Faculty Senate Agenda
10/11/17
1 p.m. – 3:30
Mill 201 – Chancellor’s Lounge

I. Welcome and Minutes

II. Recommendations from the CRC
   a. CRC minutes and attendance
   b. CRC requests
      i. Curricula changes for AHSS and OSH
      ii. Course and name change for LS
      iii. Create and change courses in Nursing
      iv. Change course requisites in EE

III. Appointment of member for the Academic Freedom and Tenure Committee (AFTC) - “The committee considers appeals by faculty of administrative decisions that impair the faculty member’s academic freedom or violate the procedures for obtaining tenure. The committee attempts to resolve disputes in an informal manner, but formal hearings may also be held. Ordinarily, the committee will not offer judgments on the merits of a faculty member to qualify for tenure, but will only attempt to determine if the faculty member has had fair and due process in all proceedings. The committee may offer its judgments in matters concerning academic freedom. The committee submits a written report of its findings to the appealing faculty member and the administration. Only tenured members of the faculty are eligible for membership on this committee.”

IV. Statement on Limited English Proficiency (LEP) from Dr. Vath, Dean of Students
   a. UM policy: http://www.umt.edu/eo/equalop/lepgq.php

V. Updates on our Service and Support Animal Policies from Vanessa Van Dyk, Director of HR
   a. Policy and procedures, reference guide, and student forms.

VI. Update from the Student Evaluations Sub-Committee from Dr. Glen Southergill, Senator for PTC/Writing

Discussion Items

VII. Discussion of faculty turnover and exit process with Vanessa Van Dyk, Director of HR

VIII. Faculty senate survey results (2017) dissemination

IX. Read comments from legal counsel and senate minutes

X. Other Items
I. Call the meeting to order / end: 330 422
II. Changes to Meeting Minutes from May 2017
III. Scheduled Meetings
IV. Member Attendees: **Sign in Please**
V. Curriculum Revisions and Proposals:

![Larry and David](https://via.placeholder.com/150)

### FALL SCHEDULE

**Fall Schedule**

Due date Monday 25 Sept for Meeting Thu Sept, 330 - 5, SJB 113

Due date Monday 23 Oct for Meeting Thu Oct 030-10, Sub 113

Due date Monday 13 Nov for Meeting Thu Nov 4-030, Sub 113

Due date Monday 4 Dec for Meeting Wed Dec 030-10, Sub 113

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Dean's Approval</th>
<th>CRC Vote Y/N/A</th>
</tr>
</thead>
</table>
| B.S. AHSS | Curriculum change  
  Change Freshman elective from 3 credits to 2 credits. 
  Changes total credits for graduation from 129 to 128. 
  Historically degree was 128 – error possibly carried from 2015 when OSH 101 was reduced from 3 to 2 credits and electives added | OK | |
| B.S OSH and AHSS | Curricula change  
  Define ENG, OSH, SCI elective  
  Proposed:  
  ENG, SCI, OSH Elective*  
  *100 level or higher engineering, biological science, chemistry, geology, OSH, PHYX, STAT, IH, NRSG, KIN, AHS, or M 141 or higher | OK | |
| B.S. OSH and AHSS | Curricula change  
  Add option  
  Both B.S. programs require WRIT 100, add WRIT 121 as an OR to allow students and option of taking a higher-level class.  
  Proposed:  
  WRIT 101  
  Or  
  WRIT 121 | | |
| B.S. OSH and AHSS | Curricula change  
  Define substitution of OSH, SCI, ENG elective  
  M 151  
  (add footnote) Students testing into and earning a C- or above in M 171 may substitute OSH, ENG, SCI electives for the 4 credit hours allocated to M 151. | | |
CHMY 121
(add foot note) Students who earn a C- or above in CHMY 141 may substitute and OSH, ENG, SCI elective for the 3 credit hours allocated to CHMY 121

Notes:

Liberal Studies

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Dean's Approval</th>
<th>CRC Vote Y/N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. Liberal Studies</td>
<td>Program name change to B.S. in Interdisciplinary Arts and Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same</td>
<td>REMOVE PRE-REQ Currently: Prerequisite(s): Sophomore standing or Consent of Instructor. Satisfies Humanities &amp; Fine Arts core. Course generally offered 1st semester. Proposed: PHL 101 - Reason &amp; Reality: Introduction to Philosophy - 3 credits (Hrs: 3 Lec.) An introductory study, based on selected philosophical writings, of the nature and scope of philosophy and some of its constituent fields of inquiry: epistemology, metaphysics, ethics, esthetics, the philosophy of history, and the philosophy of science. Satisfies Humanities &amp; Fine Arts core. Course generally offered 1st semester.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same</td>
<td>Add PSCI 250 to the approved list of “Philosophy and Political Thought” course options. Proposed curriculum degree changes: Philosophy and Political Thought (6 credits) Select 3 credits □ PHL 101 - Reason &amp; Reality: Introduction to Philosophy 3 credits □ PHL 110 - Problems of Good &amp; Evil: Introduction to Ethics 3 credits □ PSCI 101 - Introduction To Political Science 3 credits □ PSCI 210 - Introduction to American Government</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**Curriculum Review Committee Meeting Agenda – 09-28-2017**

- **3 credits □ PSCI 250 - Introduction to Political Theory**

**Meeting Minutes**

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Minor discussion regarding the Art side of the name change & loss of classes in Languages.
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**Nursing**

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Dean's Approval</th>
<th>CRC Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S Nursing</td>
<td>NRSG 325 Change course description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(post licensure)</td>
<td>Proposed <strong>Advanced Health Assessment</strong> integrates and builds on the education and skills gained during previous course work. Post-Licensure students will enhance their assessment techniques by this course emphasizing analysis, synthesis, and documentation of assessment data as a foundation for providing holistic nursing care.</td>
<td></td>
<td></td>
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<tr>
<td>Registered nurses</td>
<td></td>
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<tr>
<td>Is for</td>
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<tr>
<td>B.S Nursing</td>
<td>Create a new course and Replace NRSG 440 Current Trends in Health Care with NRSG XXXX. <strong>Integrated Health Assessment</strong> on the curriculum need a number</td>
<td></td>
<td></td>
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<tr>
<td>(post-pre licensure)</td>
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<tr>
<td>AS level BS</td>
<td><strong>Integrated Health Assessment</strong> assimilates and builds on the education and skills gained during previous nursing course work. Pre-Licensure students will enhance their assessment skills by learning to integrate health assessment data as a foundation for providing holistic nursing care. 100% online</td>
<td></td>
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<tr>
<td>Meeting Minutes:</td>
<td></td>
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</tr>
</tbody>
</table>

**Meeting Minutes:**

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25[6]              10% comprehensive paper
```

**Same**

- **NRSG XXX** Pathophysiology change credits from 4 to 3, no change in degree graduation credits

|                  |                  |                 |          |
**EE**

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Dean's Approval</th>
<th>CRC Vote Y/N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. EE</td>
<td>Change M 274 to a co-req instead of a pre-req for EELE 203 and EELE 204.</td>
<td></td>
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<tr>
<td></td>
<td>Proposed EELE 203, Circuits II for Engineers.</td>
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<tr>
<td></td>
<td>Pre-req = EELE 201 and 202.</td>
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<tr>
<td></td>
<td>Co-req = M 274.</td>
<td></td>
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</tr>
</tbody>
</table>

Notes: *Discussed w/ math*

1. For Next year, SO's added to course syllabus before changes are submitted to the CRC? *(Not Discussed)*
   - No only when new course # requested
<table>
<thead>
<tr>
<th></th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
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<tbody>
<tr>
<td>Joel Graff (2016) (Biology)</td>
<td></td>
<td></td>
<td>SGA</td>
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<tr>
<td>Jahan Bayat (2012) (GenE)</td>
<td></td>
<td></td>
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<tr>
<td>Larry Smith (2016) (GeoE)</td>
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<td>W8</td>
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<td>Paul Conrad (2007) (MinE)</td>
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<td>PWC</td>
<td>NEM</td>
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<td>Nagisetty, Raja (2017) (EnvE)</td>
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<tr>
<td>Kristi Bailey (2016) (HCI)</td>
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<td>B8B</td>
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<td>Linda Granger (2001) (Bus Tech)</td>
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<td>Nick Hawthorne (2012) (PTC)</td>
<td></td>
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<td>O1</td>
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<td>David Hood (2016) (BIT)</td>
<td></td>
<td></td>
<td>D4H</td>
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<tr>
<td>Atish Mitra (2014) (Math &amp; Statistics)</td>
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<td>John Morrison (2009) (EE)</td>
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<td>Susan Schrader (PetE)</td>
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<td>Laurie Noel (2006) (Nursing)</td>
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<td>Ryan Mulcahy (2017) (Health)</td>
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<td>Isabel Campos (2008) (Liberal Studies)</td>
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<td>Tony Patrick (2015) (Trades &amp; Technical)</td>
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<td>Marvin Speece (1998) (GeopE)</td>
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<td>Theresa Stack (2014) (Chair) (SH/IH)</td>
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<td>KV Sudhakar (2009) (Met/MatE)</td>
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<td>Jeff Braun (2001) (CS)</td>
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<td>Bev Hartline (Graduate School 2015)</td>
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<td>Scott Heidecke (Chemistry 2016)</td>
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<tr>
<td>Raven Hrysenko (ASMT)</td>
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<tr>
<td>Doug Abbott (Ex-Officio)</td>
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<tr>
<td>Scott Juskiwicz (Ex-Officio)</td>
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<tr>
<td>Leslie Dickerson (Ex-Officio)</td>
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</tr>
</tbody>
</table>

GUESTS PLEASE PRINT NAME AND INITIAL MONTH

Karen VanDaver |  |
Doug Cox |  |
Date: 9-5-17
Dept.: SH/IH  College: SME
Program: AHSS

Description of Request/Summary: Change Freshman elective from 3 credits to 2 credits. Changes total credits for graduation from 129 to 128. Historically degree was 128 – error possibly carried from 2015 when OSH 101 was reduced from 3 to 2 credits.

Current Course Program Information:

<table>
<thead>
<tr>
<th>Course # Name</th>
<th>Credits</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Elective</td>
<td>3</td>
<td>none</td>
</tr>
</tbody>
</table>

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

<table>
<thead>
<tr>
<th>Course # Name</th>
<th>Credits</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Elective</td>
<td>2</td>
<td>none</td>
</tr>
</tbody>
</table>

List of supporting documentation attached:
1. Curriculum worksheet

Assessment Leading to Request
Departmental Assessment of total credits needed to graduate, error not realized until 2017 from 2015 changes.

Anticipated Impacts to “Other” Programs
None.

Impact on Library: No consultation is required since changes are only to the credits for the free elective.

Date to take effect: immediately

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:
Faculty Approvals (directly to CRC, then Faculty Senate):
- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- New degree certification of 29 credits or less
- Other:

Campus Approvals (must be approved by the VCAA prior to CRC submission):
- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
☐ Establishing a B.A.S./A.A./A.S. area of study
☐ Offering an existing postsecondary educational program via distance or online delivery
☐ Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):
☐ Re-titling an existing postsecondary educational program
☐ Terminating an existing postsecondary educational program
☐ Consolidating existing postsecondary educational programs
☐ Establishing a new minor where there is a major or an option in a major
☐ Revising a postsecondary educational program
☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
☐ Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):
☐ Establishing a new postsecondary educational program
☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
☐ Forming, eliminating or consolidating an academic, administrative, or research unit
☐ Re-titling an academic, administrative, or research unit
☐ Other:

APPROVALS
Department Head Approval

__________________________________________ Date ____________

Dean Approval

__________________________________________ Date ____________

VCAAR Approval (see above)

__________________________________________ Date ____________

Chancellor Approval (see above)

__________________________________________ Date ____________

Graduate Council Approval

__________________________________________ Date ____________

CRC Approval

__________________________________________ Date 9/28/17

Faculty Senate Approval

__________________________________________ Date ____________
MontanaTech

Curriculum Change Request Form Dated 8 May 2017

Date: Sept 2017
Dept: Safety, Health and Industrial Hygiene
Program: B.S. Occupational Safety and Health & B.S. in Applied Health and Safety Sciences
College: School of Mines and Engineering

Description of Request/Summary: Define passing a higher level course without a pre-req and acceptable substitutions

Current Course Program Information: The curricula require M 151 and M 171. The curricula also require CHMY 141 and 121. In both instances, the lower level course is the pre-req for the higher level course.

Some students who begin in engineering departments earning a passing grade in the higher-level class (M 171 or CHMY 141) without the course pre-requisite (M 151 or CHMY 121). Allowable substitutions have been inconsistent within the department and increase advisor workload.

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Pre-req</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 151</td>
<td></td>
<td>4</td>
<td>OSH, SCI elective</td>
</tr>
</tbody>
</table>

(add footnote) Students testing into and earning a C- or above in M 171 may substitute OSH, ENG, SCI elective for the 4 credit hours allocated to M 151.

CHMY 121

<table>
<thead>
<tr>
<th>Credits</th>
<th>Pre-req</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>OSH, ENG, SCI elective</td>
</tr>
</tbody>
</table>

(add foot note) Students who earn a C- or above in CHMY 141 may substitute OSH, ENG, SCI elective for the 3 credit hours allocated to CHMY 121

OSH, ENG, SCI Elective defined as *100 level or higher engineering, biological science, chemistry, geology, OSH, PHYX, STAT, IH, NRSG, KIN, AHS or M 141 or higher

List of supporting documentation attached:

1. Curriculum worksheets

Assessment Leading to Request

Inconsistent advising and course substitutions not universally approved. Many of the OSH/ENG/SCI electives were requiring course substitution forms. With defined electives, this should substantially reduce the number of course substitutions submitted by our students.

This will eliminate the need for students who take a higher Math or Chemistry course to complete a course substitution form reducing faculty workload.

Anticipated Impacts to “Other” Programs

None

Impact on Library: No impact

Date to take effect: Immediately

LEVEL of Request

Please indicate the type of request(s) by selecting all that apply:

Faculty Approvals (directly to CRC, then Faculty Senate):

- [x] Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- [ ] Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- [ ] New degree certification of 29 credits or less
Curriculum Change Request Form Dated 8 May 2017

- Other:

**Campus Approvals (must be approved by the VCAA prior to CRC submission):**
- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

**OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):**
- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

**Level II (must be approved by the VCAA and Chancellor prior to CRC submission):**
- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

**APPROVALS**

<table>
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<tr>
<th>Approval</th>
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<tbody>
<tr>
<td>Department Head Approval</td>
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<tr>
<td>Dean Approval</td>
<td></td>
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<tr>
<td>Graduate Council Approval</td>
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<tr>
<td>CRC Approval</td>
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<tr>
<td>Faculty Senate Approval</td>
<td></td>
</tr>
<tr>
<td>VCAA Approval (see above)</td>
<td></td>
</tr>
<tr>
<td>Chancellor Approval (see above)</td>
<td></td>
</tr>
</tbody>
</table>
Montana Tech

Curriculum Change Request Form Dated 8 May 2017

Date: Sept 2017
Dept: Safety, Health and Industrial Hygiene
College: School of Mines and Engineering
Program: B.S. Occupational Safety and Health & a B.S. in Applied Health and Safety Sciences
Description of Request/Summary: Define ENG, OSH, SCI elective

Current Course Program Information: The B.S. in OSH curriculum requires 6 credits of ENG, OSH, SCI electives. The SHIH department defined this as a science / math course approved by the advisor. Inconsistencies with approval of course and substitutions for many student applications for graduation lead to a more specific definition of ENG, OSH, SCI elective. The B.S. in AHSS has a similar curriculum but requires 5 credits of ENG, OSH, SCI electives.

Both B.S. programs require WRIT 101, add WRIT 121 as an OR to allow students and option of taking a higher level class.

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

<table>
<thead>
<tr>
<th>Course # Name</th>
<th>Credits</th>
<th>Pre-req</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG, SCI, OSH Elective*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*100 level or higher engineering, biological science, chemistry, geology, OSH, PHYX, STAT, IH, NRSG, KIN, AHS or M 141 or higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRIT 101</td>
<td></td>
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</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRIT 121</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of supporting documentation attached:
1. Curriculum worksheets

Assessment Leading to Request
Inconsistent advising and course substitutions not universally approved. Many of the OSH/ENG/SCI electives were requiring course substitution forms. With defined electives, this should substantially reduce the number of course substitutions submitted by our students.

This will eliminate the need for students who take a higher level-writing course to complete a course substitution form reducing faculty workload.

Anticipated Impacts to “Other” Programs
None

Impact on Library: NO IMPACT

Date to take effect: Immediately

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:

Faculty Approvals (directly to CRC, then Faculty Senate):
☐ Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
X Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
☐ Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
☐ New degree certification of 29 credits or less
☐ Other:

Campus Approvals (must be approved by the VCAA prior to CRC submission):
☐ Placing a postsecondary educational program into moratorium
☐ Withdrawing a postsecondary educational program from moratorium
☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
☐ Establishing a B.A.S./A.A./A.S. area of study
Offering an existing postsecondary educational program via distance or online delivery
Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):
- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
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- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees (Exception to policy 301.11)
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

APPROVALS

Department Head Approval

Dean Approval

Graduate Council Approval

CRC Approval

Faculty Senate Approval

VCAA Approval (see above)

Chancellor Approval (see above)
Montana Tech
Curriculum Change Request Form Dated 8 May 2017

Date 09/11/17
Dept. Liberal Studies  College CLSPS
Program: BS in LS
Description of Request/Summary: Add PSCI 250 to the approved list of “Philosophy and Political Thought” course options.

Current Course Program Information: From Montana Tech Catalog, “LIBERAL STUDIES, BS”:
Philosophy and Political Thought (6 credits)
Select 3 credits
• PHL 101 - Reason & Reality: Introduction to Philosophy 3 credits
• PHL 110 - Problems of Good & Evil: Introduction to Ethics 3 credits
• PSCI 101 - Introduction To Political Science 3 credits
• PSCI 210 - Introduction to American Government 3 credits

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

<table>
<thead>
<tr>
<th>Course # Name</th>
<th>Credits</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy and Political Thought (6 credits)</td>
<td></td>
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</tr>
<tr>
<td>Select 3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PHL 101 - Reason &amp; Reality: Introduction to Philosophy 3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PHL 110 - Problems of Good &amp; Evil: Introduction to Ethics 3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PSCI 101 - Introduction To Political Science 3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PSCI 210 - Introduction to American Government 3 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PSCI 250 - Introduction to Political Theory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessment Leading to Request
This course, recently developed and approved, was inadvertently left of the curriculum changes for the LS degree approved in Spring 2017.

Anticipated Impacts to “Other” Programs
No “impacts” are anticipated on other programs.

Impact on Library: No consultation is required.

Date to take effect: Fall 2018

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:
Faculty Approvals (directly to CRC, then Faculty Senate):
☐ Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor

APPROVALS
Department Head Approval  SD Risser  Date 9/6/17

Dean Approval  Date ____________

CRC Approval  Date 9/28/17

Faculty Senate Approval  Date ____________
MontanaTech

Curriculum Change Request Form Dated 8 May 2017

Date 09/11/17
Dept. Liberal Studies        College  CLSPS
Program: NA

Description of Request/Summary: Remove Prerequisites from PHL 101.

Current Course Program Information: From Montana Tech Catalog:
PHL 101 - Reason & Reality: Introduction to Philosophy - 3 credits (Hrs: 3 Lec.)
An introductory study, based on selected philosophical writings, of the nature and scope of philosophy and some of its constituent fields of inquiry: epistemology, metaphysics, ethics, esthetics, the philosophy of history, and the philosophy of science.
Prerequisite(s): Sophomore standing or Consent of Instructor. Satisfies Humanities & Fine Arts core. Course generally offered 1st semester.

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 101</td>
<td>Reason &amp; Reality: Introduction to Philosophy - 3 credits (Hrs: 3 Lec.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An introductory study, based on selected philosophical writings, of the nature and scope of philosophy and some of its constituent fields of inquiry: epistemology, metaphysics, ethics, esthetics, the philosophy of history, and the philosophy of science.
Satisfies Humanities & Fine Arts core. Course generally offered 1st semester.

Assessment Leading to Request
For several years, students have lamented the requirement of “Sophomore Standing” to this class. Both UM and MSU offer the same course with no prerequisites.

Anticipated Impacts to “Other” Programs
This should allow all students equal access to this 100-level course.

Impact on Library: No consultation is required.

Date to take effect: Fall 2018

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:
Faculty Approvals (directly to CRC, then Faculty Senate):
□  Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.

APPROVALS

Department Head Approval  SD Risser  Date 9/6/2017

Dean Approval  Date _______

CRC Approval  Date 9/28/17

Faculty Senate Approval  Date _______
Date: 09/11/17
Dept. Liberal Studies College: CLSPS
Program: BS in LS

Description of Request/Summary: Change the degree name from “Liberal Studies” to “Interdisciplinary Arts and Sciences.”

Current Course Program Information: The current degree name of “Liberal Studies” with historical ties to the LS degrees at MSU and UM.

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

BS Degree in Interdisciplinary Arts and Sciences

List of supporting documentation attached:
1. Draft of BOR item request

Assessment Leading to Request
The current curriculum in this Bachelor of Science program more closely resembles Interdisciplinary, Integrated, or Multidisciplinary degrees at other institutions. Additionally, like the Montana Tech campus, this degree has a strong focus on the Sciences and Mathematics; the current degree name, “Liberal Studies,” does not contain this connotation. Montana Tech requests authorization from the Montana Board of Regents to make this change to Interdisciplinary Arts and Sciences.

Anticipated Impacts to “Other” Programs
No anticipated impacts on other programs.

Impact on Library: No consultation is required.

Date to take effect: 2018/2019 Catalog

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:
OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):
☑ Re-titling an existing postsecondary educational program

APPROVALS
Department Head Approval

SD Risser

Date 9/6/17

Dean Approval

OK

Date 9/28/17

CRC Approval

Date 9/28/17

Faculty Senate Approval

Date

VCAA Approval (see above)

Date

Chancellor Approval (see above)

Date
MontanaTech

Curriculum Change Request Form Dated 8 May 2017

Protocol: The department requesting curriculum change holds a discussion at the departmental level, and if agreed upon by the department head, discuss with the Dean for approval. Forward the completed form along with supporting information to the CRC chair after approval from the department head, dean, and graduate council if necessary. Final changes are then made by the registrar after faculty senate approval. Guidance: https://www.umt.edu/provost/faculty/curriculum/default.php.

Date 9/1/2017
Dept. Electrical Engineering
College SME
Program: BS Electrical Engineering

Description of Request/Summary: Change the entrance requirement for EELE 203 (Circuits II for Engineers) to a have M274 as a co-req. Instead of a pre-req.

Current Course Program Information: The current entrance requirement for EELE 203 is:
Pre-req = EELE 201, 202, M274.

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

<table>
<thead>
<tr>
<th>Course # Name</th>
<th>Credits</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EELE 203, Circuits II for Engineers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-req = EELE 201 and 202.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-req = M 274.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The course description and number of credits will remain the same.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of supporting documentation attached:
None

Assessment Leading to Request
Some student behind in their math must wait a full year to take EELE 203. The background needed from M274 is not needed in EELE 203 until later in the semester. Therefore, the faculty have determined that a co-req with M 274 is satisfactory. The dept have recently allowed students to enter EELE 203 with a co-req and they have performed satisfactory.

Anticipated Impacts to “Other” Programs
None

Impact on Library:
No library materials are impacted.

Date to take effect: Fall 2018.

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:
Faculty Approvals (directly to CRC, then Faculty Senate):

☐ Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
☒ Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
☐ Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
☐ New degree certification of 29 credits or less
☐ Other:

Campus Approvals (must be approved by the VCAA prior to CRC submission):
MontanaTech
Curriculum Change Request Form Dated 8 May 2017

☐ Placing a postsecondary educational program into moratorium
☐ Withdrawing a postsecondary educational program from moratorium
☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
☐ Establishing a B.A.S./A.A./A.S. area of study
☐ Offering an existing postsecondary educational program via distance or online delivery
☐ Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):
☐ Re-titling an existing postsecondary educational program
☐ Terminating an existing postsecondary educational program
☐ Consolidating existing postsecondary educational programs
☐ Establishing a new minor where there is a major or an option in a major
☐ Revising a postsecondary educational program
☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
☐ Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):
☐ Establishing a new postsecondary educational program
☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
☐ Forming, eliminating or consolidating an academic, administrative, or research unit
☐ Re-titling an academic, administrative, or research unit
☐ Other:

APPROVALS

Department Head Approval  _________________________________ Date 9/1/17

Presented

Dean Approval  _________________________________ Date ______

Graduate Council Approval  _________________________________ Date ______

CRC Approval  _________________________________ Date 9/28/17

Faculty Senate Approval  _________________________________ Date ______

VCAA Approval (see above)  _________________________________ Date ______

Chancellor Approval (see above)  _________________________________ Date ______
MontanaTech

Curriculum Change Request Form

Protocol: Department requesting change should email completed forms to next approval step. Their typed name and date on the form and email record indicates approval. The form is then forwarded through the approval sequence to CRC chair.

Dept. Nursing College CLPS Program BSN (pre-licensure) Option

Description of Request:
Replace NRSG 440 Current Trends in Healthcare with Integrated Health Assessment assimilates and builds on the education and skills gained during previous nursing course work. Pre-Licensure students will enhance

Current Course Program Information:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Catalog Description</th>
<th>Pre-req.</th>
<th>Writing Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 440</td>
<td>Current Trends in Healthcare</td>
<td>2 credits</td>
<td>This course will integrate current trends</td>
<td>None</td>
<td>YES</td>
</tr>
</tbody>
</table>

Proposed Change – Attach Syllabus for new course. Where appropriate, include new catalogue language.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 4XX</td>
<td>Integrated Health Assessment</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

I have consulted with Scott Juskiwicz, faculty member and librarian, and discussed the online and print resources needed to support the academic content in a new course or change(s) in the academic content of an existing course, including existing resources and possible acquisitions.

Anticipated Impacts to “Other” Programs
None

Impact on Library

Please Attach Supporting Documentation as Needed.

Date to take effect: Nov 17

APPROVAL

Dept. Head (Dept. has approved) Date

Graduate School (Required of Graduate Changes.) Date

Faculty Date

Date 09/12/2017

Updated 10/2012
MontanaTech

Curriculum Change Request Form

Protocol: Department requesting change should email completed forms to next approval step. Their typed name and date on the form and email record indicates approval. The form is then forwarded through the approval sequence to CRC chair.

Dept. Nursing College CLSPS Program Bachelor of Science in Nursing (Pre-licensure) Option _______________

Description of Request:

NRSG 256 Pathophysiology: Reduction of credits from 4 to 3.

Current Course Program Information:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Catalog Description</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 256</td>
<td>Pathophysiology</td>
<td>4 cr.</td>
<td>This course builds upon previous knowledge</td>
<td>Successful completion of pre-requisite</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>courses and admission into the clinical</td>
<td>courses and admission into the clinical</td>
</tr>
</tbody>
</table>

Writing Component  ☑ YES  ☐ NO

Proposed Change – Attach Syllabus for new course. Where appropriate, include new catalogue language.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 256</td>
<td>Pathophysiology</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Writing Component  ☐ YES  ☑ NO

Assessment Leading to Request

Curriculum review and comparison to other programs. The BSN remains a 120-credit degree.

Anticipated Impacts to “Other” Programs

None

Impact on Library

I have consulted with ________________________, faculty member and librarian, and discussed the online and print resources needed to support the academic content in a new course or change(s) in the academic content of an existing course, including existing resources and possible acquisitions.

☑ No consultation is required since changes are only in the course number, course name, or course pre-requisites.

Please Attach Supporting Documentation as Needed.

Date to take effect: ________________

APPROVAL

Dept. Head ___________________________ Date ________________

(Dept. has approved)

Graduate School ___________________________ Date ________________

(Required of Graduate Changes.)

Faculty ___________________________ Date ________________

Dean ___________________________ Date ________________

(College has approved)

CRC ___________________________ Date 9/28/17

Updated 10/2012
MontanaTech

Curriculum Change Request Form

Protocol: Department requesting change should email completed forms to next approval step. Their typed name and date on the form and email record indicates approval. The form is then forwarded through the approval sequence to CRC chair.

Dept. Nursing College CLSPS Program BSN (post-licensure) Option

Description of Request:

Change the course description for NRSG 325 in order to reflect the course. "Advanced Health Assessment integrates and builds on the education and skills gained during previous course work."

Current Course Program Information:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Catalog Description</th>
<th>Pre-req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 325</td>
<td>Advanced Health Assessment</td>
<td>3 credits</td>
<td>&quot;Advanced Health Assessment is designed to...&quot;</td>
<td>RN licensure</td>
</tr>
</tbody>
</table>

Writing Component [ ] YES [ ] NO

Proposed Change – Attach Syllabus for new course. Where appropriate, include new catalogue language.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 325</td>
<td>Advanced Health Assessment</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Writing Component [ ] YES [ ] NO

Assessment Leading to Request

The course description does not reflect the course.

Anticipated Impacts to “Other” Programs

None

Impact on Library

I have consulted with Scott Juskiewicz, faculty member and librarian, and discussed the online and print resources needed to support the academic content in a new course or change(s) in the academic content of an existing course, including existing resources and possible acquisitions.

[ ] No consultation is required since changes are only in the course number, course name, or course pre-requisites.

Please Attach Supporting Documentation as Needed.

Date to take effect: ________________

APPROVAL

Dept. Head [ ] (Dept. has approved) Date [ ]

Graduate School (Required of Graduate Changes.) Date [ ]

Faculty [ ] Date [ ]

Date ________________

Dean [ ] (College has approved) Date [ ]

CRC [ ] Date 9/28/17

Updated 10/2012
Policy and Procedures for:
Service Animals, Emotional Support Animals, and Pets

Effective Date: TBD

The purpose of this policy is to provide direction and process information for accommodating persons with disabilities who may be served by a Service Animal or an Emotional Support Animal, as well as provide direction and process information for animal and pet interactions on campus.

Please note that students and employees are protected under different laws. Students are protected under ADA Title II (state and local government services) and ADA Title III (public accommodations and commercial facilities). Employees are protected under ADA Title I (prohibits employment discrimination against qualified individuals with disabilities).

If Students have questions about this policy, and/or requests for accommodations to academic, living, working, transportation, or other arrangements they should contact Student Disability Services:

**Disability Coordinators:**

**North Campus:**
Joyce O’Neill  
(406) 496-4429  
joneill@mtech.edu  
Engineering Hall, Room 103

**Highlands College:**
Cricket Pietsch  
(406) 496-3730  
cpietsch@mtech.edu

**Accommodation Requests for Employees:**
If employees have questions about this policy, and/or requests for work accommodations including requesting a service animal or emotional support animal, they should contact:

Vanessa Van Dyk  
Director of Human Resources  
(406) 496 - 4322  
Vvandyk@mtech.edu
Policy

Montana Tech prohibits discrimination on the basis of disability in its educational programs, student activities, Montana Tech activities open to visitors, and in employment. The Montana Code, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Fair Housing Act, and their accompanying regulations, current or future, will prevail in implementing this policy as it relates to Service Animals and Emotional Support Animals. In general, these laws address when an entity such as Montana Tech must provide reasonable accommodations to a student or employee or visitor with a disability in order to afford the individual equal opportunity to participate in Montana Tech’s programs, activities, employment and services.

Scope

The policy expressed above governs all Montana Tech students, employees and third parties present and participating in Montana Tech’s educational and working environment.

Service Animals and Service Animals in Training

A "service animal" is a dog or other animal individually trained to provide assistance to an individual with a disability. (§49-4-203(2), MCA) Service animals include, but are not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service animals for people with physical disabilities and seizure disorders. Service animals/service dogs are not considered “pets” and are explicitly permitted under state and federal civil rights laws. (See Montana Code Annotated, Title 49 Human Rights: § 49-4-214, MCA. Right To Be Accompanied By Service Animal—Identification For Service Animals In Training, is a service animal that falls under the protections of federal and state laws. Service animals in training must be appropriately marked. See § 49-4-214(4), MCA. Disability Services recommends that service animals wear a visible identification such as a cape, harness, backpack that identifies that the animal is a service animal. Only dogs or miniature horses are recognized as service animals under titles II and III of the ADA.

To work on campus, a service animal must be specifically trained to perform a service function. If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal.

Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded regardless of training or certification.

Laws Protecting Owners of a Service Animal - Americans with Disabilities Act

When Student Disability Services determines whether an animal qualifies as a service animal they consider the only two allowable Questions:

1. Is the animal required because of a disability?
2. What work or task is the animal trained to perform?

Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom. They both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove his service animal from the premises unless:

1. the dog is out of control and the handler does not take effective action to control it or
2. the dog is not housebroken.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal’s presence.

**Area Restrictions for Service Animals:**
Service Animal can go anywhere an owner can go in the facility “where the public is normally allowed to go” (e.g. residence halls, classrooms, libraries, etc.). For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal’s presence may compromise a sterile environment. This same principle applies to Montana Tech. The Service Animal may not be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas. Such areas include but are not limited to: medical facilities, labs, mechanical rooms, or where the animal’s use will compromise the integrity of research or other similar locations that the animal’s presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area.

**Emotional Support Animal: (ESA) (also known as Assistance, Therapy or Comfort Animals)**
An Emotional Support Animal is an animal that has been permitted in designated areas of residential communities such as residence halls and Montana Tech apartment housing as a reasonable accommodation. ESAs are not limited by the type of animal approved if it meets the owners disability needs.

**Laws Protecting Owners of an Emotional Support Animal:**
The Fair Housing Amendment Act protects owners of ESAs in residential communities. A request for an accommodation must be submitted to the Student Disability Services office and it must be approved before arriving on campus. More details are listed below.

**Area Restrictions for an Emotional Support Animal (ESA):**
ESA will remain in the ESA owner’s Montana Tech assigned room and is NOT permitted in other students’ rooms or the common areas of the residential facilities, and other areas of Montana Tech such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pools, etc. ESAs will be only allowed in the privately assigned residential room and outside dwellings.

If an unapproved animal is identified on Montana Tech’s premises please contact security at ext. 4357.
ESAs must remain in the resident’s assigned room. The owner of an ESA may be asked to remove the animal
from Montana Tech’s facilities if the owner or ESA fails to comply with the Rules and Responsibilities outlined in Montana Tech’s ESA Policy, as this would be a violation of the signed student agreement.

**No Pet Policy in All Campus Facilities**

**Pets**
A pet for the purpose of this policy, is any other animal that does not meet the definition of a Service Animal or Emotional Support Animal.

**Area Restrictions for Pets:**
Montana Tech enforces a no-pet policy in all campus facilities.

**Approval Process**

**Student Requests for the Use of Service or Emotional Support Animals:**

- For students who have a **Service Animal**, it is recommended they contact one of Montana Tech’s disability coordinators listed above.

- For Students requesting an **Emotional Support Animal** the student will need to complete a Student Verification Form for an Emotional Support Animal and a Student User/owner Statement for an Emotional Support Animal Form in the Student Disabilities Services Office located in Engineering Hall, Room 103, and it must be approved before arriving on campus.

A request for an Emotional Support Animal must include information to verify:

1. The person seeking to use and live with the animal has a disability — i.e., a physical or mental impairment that substantially limits one or more major life activities, and
2. The animal works, provides assistance, performs tasks or services for the benefit of a person with a disability, or provides emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability.

**APPROVAL PROCESS FOR EMPLOYEES:**

Title I of the ADA prohibit employment discrimination because of a disability. Allowing an individual with a disability to have a service animal or an emotional support animal accompany them to work may be considered an accommodation. The Equal Employment Opportunity Commission (EEOC) which enforces the employment provisions of the ADA (Title I), does not have a specific regulation on service animals and Title III (public accommodations and commercial facilities) regulations do not apply to questions arising under Title I. Montana Tech may request documentation to establish the existence of a disability and how the animal helps the individual perform his or her job.

If approved as an employment accommodation, an emotional support animal is considered a “Service Animal” for purposes of this policy.
Both service and emotional support animals may be excluded from the workplace if they pose either an undue hardship or a direct threat in the workplace.

For employees to request an accommodation, the employee must make the request to the HR Director and complete the Reasonable Accommodation Request Form.

A request for a Service Animal must include information to verify:
1. The person seeking to use and live with the animal has a disability — i.e., a physical or mental impairment that substantially limits one or more major life activities, and
2. The animal works, provides assistance, performs tasks or services for the benefit of a person with a disability, or provides emotional support that alleviates one or more of the identified symptoms or effects of a person’s existing disability.

Responsibilities of Persons Using Service Animals:
- The user/owner of the animal must be in full control of the animal at all times and/or additionally must be controlled by verbal commands.
- The user/owner must ensure that animals are on a leash at all times unless a leash interfere with the animal's work or the person's disability prevents use of a leash. In that case, the person must use voice, signal, or other effective means to maintain control of the animal.
- The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.
- The animal must be accompanied by the user/owner at all times while in Montana Tech facilities.
- The user/owner is responsible for any property damage caused by the animal while on campus or at Montana Tech Apartment Housing.
- The user/owner must clean up after the animal, including the sanitary disposal of animal wastes while on campus or at Montana Tech Apartment Housing.
- Use of the animal shall not constitute a direct threat to the health and safety of others.
- The user/owner is responsible for the health of the animal and must provide vaccinations and be on a wellness program with a veterinarian.

Responsibilities of Persons Using Emotional Support Animals
Requirements of Animals and User/Owners Individuals with disabilities using Emotional Support Animals are responsible for their animals at all times and must comply with the following requirements: (Please note: Failure to follow these requirements may result in the withdrawal of the accommodation).

- The user/owner must have completed the requirements outlined in this procedure.
- The user/owner must register the Emotional Support Animal by completing the Verification Form included in these procedures.
- The user/owner must acknowledge and sign the User/Owner Statement for Emotional Support Animals included in these procedures.
- The animal must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies in writing that the animal is an emotional support animal.
- The user/owner of the animal must be in full control of the animal at all times.
• The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal while at Montana Tech Residence Halls or Apartment Housing.
• The animal must be accompanied by the user/owner at all times while at Montana Tech Residence Halls or Apartment Housing.
• The user/owner is responsible for any property damage caused by the animal while at Montana Tech Residence Halls or Apartment Housing.
• The user/owner must clean up after the animal, including the sanitary disposal of animal wastes while at Montana Tech Residence Halls or Apartment Housing.
• Use of the animal shall not constitute a direct threat to the health and safety of others.
• The user/owner must ensure that animals are licensed and wear a valid vaccination tag at all times.
• The user/owner is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations and is on a wellness program with a veterinarian.
• If an owner/user obtains a new/different emotional support animal to be used under the provisions of this procedure the new/different emotional support animal must be registered and approved.

**Conflicting/Competing Disability Accommodations:**
Students and employees with medical conditions that are adversely affected by Service Animals or Emotional Support Animals should contact the Student Disability Services Office (student inquiries) or Human Resources (employee inquiries) if they have a health or safety related concern about exposure to a Service Animal or Emotional Support Animal. Students and employees registering concerns may be asked to provide medical documentation that describes their conditions allowing a determination to be made as to whether the condition is disabling and, if so, what reasonable accommodations may be appropriate.

**Student and Employee Etiquette:**
The following rules should be followed by members of the Montana Tech University campus community, including those in the residence halls:

- Service/Emotional Support animals are working companions and are not considered pets. Other persons should not touch a Service/Emotional Support animal when it is harnessed or without the permission of the resident user/handler. It distracts the animal from the task at hand.

- Other persons should not feed a Service/Emotional Support animal when it is harnessed or without the permission of the owner/handler.

- Other persons should not deliberately startle a Service/Emotional Service Animal when it is harnessed or off leash. Animals react differently to noise than humans, even with the level of training that such animals may receive.

- Other persons, students or employees cannot ask about the owner/handler’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
**Visitors with Service Animals:**

All visitors to campus with Service Animals must adhere to the same animal control, behavior and safety guidelines as students attending Montana Tech.

Staff cannot ask about the visitor’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. They can only ask **two allowable questions:**

1. Is the animal required because of a disability?
2. What work or task is the animal trained to perform?
### STUDENTS

<table>
<thead>
<tr>
<th>SERVICE ANIMAL</th>
<th>EMOTIONAL SUPPORT ANIMAL (ESA)</th>
<th>PETS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITIONS</strong></td>
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<tr>
<td>A service animal is any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.</td>
<td>An animal that has been permitted in designated areas of residential communities as a reasonable accommodation.</td>
<td>A pet for the purpose of this policy, is any other animal that does not meet the definition of a Service Animal or Emotional Support Animal.</td>
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<tr>
<td>Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.</td>
<td>ESAs are not limited by the type of animal approved if it meets the owners disability needs.</td>
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### LAWS PROTECTING OWNER

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<tr>
<td>Americans with Disabilities Act (ADA) – Title II (state and local government services) and ADA – Title III (public accommodations and commercial facilities)</td>
<td>Fair Housing Amendments Act Request for ESA must be submitted to the Disability Coordinator ESA must be approved before arriving to campus.</td>
<td>None</td>
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<tr>
<td>When determining whether an animal qualifies as a service animal consider the two allowable inquires: 1. Is the animal required because of a disability? 2. What work or task is the animal trained to perform?</td>
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### AREA RESTRICTIONS

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<td>Service Animal can go anywhere an owner can go (residence halls, classrooms, libraries, etc.) The Service Animal may NOT be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas. Such areas include but are not limited to: medical facilities labs mechanical rooms or where the animal’s use will compromise the integrity of fundamental alteration of the program or activity conducted in the area</td>
<td>ESA will remain in the ESA owner’s Residence hall assigned room or Apartment Housing Unit. ESAs are NOT permitted in other students’ rooms or the common areas of the residential facilities, and other areas of Montana Tech such as: classrooms academic buildings administrative buildings libraries dining services areas fitness center, pools etc.</td>
<td>Montana Tech enforces a no-pet policy in all campus facilities. Pets are not allowed in any campus facilities.</td>
</tr>
<tr>
<td>EMPLOYEES</td>
<td>SERVICE ANIMALS</td>
<td>EMOTIONAL SUPPORT ANIMALS (ESAs)</td>
</tr>
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<tr>
<td><strong>DEFINITIONS</strong></td>
<td>The Equal Employment Opportunity Commission (EEOC) which enforces the employment provisions of the ADA (Title I), <strong>does not have a specific regulation on service animals</strong> and Title III (public accommodations and commercial facilities) regulations <strong>do not apply to questions arising under Title I.</strong></td>
<td>If approved as an employment accommodation, an emotional support animal is considered a “Service Animal” for purposes of this policy.</td>
</tr>
<tr>
<td><strong>LAWS PROTECTING EMPLOYEE</strong></td>
<td>ADA Title I (prohibits employment discrimination against qualified individuals with disabilities) Allowing an individual with a disability to have a service animal or an emotional support animal accompany them to work may be considered an accommodation.</td>
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<td>Service Animal can go anywhere an owner can go (residence halls, classrooms, libraries, etc.) The Service Animal <strong>may NOT be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas.</strong> Such areas include but are not limited to: medical facilities labs mechanical rooms or where the animal’s use will compromise the integrity of fundamental alteration of the program or activity conducted in the area.</td>
<td>An Emotional Support Animal is considered a Service Animal if allowed and approved as an accommodation and can go anywhere an owner can go (residence halls, classrooms, libraries, etc.) The Service Animal <strong>may NOT be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas.</strong> Such areas include but are not limited to: medical facilities labs mechanical rooms or where the animal’s use will compromise the integrity of fundamental alteration of the program or activity conducted in the area.</td>
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STUDENT USER/OWNER STATEMENT FOR EMOTIONAL SUPPORT ANIMALS

The user/owner:

- Must have completed the requirements outlined in Montana Tech’s policy and procedures
- Must register the Emotional Support Animal by completing the Student Verification Form included in the policy and procedures
- Must acknowledge and sign the User/Owner Statement for Emotional Support Animals included in the policy and procedures
- Must ensure that animals are on a leash at all times (if applicable)
- Must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal at Montana Tech Residence Halls or Apartment Housing
- Must be in full control of the animal at all times and/or additionally must be controlled by verbal commands
- Must be accompanied by the user/owner at all times while at Montana Tech Residence Halls or Apartment Housing
- Is responsible for any property damage caused by the animal while at Montana Tech Residence Halls or Apartment Housing
- Must clean up after the animal, including the sanitary disposal of animal wastes while at Montana Tech Residence Halls or Apartment Housing.
- Use of the animal shall not constitute a direct threat to the health and safety of others
- Must ensure that animals are licensed and wear a valid vaccination tag at all times
- Is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations and is on a wellness program with a veterinarian
- The animal must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies in writing that the animal is an emotional support animal.
- If an owner/user obtains a new/different emotional support animal to be used under the provisions of this procedure the new/different emotional support animal must be registered and approved.

Failure to uphold and abide by these policies described here could result in a resident owner/handler not being permitted to keep the Emotional Support Animal in Montana Tech Residence Halls or Apartment Housing.

Montana Tech has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner/handler or others.
- The owner/handler does not comply with the owner/handler’s responsibilities outlined in the guidelines for having an Emotional Support Animal in Montana Tech Residence Halls or Apartment Housing.
- The animal causes uncontrollable disturbances.
- The animal has been abandoned or left in Montana Tech Residence Halls or Apartment Housing during Montana Tech’s closings.

I have read and understand the Guidelines above and Montana Tech’s Policy and Procedures for Service Animals, Emotional Support Animals, and Pets within.

Print Name of Requesting Student: ____________________________

Student Signature: ________________________________________ Date: ______________

For Office Use (Original must be filed with Student Information)

Student Disability Services Approval (Approver’s Name): ____________________________

Approver’s Signature: ____________________________ Date: _______ Term/Year Approved: ____________
Montana Tech
Student Verification Form for Emotional Support Animal

This verification form should be completed by a certified and/or licensed medical professional who is familiar with the individual's history and with the functional limitations imposed by his/her disability.

**Name of the individual:**

a) What is his/her disability?

b) What was the date of onset?

c) How long is the disability expected to last?

d) How many times have you seen this person?

e) What criteria were used to diagnose the disability?

f) What kind of animal is it and who owns the animal?

Please provide specific evidence that this person's disability results in a functional limitation, which requires an emotional support animal.

Please provide details on how the emotional support animal addresses the functional limitations of this person described above.

Is there any compelling reason why this person could not care for the animal or keep it under control?

Would denying an emotional support animal prevent or severely limit this person's right to participate in and benefit from University programs?

If yes, please explain.

**Signature and Contact information of the professional filling out this form:**

Signature:  
Date:

Print Name:  
Title and/or Credentials:

Address:  
Email Address:

Phone:  
Fax: