WELCOME FROM THE DEAN OF STUDENTS

Welcome to the 2022-2023 Academic Year!

Welcome to Montana Technological University. We are thrilled you are an Oredigger. We know you will have a wonderful year on campus. We encourage you to become active on campus and take advantage of all the fantastic indoor and outdoor activities.

As we continue to navigate the COVID-19 pandemic, we encourage you to take the necessary steps to remain healthy and safe. As COVID-19 moves from a pandemic to an endemic disease, we encourage you to take your health into your own hands. If you feel ill, please stay home from school and seek the appropriate medical care. If you are going to be absent, you must reach out to your faculty member(s) or supervisor immediately.

This Montana Tech Student Handbook is a road map for your success. It is intended to provide you with information about services available at Tech and our policies and procedures, including the academic calendar. Montana Tech views itself as a community. We expect each member to become familiar with the community’s standards and to assume responsibility for making decisions governing their behavior within the community.

The information in this handbook is intended to be a reference for basic university information and expectations. You are responsible for knowing the information contained in this handbook. You are also responsible for knowing the information included in the university's catalog. The catalog (published online at www.mtech.edu/catalog) is the official publication of Montana Tech, which lists policies, procedures, requirements, and course descriptions for all departments. The catalog takes precedence over all other materials. If you have further questions, you should always feel free to contact any member of the faculty or staff.

All of us in Student Affairs, along with the faculty and staff, are here to support and encourage you. Let us know how we can help. We wish you a fantastic year. Go Diggers!

Craig Elliott, Ph.D.
Vice Chancellor for Student Affairs and Dean of Students

Check out the [Dean of Students webpage](http://www.mtech.edu/dean-of-students) for more resources and information!
# FIRST THINGS FIRST...

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

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<td>Enrollment Services</td>
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<td>SSC 3.126</td>
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<td>Residence Life (if in the Halls)</td>
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<td>Prospector/Centennial Desk</td>
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<td>PHONE EXT. 406.496.XXXX</td>
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<td>Relationship difficulties</td>
<td>Tara Kloker</td>
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<td>Stress/Grief</td>
<td>Tara Kloker</td>
<td>4573, 3730</td>
<td>ENG 102B, South Campus 126C</td>
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<td></td>
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<td></td>
<td>Academic Department</td>
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<tr>
<td>When you don't know where to go??</td>
<td>Dean of Students</td>
<td>4198</td>
<td>ENG 101</td>
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# 2022-2023 ACADEMIC CALENDAR

## Fall Semester 2022-2023 ~ August 22, 2022 – December 9, 2022

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing students Fall &amp; Summer 2022 semester pre-registration begins</td>
<td>Monday, March 28, 2022</td>
</tr>
<tr>
<td>Fee payment due for Fall semester</td>
<td>Monday, August 15, 2022</td>
</tr>
<tr>
<td>Late fee ($40.00) for non-paid students without a signed payment contract</td>
<td>Tuesday, August 16, 2022</td>
</tr>
<tr>
<td>Continuing Students (not new admits) registering after fee payment date, assessed $40.00 late fee</td>
<td>Tuesday, August 16, 2022</td>
</tr>
<tr>
<td>Fall classes begin (All Pins disabled at 4:30 p.m.)</td>
<td>Monday, August 22, 2022</td>
</tr>
<tr>
<td>Web-registration closes, last day to add a class without instructor approval</td>
<td>Tuesday, August 23, 2022</td>
</tr>
<tr>
<td>Instructor signature required to add a class (at the instructor’s discretion)</td>
<td>Wednesday, August 24, 2022</td>
</tr>
<tr>
<td><strong>Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, August 24th (3rd day of class) will be cancelled from classes and will be required to re-register.</strong></td>
<td></td>
</tr>
<tr>
<td>Registration closes at 5:00 p.m. (10th Day of Classes ~ last day to add a class)</td>
<td>Friday, September 2, 2022</td>
</tr>
<tr>
<td>Holiday (Labor Day) no classes/offices closed</td>
<td>Monday, September 5, 2022</td>
</tr>
<tr>
<td>Last day to drop a class without course appearing on transcript (15th Day of Class)</td>
<td>Monday, September 12, 2022</td>
</tr>
<tr>
<td>Non-paid students assessed additional $40.00 late fee</td>
<td>Tuesday, September 13, 2022</td>
</tr>
<tr>
<td>Faculty post freshmen and Highlands College midterm grades via OrediggerWeb (20th Day of Class)</td>
<td>Monday, September 19, 2022</td>
</tr>
<tr>
<td>Faculty post freshmen and Highlands College midterm grades via OrediggerWeb (40th Day of Class)</td>
<td>Monday, October 17, 2022</td>
</tr>
<tr>
<td>Continuing students begin pre-registration for Spring 2023 semester</td>
<td>Monday, October 24, 2022</td>
</tr>
<tr>
<td>Last day to withdraw from a class with an automatic &quot;W&quot; (50th day of Class)</td>
<td>Monday, October 31, 2022</td>
</tr>
<tr>
<td>Holiday (General Election Day) no classes/offices closed</td>
<td>Tuesday, November 8, 2022</td>
</tr>
<tr>
<td>Holiday (Veterans Day) no classes/offices closed</td>
<td>Friday, November 11, 2022</td>
</tr>
<tr>
<td>Spring and Summer 2023 graduates–last day to submit application for degree to Enrollment Services</td>
<td>Monday, November 14, 2022</td>
</tr>
<tr>
<td>New and returning students may begin pre-registration for Spring 2023 semester</td>
<td>Monday, November 21, 2022</td>
</tr>
<tr>
<td>Thanksgiving Break - non-Instructional day (no classes held, admin. &amp; faculty offices open)</td>
<td>Wednesday, November 23, 2022</td>
</tr>
<tr>
<td>Holiday (Thanksgiving) no classes/offices closed</td>
<td>Thursday, November 24, 2022</td>
</tr>
<tr>
<td>Holiday (Columbus Day exchange) no classes/offices closed</td>
<td>Friday, November 25, 2022</td>
</tr>
<tr>
<td>Thanksgiving break ends, classes resume 8:00 AM</td>
<td>Monday, November 28, 2022</td>
</tr>
<tr>
<td>Semester exams</td>
<td>Mon-Fri, December 5-9, 2022</td>
</tr>
<tr>
<td>Fall Commencement (Fall Graduates)</td>
<td>Saturday, December 10, 2022</td>
</tr>
<tr>
<td>Deadline for faculty input of final grades via OrediggerWeb – 12:00 noon</td>
<td>Wednesday, December 14, 2022</td>
</tr>
<tr>
<td>Grades posted to student account/viewable on OrediggerWeb – 4:00 PM.</td>
<td>Friday, December 16, 2022</td>
</tr>
<tr>
<td>Holiday (for Christmas Day)</td>
<td>Monday, December 26, 2022</td>
</tr>
<tr>
<td>Holiday (for New Year’s Day)</td>
<td>Monday, January 2, 2023</td>
</tr>
</tbody>
</table>

## Spring Semester 2022 – 2023 ~ Jan. 9, 2023 – May 5, 2023

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing students begin pre-registration for Spring 2023 semester</td>
<td>Monday, October 24, 2022</td>
</tr>
<tr>
<td>New and returning students may begin pre-registration for Spring 2023 semester</td>
<td>Monday, November 21, 2022</td>
</tr>
<tr>
<td>Spring semester classes begin (Alt Pins disabled at 4:30 p.m.)</td>
<td>Monday, January 9, 2023</td>
</tr>
<tr>
<td>Fee payment due for Spring semester 2023</td>
<td>Monday, January 9, 2023</td>
</tr>
<tr>
<td>Late fee ($40.00) for non-paid students without a signed payment contract</td>
<td>Tuesday, January 10, 2023</td>
</tr>
<tr>
<td>Continuing students (not new admits) registering after fee payment date, assessed a $40 late fee</td>
<td>Tuesday, January 10, 2023</td>
</tr>
<tr>
<td>Web-registration closes, last day to add a class without instructor approval</td>
<td>Tuesday, January 10, 2023</td>
</tr>
<tr>
<td>Instructor signature required to add a class (at the instructor’s discretion)</td>
<td>Wednesday, January 11, 2023</td>
</tr>
<tr>
<td><strong>Students without completed fee payment or signed a payment contract by 4:00 pm on Wednesday, January 11th (3rd day of class) will be disenrolled from classes and will be required to re-register.</strong></td>
<td></td>
</tr>
<tr>
<td>Holiday (Martin Luther King Jr. Day) no classes/offices closed</td>
<td>Monday, January 16, 2023</td>
</tr>
<tr>
<td>Registration closes at 4:00 p.m. (10th day of classes - last day to add a class)</td>
<td>Monday, January 23, 2023</td>
</tr>
<tr>
<td>Last day to drop a class without class appearing on transcript (15th day of classes)</td>
<td>Monday, January 30, 2023</td>
</tr>
<tr>
<td>Faculty post freshmen and Highlands College grades via OrediggerWeb (20th Day of Class)</td>
<td>Monday, February 6, 2023</td>
</tr>
<tr>
<td>Holiday (Presidents Day) no classes/offices closed</td>
<td>Monday, February 20, 2023</td>
</tr>
<tr>
<td>Faculty post freshmen and Highlands College grades via OrediggerWeb (40th Day of Class)</td>
<td>Monday, March 7, 2023</td>
</tr>
<tr>
<td>Spring Break begins</td>
<td>Monday, March 13, 2023</td>
</tr>
<tr>
<td>Spring Break ends</td>
<td>Friday, March 17, 2023</td>
</tr>
<tr>
<td>Continuing students begin pre-registration for Fall and Summer 2023</td>
<td>Monday, March 27, 2023</td>
</tr>
<tr>
<td>Last day to withdraw from a class with an automatic &quot;W&quot; (50th day of class)</td>
<td>Tuesday, March 28, 2023</td>
</tr>
<tr>
<td>December 2023 graduates – deadline to submit application for degree</td>
<td>Monday, April 10, 2023</td>
</tr>
<tr>
<td>Spring Mini-Break - no classes held, admin. &amp; faculty offices open</td>
<td>Friday, April 7, 2023</td>
</tr>
<tr>
<td>Montana Tech Expo (classes in session)</td>
<td>Thursday, April 7, 2023</td>
</tr>
<tr>
<td>Semester exams</td>
<td>Mon-Fri, May 1 – May 5, 2023</td>
</tr>
<tr>
<td>Commencement (Spring and Summer Graduates)</td>
<td>Saturday, May 6, 2023</td>
</tr>
<tr>
<td>Deadline for faculty input of Spring semester final grades via OrediggerWeb 4:00 p.m.</td>
<td>Wednesday, May 10, 2023</td>
</tr>
<tr>
<td>Grades posted to student account/viewable on Orediggerweb</td>
<td>Monday, May 16, 2023</td>
</tr>
</tbody>
</table>
2023 Summer Session ~ May 30, 2023 – August 4, 2023


Fall and Summer 2023 pre-registration begins ................................................................. Monday, March 27, 2023
Holiday (Memorial Day) no classes/offices closed ......................................................... Monday, May 29, 2023
1st Five-Week Session (5/30 – 6/29) & Full Session (5/30 – 8/4) begins 7:30 a.m. ............... Tuesday, May 30, 2023
** FEE PAYMENT DUE ** (Students attending 1st & Full Sessions only) ......................... Tuesday, May 30, 2023
Last day to add a 1st Session class (3rd day of 1st Session classes) ......................... Thursday, June 1, 2023
Last day to drop a 1st Session class without a "W" (5th day of 1st Session classes) ............. Tuesday, June 6, 2023
Last day to add a Full Session class (10th day of Full Session classes) ......................... Wednesday, June 14, 2023
Last day to drop a Full Session class without a "W" (15th day of Full Session classes) .... Thursday, June 22, 2023
Semester exams for 1st Session – 1st Five-Week Session ends ....................................... Thursday, June 29, 2023
Holiday (Independence Day) No Classes ................................................................. Monday and Tuesday, July 3 and 4, 2023
2nd Five-Week Session begins (7/5 – 8/4) 7:30 a.m ....................................................... Monday, July 3, 2023
** FEE PAYMENT DUE ** (Students attending 2nd Session only) ............................. Wednesday, July 5, 2023
Deadline for faculty input of grades for 1st Session classes via Orediggerweb - 12:00 p.m. ................................................... Wednesday, July 5, 2023
Last day to add a 2nd Session class (3rd day of 2nd Session classes) ................. Monday, July 10, 2023
1st Session grades posted to student account/ viewable on Orediggerweb ............... Tuesday, July 11, 2023
Last day to drop a 2nd Session class without a "W" (5th day of 2nd Session classes) .... Wednesday, July 12, 2023
Last day to withdraw from a 2nd Session class with an automatic "W" (10th day of 2nd Session classes) ........... Thursday, July 20, 2023
Semester exams for 2nd and Full Sessions – 2nd and Full Sessions end ..................... Friday, August 4, 2023
Deadline for faculty input of final grades for 2nd and Full Session classes via Orediggerweb - 4:00 p.m ................... Tuesday, August 8, 2023
2nd Session grades posted to student account/ viewable on Orediggerweb .............. Thursday, August 10, 2023
CAMPUS SAFETY CONTACTS

IN AN EMERGENCY, CALL 911

MONTANA TECH CONTACTS

If calling from a campus-based land-line, remove the 496 prefix to connect with the office extension.

Campus Security 496-4357 (HELP)
Dean on Call 496-4200

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

Director of Physical Facilities
Layne Sessions  Office: 496-4399

Chancellor
Les Cook  Office: 496-4129

Vice Chancellor for Academic Affairs/Provost
Steve Gammon  Office: 496-4127
Cell: 207-216-0949

Vice Chancellor of Student Success/Dean of Students
Craig Elliott  Office: 496-4198

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

BUTTE-SILVER BOW CONTACTS

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

Fire Department 497-6481
Sheriff/Law Enforcement 497-1120
Ambulance 723-3132
St. James Healthcare 723-2500

*All phone numbers begin with area code 406 unless otherwise noted.

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

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

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

Montana Tech utilizes an online reporting form found on the Student Conduct webpage. If you have any questions or need help please contact the Dean of Students, 406-496-4200.

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

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

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

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

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

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

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

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

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

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

Disciplinary records:
1. Sanctions of expulsion and suspension affect the student's academic status, and records are maintained by the Dean of Students office and/or the Office of the Provost during such time as the imposed sanctions are in effect.
2. During the time that a Student Code of Conduct case is in process, the student continues to have the same rights and privileges as other students, unless interim action (which may include restrictions, suspension, or expulsion) has been imposed.
3. If a student authorizes the release of the student's transcript and/or conduct records to another institution or to a prospective employer while there is a pending case under the Student Code of Conduct, it is with the understanding that if the student is found to have violated the Code in a manner that would require that the previously-released transcript be altered, the University may notify the institution and/or employer and forward a corrected copy.
4. All records of Student Code of Conduct proceedings and sanctions are maintained by the Dean of Students office. These records will be maintained in accordance with the Montana University System General Record Retention Schedule. Sanctions of expulsion and suspension affect the student’s academic status and will be maintained indefinitely.
Confidentiality:
1. All disciplinary proceedings are closed to the public.
2. The University, except as required by law, will not disclose information to anyone not connected with the proceeding. The fact that there is or has been a disciplinary proceeding concerning the incident may be disclosed; however, the identity(ies) of individual students involved in the proceedings will not be disclosed.
3. The University, including individuals involved in a disciplinary proceeding, will disclose the results of the proceeding, including sanctions imposed, only to those who need to know for purposes of record keeping, enforcement of the sanctions, further proceedings, eligibility for participation in certain University activities, or compliance with federal or state laws. The fact that a disciplinary proceeding has been concluded and appropriate action has been taken may be disclosed.
4. As allowed by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (commonly known as the Clery Act) the University will disclose the results of campus disciplinary proceedings to an alleged victim of a violent crime.
5. Title IX of the Education Amendments of 1972 requires the University to tell a complainant in a case of sexual violence whether or not it found that the sexual violence occurred, any sanctions imposed upon the perpetrator that relate directly to the complainant, and other steps the University has taken to eliminate the hostile environment and prevent recurrence.

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

PROSCRIBED ACADEMIC CONDUCT:
Students at Montana Tech are expected to practice academic honesty at all times. Academic misconduct is subject to Academic Penalty (or penalties) by the course instructor and possibly university sanction(s) by the university through the Provost/Vice Chancellor for Academic Affairs.

Academic Honesty Policy:
Montana Tech believes that academic honesty and integrity are fundamental to higher education. Montana Tech has a responsibility to promote academic honesty, integrity, the highest ethical and professional standards and behavior in and out of the classroom. Accordingly, policies and procedures have been developed to address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.

Academic Dishonesty:
Academic dishonesty includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; multiple submission, theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, any actions intended to gain academic advantage by fraudulent and/or deceptive means.

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

Faculty, Staff, and Administrator Responsibility:
It is the shared responsibility of Faculty, Staff and Administrators to attempt to take reasonable precautions to prevent and discourage academic dishonesty. Additionally, it is a duty of Faculty, Staff and Administrators to report charges of academic dishonesty to the Office of the Vice Chancellor for Academic Affairs through the online reporting form.

Cheating:
Cheating is defined as obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes but is not limited to:

Taking information:
1. Copying graded homework assignments from another student.
2. Working with others on a take-home test or homework (unless specifically accepted by the instructor).
3. Looking at another student’s paper or screen during an examination.
4. Looking at text, notes or electronic devices (e.g. cell phone, tablet, smart pen, unauthorized calculators, etc.) during an examination (unless specifically accepted by the instructor).
5. Accessing another student’s electronic device (e.g. cell phone, tablet, laptop, desktop, etc.) and taking information from the device, without consent.
6. Allowing another person to complete assignments or an on-line course.
Providing information:
1. Giving one's work to another to be copied or used in an oral presentation.
2. Giving answers to another student during an examination or for a take-home test.
3. After having taken an exam, informing another person in a later section about questions appearing on that exam.
4. Providing a term paper to another student.
5. Taking an exam, writing a paper, or creating a computer program for another student.

Policy on Cheating:
At faculty discretion, cheating may result in an “F” grade on the assignment or examination, or in the course. If a student denies the charge of cheating, s/he may bring the case to the Academic Standards Committee for review. The instructor shall contact the student with evidence of the cheating in writing within one week of discovery of the event. The Academic Dishonesty Violation Referral form will also be submitted electronically to the Office of the Vice Chancellor for Academic Affairs. Student's rights shall be ensured through attention to matters of due process including timeliness of action. The Office of the Vice Chancellor for Academic Affairs shall determine if any further disciplinary action is required. In reported cases of repeated cheating, the Academic Standards Committee may be alerted and consider applying additional penalties beyond those imposed by the individual instructors. Disciplinary actions might include but are not limited to: reprimand, educational sanctions (completion of a report, paper, project, or workshop), loss of membership in organizations, or disciplinary probation, suspension or expulsion from the University.

Plagiarism:
Submitting a term paper, essay, speech, laboratory report, or other assignment in which all or part of the words or ideas are copied from the published or unpublished work of another individual without giving the original author proper credit for the words or ideas. Such actions include but are not limited to:

1. Copying homework answers from the text to hand in for a grade.
2. Failing to give credit for ideas, statements of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or part thereof.
3. Submitting a paper purchased from a “research” or term paper service or downloaded from the internet.
4. Copying another student's paper and handing it in as one's own.
5. Giving a speech or oral presentation written by another and claiming it as one's own work. 6. Presenting another's computer program as one's own.

Policy on Plagiarism
Plagiarism may be considered a form of cheating and therefore subject to the same policy as cheating which requires notification of the Office of the Vice Chancellor for Academic Affairs and disciplinary action. However, as there may be plagiarism as a result of poor learning or inattention to format, and there may be no intent to deceive, some instructor discretion is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level. In any case that any penalty is applied, the student must be informed of the event being penalized and the penalty.

Within one week of discovery of the alleged plagiarism, the instructor will contact the student and describe the event deemed to be dishonest. In this contact, the student and instructor shall attempt to come to a resolution of the event. The instructor may assign an “F” or “0” on the exam or project, or take other action within the structure of the class as deemed appropriate to the student’s behavior. The Academic Dishonesty Violation Referral form will also be submitted electronically to the Office of the Vice Chancellor for Academic Affairs.

Disciplinary actions might include but are not limited to: reprimand, educational sanctions (completion of a report, paper, project, or workshop), loss of membership in organizations, or disciplinary probation, suspension or expulsion from the University.

If Office of the Vice Chancellor for Academic Affairs and/or the Academic Standards Committee determines that no violation has occurred, the instructor will comply with the decision, and refrain from issuing penalties, or remove those already on the student's record.

Other Forms of Academic Dishonesty:
Other forms of academic dishonesty include any actions intended to gain academic advantage by fraudulent and/or deceptive means not addressed specifically in the definition of cheating and/or plagiarism. These actions may include but are not limited to:

1. Planning with one or more fellow students to commit any form of academic dishonesty together.
2. Giving a term paper, speech or project to another student whom one knows will plagiarize it.
3. Having another student take one's exam or do one's computer program, or lab experiment.
4. Lying to an instructor to increase a grade or gain additional time to complete an assignment or exam.
5. Submitting substantially the same paper or speech for credit in two different courses without prior approval of the instructors involved.
6. Altering a graded work after it has been returned, then submitting the work for regrading, without the instructor's prior approval.
7. Removing tests from the classroom without the approval of the instructor, or stealing tests.
Penalties for Academic Misconduct:
Depending on the severity of the academic misconduct, a student may incur one or more of the following penalties:

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

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

- a. Disciplinary Warning: The student is warned that further misconduct may result in more severe disciplinary sanctions.
- b. Disciplinary Probation: The student is warned that further misconduct may result in suspension or expulsion.
- c. Suspension: The student is separated from the University for a specified period of time and may also be excluded from participation in any university-sponsored activity.
- d. Expulsion: The student is permanently separated from the university and may also be excluded from any university-owned and/or -controlled property or events.

The policy on these and other forms of academic dishonesty is the same as that described above for cheating.

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

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

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

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

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

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

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

4) Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation:
   a) Violation of the university's policy on Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation is a violation of this Student Code of Conduct.

5) Alcohol and Drug Offenses:
   a) Tobacco: Smoking, Vaping, or tobacco use on campus is a violation of the Tobacco Free Montana Tech Policy and of this Student Code of Conduct.
   b) Alcohol: Use, possession, or distribution of intoxicants, including alcohol, in the buildings or on the grounds of the Montana Tech except as expressly permitted by law or university policy is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
   c) Drugs: Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs as defined by city, state or federal laws. This includes mind-altering drugs, designer drugs or synthetic substances used as a substitute for a controlled substance, except as expressly permitted by law or University policy. This also includes the abuse, distribution, or improper use of prescription drugs.

6) Firearms, Explosives, and Weapons Offenses:
Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises, or use or storage of any such item, even if legally possessed, in a manner that harms or threatens the safety of others. Weapons and explosives can include, but are not limited to air, BB, paintball, facsimile weapons and pellet guns, fireworks, ammunition, and dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than four (4) inches.
7 Illegal and Disruptive Conduct:
   a) Disruptive Behavior: Substantial disruption or obstruction normal University or University-sponsored activities, including but not limited to studying, teaching, research, administration, disciplinary proceedings, or fire, police, or emergency services.
   b) Violation of federal, state or local law on University premises or at University sponsored activities; violation of published University policies rules or regulations.
   c) Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University, including but not limited to:
      a. Use of amplification systems on the campus outside of University buildings except with written permission of Event Services.
      b. Failure to comply with directions of University officials acting in the performance of their duties.
      c. Failure to comply with any authorized Student Code of Conduct sanction(s)/condition(s).
      d. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property on University premises.
      e. Interfering with the lawful freedom of expression of others on University premises or at University-sponsored activities.

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

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

10) General Misconduct in the Classroom:
    1. Faculty members at Montana Tech have the independent authority to exclude a student from any class session in which the student displays disruptive behavior that threatens the learning environment and/or safety and well-being of others in the classroom.
    2. If circumstances warrant dismissal from a class session for behavior reasons, the faculty member may contact the Executive Director of Student Success office immediately following the class to discuss the situation and decide whether Student Code of Conduct charges will be initiated.
3. The student remains eligible to return to the next class session, unless interim action prohibiting class attendance is imposed.

4. The faculty member maintains the authority to remove the student from any future class session during which the student is disruptive.

5. The student may be suspended permanently from a class upon recommendation of the Dean of the college or school offering the class in accordance with the disciplinary procedures outlined in the section below.

**Procedures for General Misconduct:**

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

1. Once notice or a report is received from any source (victim, RA, 3rd party, online, campus security, etc.), the Dean of Student or Residential Life officials may proceed with a preliminary investigation and/or may schedule an initial educational meeting/ conference with the responding student to explain the conduct process to the responding student and gather information.

2. Incidents involving alleged violations of the Student Code of Conduct that occur within any of the Housing areas are investigated and adjudicated by designated Residence Life staff.

3. Incidents that occur outside of the housing areas are investigated and/or adjudicated by the Dean of Students and/or other designated staff. In some instances, incidents that occur off campus will be investigated and/or adjudicated by the Dean of Students. Serious cases with potential sanctions of Suspension or Expulsion from the University will be referred directly to the Dean of Students, regardless of where they originate.

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

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

Except for interim action that may be taken by the University, disciplinary sanctions are not imposed until the final resolution of the charges or until the deadline for a final appeal has passed. The Flow chart below details the process and timelines.

**Student Response to Findings Outcome:**
1. The student has three (3) options in response to the outcome of the Findings Letter:
   a. To accept the findings and the sanctions issued;
   b. To not accept the findings and/or the sanctions issued and commence the appeal process; or
   c. To not respond at all. The student has five (5) working days to respond to the Findings Letter after being issued.

2. If the student signs the Findings Letter that they are accepting the outcome, the case is closed, and sanctions are imposed. A copy of the letter is kept on file by the Dean of Students and a copy is given to the student.

3. If the student does not accept the Findings Letter or sanctions, the student can appeal the finding to the Student Judicial Board.

4. If the student chooses not to sign or respond to the Findings Letter within five (5) working days, the findings and sanctions are accepted, and the student loses the right to appeal the case further. This letter is kept on file by the Dean of Students and a copy is provided to the student.

5. **Sanction(s) imposed by the University for General Misconduct:**
   In determining a sanction, the Dean of Students may consider the student's present and past disciplinary record, including Residence Hall disciplinary record; the nature of the offense; the severity of any damage, injury, or harm resulting from the violation; and other factors relevant to the case.
If the student is found to have violated the Code of Student Conduct, the Dean of Students may impose one or more of the following sanctions:

- **Censure and Warning:** Written notification that the student's behavior is unacceptable and that continuation or repetition of such conduct may result in more severe disciplinary action.

- **Disciplinary Probation:** A written reprimand including a statement that any further violation of University policy may result in suspension or expulsion.

- **Interim Suspension:** Immediate separation from the University for a period defined by the Dean of Students to: 1. ensure safety and well-being of people and property; or 2. prevent disruption or interference of normal operations of the University.

- **Suspension:** Termination of a student's enrollment at the University for a specified period of time. This may also include restricting access to campus or University events during the suspension.

- **Expulsion:** Permanent termination of enrollment, including no further access to campus or any University events without written approval from the Dean of Students.

- **Restitution:** Reimbursement for damage to or misappropriation of property. At the discretion of the Dean of Students, this may take the form of work, community service, or other compensation such as service to the University community.

- **Withholding or Revocation of a Degree:** A degree is withheld, or a previously awarded degree is rescinded. This sanction may be imposed when a person who is no longer enrolled is found to have violated the Code during the time of enrollment (see "Definitions of Student").

- **Chemical/Mental Health Assessment:** Performed by a qualified chemical dependency counselor for the purpose of determining possible patterns of abuse. The student is encouraged to follow the treatment recommendation(s) provided by the counselor.

- **Other:** In addition to or in place of the above, other sanctions may be imposed such as eviction from University housing, restriction or banning from certain on-campus facilities, restriction or prohibition from attending campus events or participating in campus activities, and requirements to attend and complete classes, programs, workshops, and/or counseling sessions. Details of the terms of the sanction will be provided to the student in writing.

**Readmission:**
Readmission to the University after suspension for general misconduct is dependent upon the student's compliance with the conditions of the suspension and the student's fitness to return to the campus community. A student desiring authorization to re-enter the College after being suspended for the first time, who has not remained out of residence for a regular semester, must submit petition to the Academic Standards Committee through the Office of the Vice-Chancellor for Academic Affairs. Petition using the [Maxient Form](#).

**Multiple Suspensions:** A student desiring authorization to re-enter the College after being suspended more than once must submit a written petition to the Vice Chancellor for Academic Affairs. Normally, a student who has been suspended more than once must be out of residence for at least one year prior to submitting a petition. The Academic Standards Committee reviews all petitions for readmission. In some cases, appropriate documentation may be required for readmission. Upon readmission, the student may be placed on disciplinary probation for a designated period of time with required conditions and expectations of behavior.

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

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

1. A procedural error; the hearing officer did not follow procedure in conducting the initial meetings;

2. New evidence or witness has been discovered that was not reasonably discoverable during earlier proceedings, since the findings meeting was held; or

3. Excessive sanctions are issued in relation to the behavior or violation in question and the respondent's conduct history.

The decision of the Student Judicial Board shall be based on the record only and is the final decision of the University. A copy of the decision shall be sent to the charged student, the complainant (if any) and included in the record. Detailed Policy and procedures for the Student Judicial Board can be found in the [ASMT Constitution](#) and in the [Community Expectations Manual](#).
The student may seek further administrative review by the Commissioner of Higher Education and the Board of Regents pursuant to Montana University System Policy and Procedures Manual, 203.5.2.

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

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

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

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

The burden of proof for answering these questions rests upon the individual making the appeal.

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

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

Procedures/Deliberations
A. Hearing Proceedings
1. Hearings are Closed to the Public: To protect the privacy rights of student participants, hearings are generally closed to the public. An open hearing may be held at the discretion of the Chair if requested by the respondent, if agreeable to the complainant (if applicable), and if there are no apparent overriding individual privacy issues.

2. Elements of the Hearing: Although the exact structure and flow of each hearing may vary, in general, University Conduct Board hearing proceedings will include the following:
   a) Hearing are recorded at University expense. This is the official recording to the hearing. Other recordings of the hearing are not permitted.
   b) Introduction of all parties
   c) Statement of the charges against the respondent
   d) Presentation of the University's case, including an opening statement, evidence, and any witnesses
   e) Presentation of the respondent's case, including an opening statement, evidence, and any witnesses
   f) Opportunities throughout for the respondent to ask questions, for the University presenter to ask questions, and for Conduct Board members to ask questions
   g) Closing statements
   h) Conduct Board deliberations (all parties other than Board members are excused)

B. Additional Characteristics of Conduct Board Hearings:
   a) Formal (legal) rules of evidence do not apply.
   b) The Chair determines the admissibility of any evidence presented including witness testimony, rules on all procedural issues, and may put in place additional procedural rules during the hearing consistent with this Code. Any of the Chair's rulings may be overruled by a majority of the Conduct Board members.
C. Conduct Board Deliberations and Decisions:
   a) The deliberations of the Conduct Board will include two distinct phases:
      a. Findings: Whether the student violated any standard(s) of the Code of Conduct.
      b. Sanctioning: Appropriate sanction(s) should the student be found in violation.
   b) The Board is charged with rendering a decision about findings and/or sanctions within five (5) working days after the close of the hearing. All votes are by majority rule and the Chair has a vote in all cases.

D. The Board develops a written decision that includes:
   a. Findings for each specific charge.
   b. A statement of the reasons for the decision(s); and
   c. A description of the sanctions (if applicable).

E. The Board written decision is provided to the respondent, and the Vice Chancellor for Student Affairs/Dean of Students and Provost for review. In cases involving student complainants, notification of the Board's decision is also made to the complainant consistent with this Code and constraints of individual privacy rights of the respondent.

F. Failure to Appear for a Student Judicial Board Hearing: A respondent who fails or refuses to appear after proper notice of a University Conduct Board hearing is considered to have waived their rights to be heard by the Board. In this case, the University will find the student to be in violation of the Code of Conduct as charged and will impose the disciplinary sanctions specified in the statement of charges. Sanctions of suspension or expulsion require approval of the Vice Chancellor for Student Affairs/Dean of Students.

G. Hearing Officer Option: If a case is transferred to the Student Judicial Board during a time when the Board will not be able to hear the case within a reasonable period of time (e.g. between semesters, during the summer, during other academic breaks), the Chancellor of the University (or designee) may, when it appears to be in the best interest of the University and/or the student(s) involved, appoint an impartial Hearing Officer to conduct the hearing following the general procedures described in this Code.

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

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

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

Right to Hearing: In cases of interim suspension, eviction, or restriction, the student may appear before the Academic Standards Committee, within five (5) working days from the effective date of the suspension or eviction to discuss the following:
   1. The reliability of the evidence against the student.
   2. Whether the alleged conduct and surrounding circumstances reasonably indicate that the student's presence on campus constitutes a threat to others or to the continuance of normal University operations.

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

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

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

Report a Concern
Report Concerning Behavior.
LEGAL RESOURCES

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

PREVENTION & AWARENESS PROGRAMS
For a complete list of Primary Prevention and Awareness programs refer to the Annual Fire and Safety Report at mtech.edu/campus-safety/security-reports.html.
GET CONNECTED

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

NEED HELP FINDING YOUR CREDENTIALS?

• Access the MyMTech webpage at mymtech.mtech.edu
• Click on New User? in the top right corner of the page
• Use your Student ID number and last name to retrieve your username and password

To obtain your credentials for the first time, navigate to Technical Support (kb.mtech.edu) and search ‘Password Assistance’.

MONTANA TECH EMAIL

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

Information sent to you will include:
• Student Life Events
• Important Enrollment Notifications
• Campus Safety Updates
• Course Information from Professors

Email addresses are formatted: username@mtech.edu

OREDIGGERWEB

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

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

MYMTECH / MOODLE

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

Moodle allows easy access to:
• Course Materials
• Assignments
• Tests & Quizzes
• Virtual Classrooms

CAMPUS APP

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

The app has many exciting features. A few to note are:
• Charlie Chat is available 24/7 to ask questions
• Access your courses, class schedules, semester grades, and holds
• Keep up-to-date on campus news and events
• Follow athletic news, schedules, and scores

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

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

Navigate to Technical Support (kb.mtech.edu), sign in, and search for “Office 365 License” and view the article: Microsoft Software and Office 365 Information for details.

IT HELPDESK

Mining and Geology Building - Room 110
406.496.4244 | ithelpdesk@mtech.edu
**LIFE ON CAMPUS**

**LIVING ON CAMPUS**

The Office of Residence Life is dedicated to assisting students in all facets of residential living and is committed to furthering the college students’ development outside the classroom. On campus housing provides a safe, clean, and orderly environment in which students are enabled to develop and grow. [mtech.edu/housing](http://mtech.edu/housing)

**DINING**

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

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**CAMPUS LIFE**

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

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

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

**WANT TO GET INVOLVED? CONTACT THE DIRECTOR OF CAMPUS LIFE AT 496-4211**

[mtech.edu/student-life](http://mtech.edu/student-life)
REGISTRATION FOR CLASSES

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

ABSENCES

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

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

DISMISSAL AND SUSPENSION

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

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

DIGGER CARD

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

You can use your Digger Card to:

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

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

CAREER SERVICES

Career Services offers career-related assistance to students at all levels, from incoming freshmen through graduating seniors, graduate students, and alumni. Our staff works directly with students in areas such as career advising and interest assessment, on-campus and off-campus interviewing opportunities, job search strategies, and internship coordination.

In addition to our staff, Career Services has other resources available to aid in your career development - company directories and brochures, employer contacts, books you can check-out, and web-based job search information. Attend a workshop or schedule an appointment to utilize all the services available to you.

For more information, visit mtech.edu/career

TUTORING

The goal of the Academic Center for Excellence (ACE) at Montana Tech is to assist and empower students to succeed and excel academically, persist through graduation, prepare for graduate and professional endeavors, and develop an appreciation for lifelong learning.

Programs and services are available to all currently enrolled students on the North and South Campuses:

- Drop-In Tutoring
- Private Appointments
- Writers’ Studio
- Academic Coaching
- Major Exploration

STRUGGLING WITH A CLASS?
Want to Turn those B’s into A’s? Come see us at ACE!

Learn time management | Develop strong study habits and testing strategies | Find an academic coach
Access online tutoring | Schedule private weekly appointments for tutoring
Drop in for a quick tutoring session before a big exam
CAMPUS RESOURCES

TRIO

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

COUNSELING SERVICES

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

DISABILITY SERVICES

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

mtech.edu/counseling
mtech.edu/disability
mtech.edu/online
SAFETY
The health & safety of students, faculty, staff and visitors is a primary concern to Montana Tech.

PHONE NUMBERS TO KNOW

MONTANA TECH CONTACTS
If calling from a campus-based land-line, remove the 496 prefix to connect with the office extension.

Campus Security ...........496-4357 (HELP)
Campus Security officers are available 24 hours a day to respond to any emergency on the Montana Tech campus. You can file a report with an officer. Officers are available to answer questions and explain options in a secure and confidential setting.

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

Fire Department ..................497-6481
Sheriff/Law Enforcement ..........497-1120
Ambulance ........................723-3132
St. James Healthcare ..............723-2500
400 South Clark Street

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

In compliance with the Drug Free Schools and Communities Act, Montana Tech publishes information regarding the University’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Montana Tech students and employees. Incoming students are required to complete an online education module that focuses on alcohol abuse prevention. Continuing students have the opportunity to attend wellness fairs, workshops, and guest presentations throughout the year (opportunities vary each semester). The entire campus community (students, faculty, and staff) can access StudentHealth101, a monthly online magazine that covers a variety of topics relevant to articles on drugs and alcohol. If you are interested in seeing a copy of the Alcohol and Drug Prevention and Education Program Biennial Review contact the Dean of Students, Craig Elliott, at celliot1@mtech.edu, 406-496-4200.

The Campus Security 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. (https://www.mtech.edu/campus-safety/security-reports.html).

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosures and reporting requirements. The disclosures are intended to help student and parents make better informed decisions about higher education. With this goal in mind, Montana Tech has developed this site to better inform students, parents and the Montana Tech community (https://www.mtech.edu/about/ir/HEA.html).
Montana Technological University is committed to providing an environment that **emphasizes the dignity and worth of every member of our community.** Sexual harassment and sexual misconduct (sexual assault, inducing incapacitation for sexual purposes, relationship (dating) violence, sexual exploitation and stalking) will not be tolerated. The full policies and procedures for Title IX can be found at: [https://mtech.edu/campus-safety/eeo-aa-titleix.html](https://mtech.edu/campus-safety/eeo-aa-titleix.html).

University employees, with the exception of Montana Tech's counselors, are required to report disclosures of sexual misconduct to **Vanessa Van Dyk, Director of Human Resources and Montana Tech Title IX Coordinator.** Retaliation for reports are strictly prohibited.

If you are a victim of sexual assault or harassment, support, counseling and advocacy can be arranged with our counseling staff:

**Counseling Staff**
Tara Kloker  
tkloker@mtech.edu  
406-496-4573

Read entire policies and find anonymous campus resources at: [mtech.edu/student-conduct](http://mtech.edu/student-conduct)

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

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

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

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

**Sexual Assault Reporting Options**
- [Montana Tech’s Discrimination, Harassment, and Retaliation Policy](#)
- [Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy](#)
- [Report Discrimination](#)
- [Report Harassment, Hazing, or Sexual Assault](#)
SAFETY: TITLE IX
Support & Reporting Options related to Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation

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

INCIDENT

DO YOU NEED MEDICAL ATTENTION?

YES

EMERGENCY SERVICES
Emergency Services: 911
St. James Hospital: 406.723.2500

NO

DO YOU WANT TO SPEAK WITH SOMEONE?

YES

WOULD YOU LIKE TO SPEAK TO SOMEONE CONFIDENTIALLY?

CONFIDENTIAL RESOURCES
*the following resources provide free, confidential support and resources

Montana Tech
Counseling Support Services
406.496.4429 &/or 406.496.3730
Student Health Center
406.496.4243

External Resources
Safe Space
406.782.8511 &/or 406.782.9807
National Domestic Violence Hotline
800.799.7233 (24-Hour)
RAINN National Sexual Assault Hotline
800.656.4673 (24-Hour)

NO

WHERE TO REPORT?
*The following resources provide free support and services. All sexual misconduct reported will be taken seriously and investigated. Information will be kept private among appropriate University Officials.

Title IX Coordinator
• Vanessa Van Dyk: 406.496.4322

Dean of Students
• Dr. Craig Elliott: 406.496-4200

Campus Security: 406.496.4357

ANONYMOUS REPORT
Title IX Violation
(Harassment, Discrimination, Stalking, Sexual Assault):

Title IX Report Form

Support is available through Mtech Counseling Services, Student Health Center, Safe Space, religious leaders, and RAINN.

NO

DO YOU WANT TO SPEAK TO SOMEONE ELSE?

YES

NO
ACTIVE BYSTANDER, RISK REDUCTION

HOW TO BE AN ACTIVE BYSTANDER, (MONTANA TECH’S “FRONTSTANDER”)

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

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

RISK REDUCTION

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

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

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

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

ACTIVE SHOOTER

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

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

HIDE

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

CALL 911 WHEN IT IS SAFE FOR YOU TO DO SO
The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

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

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

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

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

GENERAL

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

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

HAZARDOUS MATERIALS INCIDENT

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

FIRE

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

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

HOSTAGE SITUATION

1. If you are not the hostage, call 911, Environmental Health and Safety (496-4463), Craig Elliott, (496-4200) and Security (496-4357)
2. Remove uninvolved individuals to a safe location
3. Provide any information you have to authorities

SHelter IN PLACE PROCEDURES

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

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

MEDICAL EMERGENCY OR PHYSICAL INJURY

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

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

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

TIMELY WARNING NOTIFICATIONS

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

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

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

Timely Warning Notices are typically written and distributed by the Executive Director, Marketing & Communications or designee in consultation with the Dean of Students or designee.

EMERGENCY NOTIFICATIONS

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

PUBLIC SAFETY ADVISORIES

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

Public Safety Advisories are safety or security situations that do not meet the threshold for distributing a Timely Warning or Emergency Notification. Examples may be series of bike thefts on campus, multiple reports of identity theft, etc. Typically, circumstances that warrant campus safety alerts are crimes reported to the Dean of Students, other campus security authorities, and/or the Butte-Silver Bow Police Department (BSBPD). The University has requested the BSBPD inform Montana Tech when crimes are committed on or near campus that might be potential or ongoing threats to the Montana Tech community. This will assist Montana Tech in determining the need for potentially issuing campus safety alerts.
SAFETY DURING EMERGENCIES

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

- Craig Elliott, Vice Chancellor for Student Affairs/Dean of Students, in person, Engineering Hall room 102, via phone at 406-496-4200, or via email at celliott1@mtech.edu
- Residence Life by calling 406-496-4425 during regular business hours or after hours at 406-565-8543
- David DeVillier, Assistant Director of Residence Life, at ddevillier@mtech.edu
- Layne Sessions, Director of Facilities, at 406-496-4399 during regular business hours
- Amanda Badovinac, Executive Director of Marketing and Communications at 406-496-4828 during regular business hours
- Marissa Morgan, Director of Environmental Health and Safety, at 406-496-4463 during regular business hours

MISSING STUDENT NOTIFICATION AND PROCEDURES

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

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

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

Procedures

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

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

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

catalog.mtech.edu

COLLEGE COMMUNITY EXPECTATIONS (STUDENT CONDUCT)

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

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

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

To learn more about our community expectations or to report an incident visit:

mtech.edu/conduct

FERPA

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

mtech.edu/FERPA
SCHOOL SONG

“Forward Tech!”

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

HERE’S TO A GREAT YEAR.
GO DIGGERS!