm).

Montana Tech's Annual Security Report and Annual Fire Safety Report Campus Crime Reporting and Disclosure

Montana Tech's Annual Security and Annual Fire Safety Reports are available. Each year, an email notification is sent to all enrolled students, faculty, and staff which provides a link to the website (http://www.mtech.edu/student_life/blocks/security_report.pdf) to access the report. Copies of the report may also be obtained at the Dean of Students' Office located in Engineering Hall, Room 101 or by calling 406.496.4198

This 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. This report is available online at http://www.mtech.edu/student_life/blocks/security_report.pdf.

Montana Tech crime statistics concerning the number of criminal offenses, or referrals for campus disciplinary actions, and fire safety statistics are submitted by the Dean of Students to the Department of Education's Web-Based Campus Crime and Security Survey. Definitions of crimes comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Crime statistics are provided by the Butte-Silver Bow Sheriff's Department. Montana Tech's Campus Crime Log is available at the Security Office located in the Physical Facilities Building. The Montana Tech crime statistics are located on the National Center for Education Statistics website under Campus Security. Direct links are listed below:

Montana Tech of The University of Montana:

<http://nces.ed.gov/collegenavigator/?q=montana+Tech&s=all&id=180416>

Montana Tech College of Technology:

<http://nces.ed.gov/collegenavigator/?q=montana+Tech&s=all&id=180081>

Montana Tech Annual Security Report And Annual Fire Safety Report

- Criminal action or student emergencies are to be reported to 911, Campus Security, 406-496-4357 (HELP), and/or the Associate Vice Chancellor for Student Affairs/Dean of

Students (Paul Beatty: 406-496-4198 (w), 406-498-5343 (c)). Policy relating to procedures and facilities for students and others to report criminal actions or other emergencies on campus is published in the Student Handbook under Emergency Procedures.

- Montana Tech will, without delay, take into account the safety of the community and content of the warning, and initiate the emergency notification system when necessary.
- If you are a victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report to the Dean of Students. With your permission, a report on the details of the incident can be filed on the incident without revealing your identity.
- Butte-Silver Bow Law Enforcement (406-497-1120) encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because most police reports are public records, the Law Enforcement Department cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to Campus Security or the Associate Vice Chancellor/Dean of Students.
- Montana Tech's Licensed Professional Counselors are not considered to be a campus security authority, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics
- During business hours, Montana Tech Campuses (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via Campus Security or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Policy concerning security of and access to campus facilities is published in the Student Handbook under Facilities. The Residence Life Handbook addresses specific security and access related to campus living throughout the publication.
- Montana Tech contracts for campus security services. Contracted security officers provide such services as investigation of thefts, handling of alcohol-related and other behavior problems on campus, parking control, and crowd control at games and concerts. Officers are trained in law enforcement, crisis management, and advanced first aid. Campus security does not have the same enforcement authority associated with police; however, our campus security officers work closely with Butte-Silver Bow Law Enforcement. Policy and practice require accurate and prompt reporting to the appropriate police agencies.
- Procedures to immediately notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus are contained in the *Montana Tech Emergency Notification Plan*. The instructions on what to do during significant emergencies are published in the Student Handbook under *Emergency Procedures*. The Montana Tech Emergency Phone Numbers are included on page 3 of the student handbook and contain names and titles of contact persons on campus.

- As outlined in the Montana Tech Emergency Notification Plan, Montana Tech’s Emergency Text Messaging Notification System, the NetSupportNotify computer messaging system, mass e-mail, and the campus outdoor siren/public address system may be used in any appropriate combination to disseminate emergency information to the campus community. Pre-scripted messages for each method of notification have been provided to the persons authorized to activate the notification system. Butte-Silver Bow’s “reverse 911” system would be used for informing the larger community of an emergency situation. Montana Tech’s Director of Public Relations is charged with keeping the campus and the general public informed via website postings and press conferences.
- A description of the process used to determine confirmation of a significant emergency situation and how the notification systems will be deployed is outlined in the Montana Tech Emergency Notification Plan.
- Montana Tech’s Emergency Procedures, Gunman/Terrorist Event/Violence-Lockdown & Shelter-in-Place, and Evacuating Procedures are published in the Student Handbook.
- Montana Tech tests its emergency response and evacuation procedures annually. Prior to testing, procedures are sent via email to all faculty, staff and students. Documentation of emergency response and evacuation exercises are maintained in the Environmental Health and Safety office and website.
- Montana Tech will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Montana Tech will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
- Students and employees are informed about campus security procedures and encouraged to be responsible for their own security and the security of others through orientation programs, the Student, Faculty/Staff, and Residence Hall Handbook publications.
- Crime prevention has been incorporated into the ongoing campus programming. Safety and Security topics and programs are incorporated into our Orientation and Hall Forums and addressed throughout the semester.
- Montana Tech does not have recognized off-campus student organizations, and it is not our practice to monitor off-campus criminal activity.
- Montana Tech’s Alcohol Policy and Drug Free Workplace Policy are published in the Student Handbook, Residence Hall Handbook, and Faculty/Staff Handbook. Violators are subject to Montana Tech disciplinary action, criminal prosecution, fine and imprisonment.
- Use, possession, manufacture, sale, or distribution of any illegally controlled substance on Montana Tech’s property or at Montana Tech-sponsored activities is prohibited. This is in compliance with federal and state statutes, Montana Tech’s Community Expectation Program (Student Conduct), and the Drug-Free Workplace Act of 1988.
- Montana Tech has ongoing programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.
- Montana Tech will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the

alleged victim is deceased as a result of the crime or offense, Tech will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Campus Sexual Assault Programs Established To Prevent Sexual Offenses, And The Procedures To Follow When A Sexual Offense Has Occurred

Montana Tech educates the student community about sexual assaults and date rape through ongoing programs offered throughout the academic year. Beginning fall 2011, Montana Tech requires all traditional freshmen to take the on-line AlcoholEdu Course. As part of this course, we included **SexualAssaultEdu** as an additional module that was inserted into the AlcoholEdu for College course. SexualAssaultEdu provides important prevention skills and relies on proven theories and educational strategies to help students understand the many aspects of the sexual assault issue. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Butte-Silver Bow Law Enforcement Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. A sexual assault should be reported directly to Campus Security and the Dean of Students. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Community Expectation Program, or only the latter. Montana Tech's Dean of Students, Counselor, or the Director of Residence Life will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through Montana Tech's Counselor Services, Student Health Center, and Employee Assistance Program. Counseling and support services outside Montana Tech can be obtained through the Butte Silver Bow Victim-Witness Advocacy Program (406-497-6243) and Safe Space's Domestic Violence and Sexual Assault Program (406-782-8511).

Montana Tech's disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*, the *College Community Expectations Program*, and the *Student Life Programs Emergency Procedures Manual*. The *College Community Expectations Program* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Montana Tech for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

- Information about Sexual and Violent Offender Registry for the State (offenders living within Butte-Silver Bow) can be found at:
http://www.co.silverbow.mt.us/departments/public_safety.asp#law_enforcement. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

Education programs to promote awareness and prevention of rape, acquaintance rape, and other sexual offenses:

- Campus Sexual Assault Awareness Programs
- Residence Hall Presentations
- Student Handbook
- College Community Expectations Program
- Student Life Emergency Procedures
- College Success Courses
- Classroom Presentations
-

Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure:

- College Community Expectations Program Handbook { Appendix B—Activities or sanctions for students referred to College Community Expectations Program }.

Procedures students should follow if a sexual offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported:

- Student Handbook—If You Are Sexually Assaulted
- College Community Expectations Program Handbook { Appendix C—Montana Tech Student Complaint Decision Form }
- Student Life Emergency Procedures Manual

On-campus disciplinary action in cases of alleged sexual assault - The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

- College Community Expectations Program Procedures

Students are informed of their options to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so. Students will be informed of available assistance in, changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.

- College Community Expectations Program Procedures { Appendix C—Montana Tech Student Complaint Form }
- Student Life Emergency Procedures Manual

- Residence Hall Handbook

Notifying students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community:

- Student Handbook
- Technocrat (Campus Newspaper)
- Classroom Presentations

Mandate adoption of procedures for a victim to follow when a sex offense occurs:

- Student Handbook and Student Life Emergency Procedures—Specific to incidents of rape

Campus Programs to Prevent Sexual Assault:

- Presentation during National Collegiate Alcohol Awareness Week on alcohol and sexual assault
- Awareness Month in April
- Student Wellness Fairs
- Safe Space annually staffs information tables or facilitates presentations on dating/domestic violence and sexual assault.
- Montana Tech students, faculty, and staff receive *StudentHealth101* online magazine. Yearly there are articles on sexual assault, sexual harassment
- Mock *Date Rape Trial* occurs every other year
- **The Silent Witness Project in conjunction with a “Paint Your Pinky Red” campaign**
- Classroom presentation—sexual assault awareness

Campus Drug and Alcohol Abuse Education Programs:

- All traditional freshmen are required to take the on-line AlcoholEdu Course
- Mandatory classes (4 hours) for all students who violate residence hall alcohol policy
- National Collegiate Alcohol Awareness Week informational booths
- Classroom presentations—alcohol awareness
- “Have A Safe Holiday” messages
- Campus Social Marketing/Alcohol Awareness
- Designated Driver (DD) campaign to encourage student safety
- Thursday night non-alcoholic movies
- Homecoming pledge to “party” responsibly and safely
- Resource Guide for students desiring to abstain from alcohol and tobacco
- Student Wellness Fairs

Annual Fire Safety Report

Montana Tech fire statistics concerning the number of fires and the cause of fires, number of deaths related to the fire, number of injuries related to the fire that resulted in treatment at a medical facility and value of property damage related to the fire are submitted to the Department of Education’s Web-Based Fire Safety Report. The Web-Based report information is published on the college’s website at http://www.mtech.edu/student_life/blocks/Fire_Summary.pdf.

- A description of the fire safety system, the number of fire drills held the previous calendar year, procedures for evacuation, policies for fire safety education and training, policies on portable electrical appliances, smoking, and open flames, and a list of titles to which individuals should report that a fire occurred in the residence halls is published in the Residence Hall Handbook. The Fire Log is kept by Residence Life and is available at the Residence Life Office or the Director of Environment Health and Safety Office.
- Fire/evacuation drills in housing facilities are scheduled a minimum of once a semester by the Environmental Health & Safety Office (EHS) and Residence Life Director with the cooperation of the BSB Fire Department. In the event of a fire, Montana Tech expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Environmental Health & Safety Office. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.
- Fire safety education is provided to all students living on-campus during hall meetings at the beginning of the semester. Students are informed of fire-safety policies and proper evacuation procedures. Each student is given a Resident Handbook, which includes these policies and procedures as well as a map of evacuation routes. Students with disabilities will be given the option to have a "buddy" assigned to them. Residence Life staff members also receive fire extinguisher training provided by the local fire department.
- Per federal law, Montana Tech is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Montana Tech's Residence Life Director or Environmental Health & Safety Office (EHS) may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following: Residence Life Director (406) 496-4500 & EHS (406) 496-4463. When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Missing Student Notification

Students residing on-campus missing for 24 hours should be reported to the Director of Residence Life and the Associate Vice Chancellor for Student Affairs. Students living on-campus have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. This information will be 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. Local law enforcement and campus security will be notified if a student is missing regardless if the student has registered a contact person. Parents or guardians will be notified 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.

Montana Tech complies with regulations governing Drug Free Schools and Campuses. Program material and copies of the Annual Security Report and Annual Fire Safety Report are available by contacting Paul Beatty, Associate Vice Chancellor for Student Affairs/Dean of Students, at Engineering Hall, room 101 (496-4198) or online at the following address:
http://www.mtech.edu/student_life/blocks/security_report.pdf.

ATTACHMENTS:

- Campus Security Authorities
- Fire Safety Report
- Missing Student Contact Registration Form

Campus Security Authorities

Art Anderson
Director of Physical Facilities
406-496-4399
aanderson@mtech.edu

Amanda Badovinac
Director of Public Relations and Marketing
406-496-4828
abadovinac@mtech.edu

Paul Beatty
Associate Vice Chancellor/Dean of Students
406- 496-4198
pbeatty@mtech.edu

Marilyn Cameron
Director of Environment Health & Safety
406-496-4463
Email: mcameron@mtech.edu

Director of Residence Life
(406) 496-4500
Email:

Meredith Davison
Covenant Aviation Security
406- 563-6546
Meredith.davison@covenantsecurity.com

Sean Milligan
Montana Tech Security
406-496-4357
Email: **security@mtech.edu**

Michael Nasheim
Assistant Director of Physical Facilities
406- 496-4114
mnasheim@mtech.edu

John Walsh
SherriffButte-Silver Bow Law Enforcement
406- 497-1121
Email: jpwalsh@bsb.mt.gov

Fire Safety Report

I. Fire Statistics

Building Name	Date	Time	Cause of Fire	Injuries That Required Treatment At a Medical Facility	Value of Damaged Property
No incidents					

II. Description of Fire Safety Systems

Prospector Hall and Centennial Hall are each equipped with a building-wide fire alarm system which is activated by smoke detectors in each room. Alarm pull stations and fire extinguishers are located throughout each building in addition to a heat-activated fire sprinkler system.

Each unit in Apartment housing is equipped with smoke detectors and a fire extinguisher in addition to a heat-activated sprinkler system.

III. Supervised Fire Drills

Fire/evacuation drills in on-campus housing facilities are scheduled a minimum of once a semester by the Environmental Health and Safety and Residence Life Directors with the cooperation of the BSB Fire Department.

IV. Fire Safety Policies

- a. Fire extinguishers, fire alarms, smoke detectors, fire sprinklers, and other fire prevention equipment are provided in each residence hall as a safeguard for students and their property. Tampering or horseplay with fire safety equipment is prohibited and false fire alarms will result in disciplinary action.
- b. Overloaded electrical circuits are hazardous. Montana Tech does not permit the use of halogen lamps, space heaters, or cooking devices with an exposed heating element. The use of extension cords is also prohibited.
- c. Montana Tech is a tobacco-free campus, and smoking is prohibited on all campus property.
- d. Candles and incense or anything producing an open flame is not allowed in the residence halls.
- e. Residents will be given detailed instructions on regulations and procedures for fire drills in their living areas. Failure to respond to, or in any way inhibit, a fire drill will result in severe disciplinary action.

V. Procedures for Student Housing Evacuation in the Case of a Fire

In the event of a fire, Montana Tech expects that all residents will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Residents should then proceed to the gathering area at Leonard field or the basement of the Student Union Building at night and during inclement weather to check in with Residence Life staff so they are accounted for. Students must not remain in the

building as they might be placing themselves and others in a potentially dangerous situation. Residence Life staff will notify students when it is safe to re-enter the building after receiving permission from the Fire Department.

VI. Fire Safety Education and Training Programs

Fire safety information and procedures are reviewed with all residents during residence-hall orientation meetings at the beginning of each semester. All resident rooms and hallways contain placards showing fire exit routes. The Residence Hall Handbook provided to each resident contains a description of the available fire-safety equipment and fire evacuation procedures along with a list of prohibited items.

VII. Future Plans

There are no current plans for upgrades in fire-safety facilities.

Residence Hall Missing-Student Notification Contact Card

Student's Name: _____ Student ID #: _____

Please identify an individual to be notified by Montana Tech if you are determined to be missing. If you are determined missing, Montana Tech will also notify the appropriate law enforcement agency no later than 24 hours after the time you are determined to be missing. If you are under 18 years of age and not emancipated, Montana Tech is also required to notify your custodial parent or legal guardian if you are determined to be missing. Please check the box if you are under 18 and not an emancipated individual.

(An "emancipated individual" refers to a minor who is self-supporting and independent of parental control, usually as a result of a court order.)

Contact's Information:

First Name: _____ Last Name: _____

Relationship to student: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Email: _____

Phone number: _____ Alternate Phone: _____