WELCOME FROM THE DEAN OF STUDENTS

Welcome to the 2019-2020 Academic Year!

The Montana Tech Student Handbook is a road map for your success and is intended to provide you with information about services available at Tech and our policies and procedures. Montana Tech views itself as a community. We expect each member to become familiar with the standards of the community, and to assume responsibility for making decisions governing his or her behavior within the community.

The information in this handbook is intended to be a reference for basic college information and expectations. You are responsible for knowing the information included in this handbook. You are also responsible for knowing the information included in the College 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.

Carrie Vath, Ph.D.
Dean of Students
Engineering Hall 101
406.496.4198
CVath@mtech.edu

Check out the Dean of Students webpage for more resources and information!
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## FIRST THINGS FIRST...

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

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2019 - 2020 ACADEMIC CALENDAR

Fall Semester: August 26, 2019 — December 13, 2019

Fall Semester Fee Payment Deadline ................................................................. Monday, August 19, 2019
Non-Paid Students Assessed $40.00 Late Payment Fee ........................................... Tuesday, August 20, 2019
This includes all students who have not completed fee payment or signed a payment contract, and any continuing students registering after the Fee Payment Deadline.
Residence Halls Open at 9:00 a.m. ................................................................. Wednesday, August 21, 2019
New Student Orientation and Registration ............................................... Wed - Fri, August 21-24, 2019
Fall Semester Classes Begin ......................................................................... Monday, August 26, 2019
Web-Registration Closes at 3:00 p.m. (additional course changes completed through Enrollment Services) ............ Tuesday, August 27, 2019
Fall Semester Cancellation for Non-Payment (3rd Day of Class)............................. Wednesday, August 28, 2019
Students without completed fee payment or a signed payment contract by 4:00 p.m. will be canceled from all classes and required to re-register.

Labor Day Holiday No Classes Held, Offices Closed) ........................................ Monday, September 2, 2019
Last Day to Add a Class — Registration Closes at 4:00 p.m. 10th Day of Classes) ........................................ Monday, September 9, 2019
Last Day to Drop a Class Without Class Appearing on Transcript 15th Day of Class) ........................................ Monday, September 16, 2019
Non-Paid Students Assessed Additional $40.00 Late Fee ....................................... Tuesday, September 17, 2019
Freshman and Highlands College Grades Posted to OrediggerWeb 20th Day of Class) ........................................ Monday, September 23, 2019
Midterm Grades Posted to OrediggerWeb 40th Day of Class) ................................... Monday, October 21, 2019
Last Day to Withdraw from a Class with an Automatic “W” 50th Day of Class) ........................................ Monday, November 4, 2019
Spring Semester Registration Begins for Continuing Students.......................... Monday, November 4, 2019
Veterans Day Holiday No Classes Held, Offices Closed) ........................................ Monday, November 11, 2019
Graduation Application Deadline for Spring and Summer 2019 Graduates ........... Monday, November 18, 2019
Thanksgiving Break Begins No Classes Held, Admin. & Faculty Offices Open) ........................................ Wednesday, November 28, 2019
Thanksgiving Break No Classes Held, Offices Closed) ....................................... Thurs - Fri, November 28-29, 2019
Spring Semester Registration Begins for New and Returning Students ................ Monday, December 2, 2019
Fall Graduate Recognition Ceremony .............................................................. Friday, December 6, 2019
Final Exam Week ............................................................................................ Mon - Fri, December 9-13, 2019
Deadline for Faculty Input of Final Grades via OrediggerWeb ................................ Wednesday, December 18, 2019
Final Grades Posted to OrediggerWeb .............................................................. Friday, December 20, 2019
Christmas Holiday Offices Closed) .................................................................... Monday, December 25, 2019
New Year’s Day Holiday Offices Closed) ............................................................. Monday, January 1, 2020

Keep Yourself Healthy Throughout the Year!
Learn tips and tricks with Student Health 101. Sent to your in-box monthly!

RECENT HEADLINES:

- Go to the Source. Figuring out where your food comes from
- Push (Yourself) Up to Better Fitness
- 3 strategies to build leadership experience you can use later
Spring Semester: January 6, 2020 — May 1, 2020

Spring Semester Fee Payment Deadline .............................................................. Thursday, January 2, 2020
Students Assessed $40.00 Late Payment Fee ....................................................... Friday, January 3, 2020
This includes all students who have not completed fee payment or signed a payment contract, and any continuing students registering after the Fee Payment Deadline.
New Student Orientation and Registration ....................................................... Friday, January 3, 2020
Residence Halls Open at 9:00 a.m. ................................................................. Sunday, January 5, 2020
Spring Semester Classes Begin ........................................................................... Monday, January 6, 2020
Web-Registration Closes at 3:00 p.m. (additional course changes completed through Enrollment Services)........... Tuesday, January 7, 2020
Spring Semester Cancellation for Non-Payment (3rd Day of Class) .................. Wednesday, January 8, 2020
Students without completed fee payment or a signed payment contract by 4:00 p.m. will be canceled from all classes and required to re-register.
Last Day to Add a Class — Registration Closes at 4:00 p.m. 10th Day of Classes) ....................................................... Friday, January 17, 2020
Martin Luther King Jr. Holiday  No Classes Held. Offices Closed) ........................ Monday, January 20, 2020
Last Day to Drop a Class Without Class Appearing on Transcript 15th Day of Class) ....................................................... Monday, January 27, 2020
Freshman and Highlands College Grades Posted to OrediggerWeb 20th Day of Class) ....................................................... Monday, February 4, 2020
President’s Day Holiday  No Classes Held. Offices Closed) ............................... Monday, February 17, 2020
Midterm Grades Posted to OrediggerWeb 40th Day of Class) .................................. Tuesday, March 3, 2020
Spring Break (No Classes Held, Residence Halls Closed, Admin. & Faculty Offices Open).................. Sat - Sun, March 14-22, 2020
Last Day to Withdraw from a Class with an Automatic “W” 50th Day of Class) .......................................................... Tuesday, March 24, 2020
Fall and Summer Semester Registration Begins for Continuing Students .......... Monday, March 30, 2020
Graduation Application Deadline for December 2020 Graduates .................. Monday, April 6, 2020
Spring Mini-Break  No Classes Held, Admin. & Faculty Offices Open) ................. Friday, April 10, 2020
Montana TechXpo Classes in Session) ............................................................. Thursday, April 23, 2020
Fall and Summer Semester Registration Begins for New and Returning Students ................. Monday, April 30, 2020
Final Exam Week ......................................................................................... Mon - Fri, April 27 - May 1, 2020
Commencement  Butte Civic Center — 11:00 a.m.) ........................................ Saturday, May 2, 2020
Deadline for Faculty Input of Final Grades via OrediggerWeb ......................... Wednesday, May 6, 2020
Final Grades Posted to OrediggerWeb ............................................................. Tuesday, May 12, 2020

Summer Semester: May 26, 2020 — July 30, 2020

Memorial Day Holiday  No Classes, Offices Closed) ........................................ Monday, May 25, 2020
Summer Semester Fee Payment Deadline 1st and Full Sessions Only) ................ Tuesday, May 26, 2020
Summer Semester Classes Begin 1st and Full Sessions Only) .......................... Tuesday, May 26, 2020
Last Day to Add a First Session Class (3rd Day of 1st Session) ........................ Thursday, May 28, 2020
Last Day to Drop a First Session Class without a “W” 5th Day of 1st Session) ......... Tuesday, June 2, 2020
Last Day to Add a Full Session Class 10th Day of Full Session) ....................... Wednesday, June 10, 2020
Last Day to Withdraw from a First Session Class with an Automatic “W” 10th Day of 1st Session) .. Wednesday, June 10, 2020
Last Day to Drop a Full Session Class without a “W” 15th Day of Full Session) .... Thursday, June 18, 2020
Final Exam Day For First Session ..................................................................... Thursday, June 25, 2020
Last Day to Withdraw from a Full Session Class with an Automatic “W” 20th Day of Full Session) ............ Monday, June 29, 2020
Summer Semester Fee Payment Deadline 2nd Session Only) ......................... Monday, June 29, 2020
Summer Semester Classes Begin 2nd Session Only) ........................................ Monday, June 29, 2020
Deadline for Faculty Input of First Session Grades via OrediggerWeb .......... Wednesday, July 1, 2020
Last Day to Add a Second Session Class (3rd Day of 2nd Session) .................. Wednesday, July 1, 2020
Independence Day Holiday  No Classes Held, Offices Closed) ......................... Friday, July 3, 2020
Last Day to Drop a Second Session Class without a “W” 5th Day of 2nd Session) .......... Monday, July 6, 2020
First Session Grades Posted to OrediggerWeb ............................................... Monday, July 6, 2020
Last Day to Withdraw from a Second Session Class with an Automatic “W” 10th Day of 2nd Session) ........ Tuesday, July 14, 2020
Final Exam Day for Full and Second Sessions ............................................... Thursday, July 30, 2020
Deadline for Faculty Input of Full and Second Session Grades via OrediggerWeb .... Tuesday, August 4, 2020
Full and Second Session Grades Posted to OrediggerWeb ................................ Friday, August 7, 2020
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)
Director of Environmental Health and Safety
Marilyn Cameron.............................. Office: 496-4463
............................................... Home: 494-8080
............................................... Cell: 490-8893

Director of Physical Facilities
Michael Allen................................. Office: 496-4399

Chancellor
Les Cook................................. Office: 496-4129

Vice Chancellor for Academic Affairs and Student Services
Doug Abbott .................................. Office: 496-4127
............................................... Home: 494-2345
............................................... Cell: 533-5876

Associate Vice Chancellor for Enrollment Management/Dean of Students
Carrie Vath................................. Office: 496-4198
............................................... Cell: 352-682-2492

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 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

*All phone numbers begin with area code 406 unless otherwise noted
ACADEMIC RIGHTS AND RESPONSIBILITIES

Montana Tech seeks to provide an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. The campus is aware of students’ rights and is respectful of these rights. While recognizing students' rights, the campus also expects students to be responsible. These rights and responsibilities include, but are not limited to: regular class/lab attendance, completion of class/lab assignments in a timely manner, being prepared for class/lab, and exhibiting behavior in the classroom/laboratory 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 academic achievement and integrity. 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.

Montana Technological University Student Code of Conduct

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Montana Technological University Student Code of Conduct

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

Students are essential members of the Montana Tech community and are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. The student conduct process at Montana Tech is not intended to punish students; rather, it exists to 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, 406-496-4198.

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 during 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 other 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 take action 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.

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.

Prohibited Conduct

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

Acts of Dishonesty (Section 1)

Academic dishonesty is governed by the Provost’s Office and students should refer to the Academic Honesty Policy and Procedures outlined in the Catalog.

Report a Violation

Report Academic Dishonesty [external site]

Acts of Non-Academic Dishonesty are governed by the Dean of Students and can include but are not limited to the following acts:

- Forgery, alteration or misuse of a University document, key, or identification instrument.
- Misrepresenting one’s self to be an authorized agent of the University or one of its auxiliaries.
- Unauthorized entry into, presence in, use of, or misuse of University property.

Discrimination, Harassment, Sexual Misconduct (sexual assault, domestic violence, dating violence), Stalking, and Retaliation (Section 2)
Violation of Montana Tech’s Policy on Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking (Discrimination Policy PDF) is a violation of this Code of Student Conduct. The definitions of discrimination, harassment, sexual misconduct, domestic violence, and stalking are contained in the Discrimination Policy. Violations of the Discrimination Policy include retaliation against an individual for taking any of the actions provided in support of the Policy.

**Report a Violation**

- **Report Discrimination** [external site]
- **Report Sexual Assault or Harassment** [external site]

**Assault and Harm to Persons (Section 3)**

- **Sec. 3.1. Physical assault** includes, but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.
- **Sec. 3.2. Threatening and Intimidating Behaviors**
  1. **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.
  2. **Intimidation** is defined as implied threats or acts that cause a reasonable fear of harm in another.
- **Sec. 3.3. Bullying and Cyberbullying** are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

**Harassment, Hazing, and Bystanding (Section 4)**

- **Sec. 4.1. Harassment** includes but is not limited to verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
  1. Is threatening or carries with it the intention to do bodily harm; or
  2. Disrupts or undermines a person’s exercise of their responsibilities as a student, faculty or staff member including unreasonably interfering with a person’s educational or work performance.
- **Sec. 4.2. Hazing** includes, but is not limited to, any conduct or method of initiation, admission or condition of continued membership in any student organization which:
  1. Endangers the physical or mental health or safety of any student or other person, including but not limited to extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or
  2. Destroys, vandalizes or removes public or private property.
- **Sec. 4.3. Bystanding** includes, but is not limited to:
  1. Conduct of a student who is present when a serious 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 person, including sexual misconduct; or
  2. 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.
**Alcohol and Drug Offenses (Section 5)**

- **Sec. 5.1.** 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 violation also includes the abuse, distribution or improper use of prescription drugs.
- **Sec. 5.2.** Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Montana Tech except as expressly permitted by law or University policy.
- **Sec. 5.3.** Smoking or tobacco use on campus in violation of the University's Tobacco Free Campus Policy 510.

**Illegal and Disruptive Conduct (Section 6)**

- **Sec. 6.1.** Violation of federal, state or local law on University premises or at University sponsored activities; violation of published University policies, rules or regulations.
- **Sec. 6.2.** Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University, including but not limited to:
  1. Violence or threat of violence against self or any member or guest of the University community.
  2. Interference with the freedom of movement of any member or guest of the University.
  3. Interference with the rights of others to enter, use or leave any University facility, service or activity.
  4. Obstruction or disruption of teaching*, learning, research, administration, disciplinary procedures or other University activities, or of other authorized activities on University premises.
  5. Failure to comply with directions of law enforcement officers and University officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested.
  6. Failure to comply with any authorized Student Conduct Code sanction(s)/condition(s).
  7. Trespassing or unauthorized entry into University buildings or property.

*See Appendix 1: Classroom Disruption

**Theft/Misuse of Property (Section 7)**

- **Sec. 7.1.** Theft, attempted theft, unauthorized possession, use, or removal of University property or the property of any member of the University community.
- **Sec. 7.2.** Defacing, tampering, damaging or destroying University property or the property of any member of the University community.
- **Sec. 7.3.** Unauthorized presence in or use of University grounds, facilities, or property.
- **Sec. 7.4.** Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
  1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  2. Unauthorized transfer of a file.
  3. Unauthorized use of another individual's identification or password.
  4. Use of computing facilities to interfere with the work of another student, faculty member or University official.
  5. Use of computing facilities to send harassing or abusive messages.
6. Use of computing facilities to interfere with the normal operation of the computing system.

7. Unauthorized use of computer resources, or the unauthorized use or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems, unauthorized access or copying of data or software, attempts to release data, text, files or software in violation of copyright protection and the condoning, approving, or directing of unauthorized use or copying.

8. Unlawful downloading and distribution of copyrighted digital media via peer-to-peer (P2P) file sharing applications including, but not limited to video (movies) and sound (music) files.

9. Attempts to circumvent or defeat any University owned system firewall or any other mechanism put in place to manage the network.

- Sec. 7.5. Theft of telephone services or other auxiliary services, including food services, housing, parking, etc.

Firearms, Explosives, and Weapons Offenses (Section 8)
Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus chancellor) on campus or at a University related activity (view Firearm Policy 515 for more detail).

Report a Violation

Violation of Non-Academic Misconduct [external site]
Sanctions
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.
- 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**: Dean of Students may choose to administer a sanction not mentioned above, in line with the student conduct philosophy.

**Appeals**

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. The student's rights as set forth in this *Code of Student Conduct* were violated (i.e., there was an error in the procedure or the interpretation of the *Code of Student Conduct* which substantially affected the student's ability to receive a fair hearing); and/or
2. New evidence, unavailable during the original investigation, has been discovered that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the letter of appeal.

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.

**Records and Confidentiality**

- The Dean of Students shall maintain student conduct records.
- Students may arrange to review their own student conduct records and related information by contacting the Office of the Dean of Students.
- Except as provided elsewhere in this Code and/or as required by law, the University shall not communicate a student's conduct record to any person or agency without the prior written consent of the student.
- Student conduct records shall be maintained for seven (7) years from the last recorded entry, then destroyed.

**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 contact the Office of Student Affairs (496-4198).
Complaint submitted in writing

Report received and reviewed by Dean of Students

Finding that student misconduct did not occur

A finding that student misconduct did occur and this finding is accepted by the student (the student does not submit an appeal)

The student receives the finding and sanction as decided by the Dean of Students

An appeal is granted – no further action needs to be taken

An appeal is denied

The student can appeal the Dean of Students' sanction to the Student Judicial Board within 10 business days (on specific grounds*)

The student can appeal the Student Judicial Board to the Chancellor within 10 business days (on specific grounds*)

The student can appeal the Chancellor's decision to the Board of Regents

*Two things constitute grounds:
(1) new information being made available; (2) a feeling that the sanction imposed was not consistent with the severity of the violation. An explanation of why sanction(s) are disproportionate to the violation(s) must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) is not grounds for an appeal.
ACADEMICS

REGISTERING FOR CLASSES

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

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)

ACADEMIC DISHONESTY

Montana Tech believes that academic honesty and integrity are fundamental to higher education. Academic dishonesty includes but is not limited to cheating; plagiarism; forgery; falsification; facilitation or aiding academic dishonesty; multiple submission; theft of instructional materials or tests; alteration of grades or files; and 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 or academic staff, who will explain what is and is not acceptable in their classes or on campus.

THE PROCESS:

1. There is suspicion of academic dishonesty
2. The instructor of record/an academic staff member submits an Academic Dishonesty Violation online referral form and includes all evidence, conclusion, and actions
3. The decision maker chooses a “Decision Option”
4. The Vice Chancellor for Academic Affairs meets with the student
**ACADEMIC DISHONESTY FLOW CHART**

**DECISION OPTION 1**

- NO FINDING THAT ACADEMIC DISHONESTY HAS OCCURRED

**DECISION OPTION 2**

- A DETERMINATION OF ACADEMIC DISHONESTY IS ACCEPTED BY THE STUDENT (THE STUDENT DOES NOT SUBMIT AN APPEAL)

**DECISION OPTION 3**

- A DETERMINATION OF ACADEMIC DISHONESTY IS NOT ACCEPTED BY THE STUDENT

**THE STUDENT RECEIVES THE FINDING AND SANCTION AS DECIDED BY THE DECISION MAKER**

**THE STUDENT MAY INITIATE AN APPEAL TO ASC WITHIN 10 BUSINESS DAYS**

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**AN ACADEMIC STANDARDS COMMITTEE (ASC) HEARING IS HELD**

**ASC DECISION OPTION 1**

- AN APPEAL IS GRANTED - NO FURTHER ACTION NEEDS TO BE TAKEN

**ASC DECISION OPTION 2**

- AN APPEAL IS DENIED

**THE STUDENT MAY INITIATE AN APPEAL TO THE STUDENT JUDICIAL BOARD WITHIN 10 BUSINESS DAYS (ON SPECIFIC GROUNDS)*

**IF THE STUDENT APPEALS THE ASC’S DECISION, THE NEXT LEVEL IS THE STUDENT JUDICIAL BOARD (SUBJECT TO HAVING GROUNDS* FOR APPEAL). PROVIDED GROUNDS EXIST, A SJB HEARING IS HELD**

**SJB DECISION OPTION 1**

- AN APPEAL IS GRANTED

**SJB DECISION OPTION 2**

- AN APPEAL IS DENIED - THE STUDENT CAN APPEAL TO THE CHANCELLOR

**AN APPEAL IS GRANTED**

**AN APPEAL IS DENIED - THIS DECISION IS FINAL AND IS NOT APPEALABLE**

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*Two things constitute grounds:

1. new information being made available;
2. a feeling that the sanction imposed was not consistent with the severity of the violation. An explanation of why sanction(s) are disproportionate to the violation(s) must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) is not grounds for an appeal.*
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

If this is your first time retrieving your credentials, you will also need to enter a security question, security answer, and your birthdate to access your information.

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

DIGGER CENTRAL

The Digger Central webpage is your go-to place for everything happening across campus, and is the information hub for all things Digger. Wondering what’s for lunch? Looking for a class to add? Need an Enrollment Services form? You can find it here!

www.mtech.edu/diggercentral

IT HELPDESK

Mining and Geology Building - Room 112
406.496.4244 | ithelpdesk@mtech.edu

Tech students receive a free license of Microsoft Office 365, which includes Web Apps for Word, Excel, and PowerPoint. Download your copy at: www.mtech.edu/cts
FINANCIAL AID

There are many steps required to complete the financial aid process, including accepting your financial aid award, completing loan counseling, and signing a master promissory note.

Financial aid comes from the federal government, state government, the university, and from private sources in the form of scholarships/grants. Grants and scholarships are monies which do not have to be repaid. Work-study allows you to work on campus and earn money to help pay for school. Loans are borrowed money that must be repaid with low interest rates.

Application Process

Begin the process by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. You will need to add Montana Tech’s code number, which is 002531.

There are 3 components used to determine your eligibility for financial aid:

• Cost of attendance
• Expected family contribution
• Other financial resources available to you

December 1st is the priority date to file the FAFSA with the Federal Processor. Meeting the priority date and having a completed financial aid file enables you to participate in the first round of financial aid packaging. Subsequent packaging runs may have less money available.

You may apply for financial aid throughout the year. However, the longer a student waits increases the risk that funding in many programs may be depleted. Your award package is based on a combination of funds available and your eligibility. Your award package may not include funds from all aid programs. Some funds carry restrictions and some have limited funds available with maximum and minimum award limits. Financial aid packages are based on the level of need.

Financial Aid Made Easy

Applying for financial aid may seem confusing, but in reality, you only need to take the following 10 basic steps:

1. Submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.
2. The results are sent to the colleges you listed on the FAFSA form (002531 for Tech).
3. Once we receive your FAFSA, Montana Tech will contact you via the e-mail you submitted on your FAFSA.
4. You must respond to the college’s requests and provide any needed information.
5. Notification of your financial aid eligibility will be sent to you based on the information you provided in above steps.
6. You must respond to the college’s financial aid offer by accepting or rejecting the financial aid offers on OrediggerWeb. If you don’t respond by the deadline, the award will be cancelled. If you decide not to attend, please let us know so we can reallocate the funds.
7. If you are a first-time loan borrower and have accepted a student loan as part of your financial aid award, you must complete entrance counseling and sign a Master Promissory Note (MPN) at www.studentloans.gov.
8. After you have been accepted for admission and registered for classes, your bill listing your tuition and fees plus room and board, if applicable, and the financial aid you accepted can be viewed on OrediggerWeb.
9. You must finalize payment/registration on OrediggerWeb to confirm your attendance. If you do not, your classes may be cancelled.
10. Financial aid in excess of college charges will be available to you in a refund check and can be picked up at the Business Office (SSC 3.127) the day before classes begin.
To see what requirements are needed to complete your financial aid file:

- Log in to OrediggerWeb
- Select Student Services and Financial Aid
- Select Financial Aid
- Select My Overall Status of Financial Aid
- Select Student Requirements

Accepting or Declining Your Aid
Students can accept or decline any part of the financial aid award package. Please respond to the appropriate option for each fund as to whether you are accepting or declining each award. If you wish to borrow a lesser amount than what you are eligible to receive, indicate the amount you wish to accept in the appropriate box following the loan type. It is important that you respond to the offer in a timely manner to avoid cancellation of your awards.

To view and accept, decline or reduce your award package:

- Log in to OrediggerWeb
- Select Student Services and Financial Aid
- Select Financial Aid
- Select My Award Information
- Select Award by Aid Year
- Select Aid Year and Click Submit
- Review all Tabs and Submit

Master Promissory Note (MPN)
All first-time federal direct loan borrowers must complete an MPN through the Department of Education at www.studentloans.gov. All student loans are provided through the Federal Direct Loan Program.

Entrance Counseling
If you are a first-time direct loan borrower, you will need to complete student loan entrance counseling at www.studentloans.gov.

Institutional Scholarships
Institutional scholarships are provided to the University by donors who specify the award criteria. The selection process is managed by the scholarship committee as well as the appropriate college or department. Some scholarships are awarded to continuing students and others are specifically designed for incoming freshmen or transfer students. Continuing students must complete the continuing student scholarship application online by February 15th each year. Notification of awards made by the scholarship committee are sent by April 1st. Department award notifications vary.

Private Scholarships
Private scholarships are scholarships that you bring to Montana Tech from a third party. If the check is made out to both Montana Tech and to the student, you must stop by the Enrollment Services (MG 207) to endorse the check before it can be deposited and posted to your account. Be aware that if you received financial aid, your aid may be reduced with the addition of a private scholarship. In the event that your financial aid award is reduced, you may be required to log in to OrediggerWeb and accept/decline your financial aid award again.

Scholarship Disbursement
Most scholarships, both institutional and private, are applied to your student account each semester. If your scholarship arrives after you have already paid your bill, you will need to pick up a refund check at the Business Office with your Digger Card after the scholarship is processed.
Fee Payment/Finalization
There are two ways to pay your bill. The first is by paying directly at the Business Office, located in the Student Success Center, Room 3.127. The second way is by paying online through OrediggerWeb. This step must be complete before you can finalize your registration (even if you are expecting a refund).

- Log in to OrediggerWeb
- Select Student Services & Financial Aid
- Select Student Account
- Select Account Detail for Term
- Select Term
- Select either “I Have Insurance Coverage” if you choose to waive the insurance, or select “I Need Health Insurance” if you choose to keep the insurance.
- Select “Waive Insurance” if you are declining the insurance, select “Elect Insurance” if you are keeping the insurance.
- Select Finalize/Pay Now
- If there is a balance owing, this will provide the option to pay by credit card or electronic check. Please pay the amount due. If the bill cannot be paid in full before fee payment is due, you have the option of deferring payment by completing the Deferred Payment Form. This will require paying the bill in three installments along with a $30 service charge at the time of deferment. Credit cards used on-line will be charged a $10 convenience fee.
- If there is not a balance owing and there is a credit on your account, a refund check will be ready for you the day before classes begin.

CAMPUS OPPORTUNITIES AND RESOURCES

(ASMT) Associated Students of Montana Tech
The Associated Students of Montana Tech (ASMT) is comprised of all enrolled students and is located in the Student Union Building. The purpose of this organization is, in part, to advance the interests and promote the welfare of Montana Tech and its students, and to foster and maintain harmony among those connected with or interested in the college, including students, alumni, faculty, staff, regents, and friends. Through funds collected as student fees, ASMT strives to ensure a full social and academic life for all students with its organizations, publications, clubs, major school functions and activities. There are 3 branches that compose ASMT: The executive branch is made up of the president, vice-president, and treasurer; the legislative branch is composed of the vice-president, 2 freshman senators, 7 senators at-large, 1 graduate student senator, and 1 Highlands College senator; the judiciary branch is composed of 5 students appointed by the executive branch, a faculty advisor, and a member of the College administration. The two freshman senators are selected in the fall semester.

Bookstore
The Montana Tech Bookstore is an institution owned campus store serving the students, faculty and staff of Montana Tech with pride. The primary goal of the Bookstore is to ensure students are able to obtain the course materials they need at reasonable prices. The Bookstore is your source for many other items to support your academic career and school spirit.

Textbooks for upcoming semesters are available for purchase after the last day of the current semester. Please bring a copy of your class schedule to eliminate errors regarding class sections and professors. Please note that professors change books, publishers issue new editions, and classes have potential for being cancelled; buying books early may not be in your best financial interest.

Textbooks are returnable for a specified period which is printed on your receipt. Textbooks must be in the same condition as when purchased. New books must be free of marks, scratches and bent corners; books containing highlighting or writing of any sort will not be allowed on a return. Books that are wrapped in shrink-wrap must remain wrapped to be returned. This is a publisher mandate. A sales receipt is required for all returns.
Textbooks generally cost $400-$500 per semester, but costs can vary greatly depending on a student’s chosen major. Please come prepared in the event that your financial aid is not ready when you arrive. It is important to get all your paperwork to Financial Aid by the deadline so as not to delay the purchasing of textbooks. Textbook information is available at: www.montanatechbookstore.com

Business Office
The Business Office is where students can pay tuition and fees, and receive financial aid refunds and payroll checks. Your Digger Card is required to pick up a check. The office is located in SSC 3.127 and the window is open from 7:30 am–5:00 PM. Registration is not complete until accounts are marked as paid or deferred, and registration is subject to cancellation for non-payment of fees. The Business Office can be contacted at (406) 496-4250 or (800) 445-TECH, or you can visit the office’s website at www.mtech.edu/administration/businessoffice/

Campus Recreation
Located at the HPER, Room 232, the Campus Recreation Department at Montana Tech offers a wide variety of recreational activities and equipment for students, staff and faculty. The Recreational Sports Program allows individuals and teams to participate in organized league play in sports such as flag football, volleyball, basketball, softball, racquetball and dodgeball. For those who wish to participate without entering a league, all types of sporting equipment are available to check out at the Centennial Hall front desk.

In addition, an extensive Outdoor Recreation Equipment Rental Program exists. For a minimal fee, outdoor gear such as whitewater rafts, kayaks, snowshoes, avalanche beacons, tents, backpacks, snowboards, and camping gear can be rented. Open Recreation and Drop-In Fitness Classes are also available during designated times within the HPER Complex. Open Recreation times are set for pick-up basketball games, volleyball and lap swimming. Campus Recreation offers positive physical activities which contribute to the total learning experience and development of the Montana Tech student.

Campus Security
The Campus Security officers play a wide-ranging role at Tech. Officers provide such services as investigation of thefts, handling of alcohol-related or other behavior problems on campus, parking control, and crowd control at games and concerts. Officers are trained in law enforcement, crisis management, and advanced first-aid. Montana Tech is not responsible for damage or theft of students’ belongings and property that students may bring onto the campus. Students are urged to provide adequate security for their possessions and to carry appropriate personal property insurance. Questions or issues related to this policy should be directed to the Risk Management Contact (4380). All thefts should be reported to Campus Security. If you have any problems while on the Tech campus, call Campus Security immediately. Our campus officers also work closely with the Butte/Silver Bow police, who can be reached by dialing 911.

Career Services
Career Services supports students and alumni in career exploration, preparation, implementation and management of their lifelong career development. In addition, the office connects employers with students, alumni, faculty and administration. Career Services works with students as early as their freshman year to assist in career planning and help identify career goals. The office also develops strong relationships with employers to assist them with their human resource needs.

Career Services provides a full-array of career and employment services. Career Services helps you put it all together, from learning what you want to do, to polishing your skills and getting the job you really want. Take advantage of the following services:

Career Assessments—Determine your major and career goals by taking a career assessment. Find careers that match your interests, skills and abilities. Use that information to explore career possibilities.
Career Coaching—Make an appointment to discuss career-related questions, including career and major choice, job and internship search, résumé writing and interviewing tips.
DIGGERecruiting—Connect with employers! View on-campus work opportunities, job openings, internships, company information sessions, career events and more. Create your account today and keep it up-to-date throughout your academic career at Montana Tech. The following services are available via DIGGERecruiting:

**Resume and Employer Referral** - Complete your profile in DIGGERecruiting and upload your résumé. Employers can search your information or you can be referred to employers.

**On-Campus Recruiting** - Sign up to interview with a variety of employers who recruit students every semester for full-time positions, internships and summer jobs.

**Job Listings** - View a comprehensive list of employment and volunteer opportunities including summer jobs, internships and full-time positions available in a variety of fields nationwide. Create and save specific searches to not miss anything.

**Employer Visits & Career Fairs** - Meet a variety of employers who visit campus every semester. Use this opportunity to gather information and talk to recruiters about their industry, employment opportunities and internships with their organizations. Information is listed in DIGGERecruiting!

**Experiential Learning & Internships** - Acquire hands-on learning, practical work experience and job-related skills before graduation. Think about getting a degree-related job or internship as soon as your first summer. Talk to your advisor, you may receive academic credit for the work experience and usually earn income as well.

Career Services tracks all experiential learning including summer jobs, internships and full-time positions. This information helps Career Services develop relationships with employers and provides prospective and current students with information regarding career and internship possibilities. Share degree-related experience with our office by submitting information on our website, www.mtech.edu/career.

**Resource Library & Web Resources** - Review a wide variety of materials to assist your research of jobs and employers and to find career planning information. Career Services has numerous books and online videos to help with writing résumés and cover letters, interviewing skills, or searching for that right job. Check them out!

**Student Employment** - Find jobs while you are still in school. View part-time, on-campus, off-campus, work-study and volunteer positions through DIGGERecruiting.

**Workshops** - Get help with your career preparation and job search process with workshops presented by Career Services throughout each semester. Learn professional communication, including résumé and cover letter writing, career strategies, interview tips and networking.

**Copy Center**

The Copy Center does more than copying! They are able to do laminating, binding, and color printing. If you don’t have access to a color printer, bring your flash drive to the center and they will print your documents for you. You can also bring reports and papers to be bound for a professional appearance. We accept Digger Dollars.

**Counseling**

Counseling helps people grow and is a resource for the personal, vocational, and educational development of each student at Montana Tech. All counseling services are free and confidential. Licensed counselors are located on both the North Campus (496-4429) and Highlands College campus (496-3730).

**Digger Card**

The Digger Card is the official student ID card of Montana Tech. The card is valid your entire career at Montana Tech. The first ID is $20 and is billed on your first statement. If you lose or break your card, there is a $15 replacement fee. The Digger Card Center is located on the lower level of the Student Union Building.

**Why Do I Need a Digger Card?**

- To pick up payroll and loan refund checks in the Business office
- To use the Library, the HPER, and the Learning Center
What are Digger Dollars?
The Digger Dollar program is a declining balance debit account. Digger Dollars offer convenient cashless purchasing power at all Montana Tech venues. This declining balance account is easy to use and eliminates the burden of carrying cash. You may add to your Digger Dollars account at the Digger Card Center, online at mtech.edu/administrative-services/diggercards

Discounts for Diggers
Discounts for Diggers is a program in which several businesses in Butte and Anaconda offer discounts to Tech students who present their Digger Card. Businesses include but are not limited to:

- Broadway Café
- Butori Collision Center
- Butte Floral Company
- Butte Hometown Auto Repair
- Butte Jewelers
- Butte Weekly
- Butte YMCA
- Cellular Plus
- Clean and Dry Laundromat
- Conlin’s
- Copper City Crossfit
- Copper City Wireless
- Dairy Queen
- Dayspring Restoration
- The Derby
- Domino’s Pizza
- Embroidery Plus
- Fountainhead Coworking
- Fuel Fitness
- Gib’Z Cuttin Loose
- GNC, Inc.
- Great Clips
- Great Harvest Bread Co.
- Holiday Inn Express and Suites
- Java Hill
- Keenan Jewelers
- Les Schwab
- Lisac’s Tire
- McDonald’s Butte & Rocker
- McKenzie River Pizza
- Montana Standard
- Moses for Men
- NAPA Auto Parts
- Old Works Golf Course
- Outrageous Premier Salon
- Payless
- Pierce Flooring and Design
- Pita Pit
- Planet Beach
- Quilici Glass
- Riddles Jewelry
- Rite-Fix Computers
- Staggering Ox
- Taco del Sol
- Universal Athletic Service
- Venus Rising
- Wetona’s
- Whalen Tire

Dining Services

Meal Plans
Montana Tech Dining Services offers four different meal plans: All Inclusive, Commuter, Upper Class Flex Pass, and Upper Class. Meal plans and Digger Dollars are accepted at all Dining Services locations. Details at mtech.edu/student-life/dining

Marcus Deli Dining Room
Join us for breakfast, lunch and dinner and enjoy a variety of nutritious, self-serve, buffet style meals offered in our all-you-can-eat dining room. There is an ever-changing choice of entrées and homemade soups, fresh fruits and our extensive salad bar. We also offer freshly baked desserts and a selection of hand dipped ice cream varieties.

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<thead>
<tr>
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<tr>
<td>Lunch</td>
<td>Monday-Friday</td>
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<td>Dinner</td>
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<td></td>
<td>Weekends</td>
<td>11:00 - 5:30 PM</td>
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Montana Tech Catering Services
Dining Services is your first choice for catered meetings, conferences and events held on the Montana Tech Campus. In addition, we provide planning and support for social, association and corporate functions both on and off campus. Tech catering is fully prepared for high profile events as well as the day-to-day business luncheon. Large or small, our staff is prepared to meet your needs.

Disability Services
All persons with disabilities have the right to participate fully and equally in the programs and services of Montana Tech. Montana Tech is committed to ensuring full and equal participation by eliminating barriers and making the appropriate accommodations that allow persons with disabilities to have equal opportunity in all aspects of campus life.

Student Life Counselors are the Montana Tech Disability Services Coordinators. For further information about Disability Services, please refer to the Disability Services Website - http://www.mtech.edu/student_life/disability/

Procedures for requesting disability accommodations:

1. Submit an Application for Disability Services with supporting documentation to a Montana Tech Disability Services Coordinator (DSC)
2. Assure receipt of information occurs in a timely manner; 20 days prior to need for basic accommodations; 45 days prior to need for interpreter services or textbook format changes
3. Meet with DSC to review paperwork and discuss needs
4. Obtain letter of accommodation from DSC
5. Share letter of accommodation with faculty and discuss implementation
6. Make DSC and faculty aware of any accommodation changes should they occur and be aware that no accommodations are retroactive
7. Contact assigned DSC or Dean of Students should barriers arise in obtaining receipt of services

Enrollment Services
Students should contact the Enrollment Services Office for all issues relating to their enrollment and records except those regarding payment of their tuition and fees. From admission through commencement, students should utilize Enrollment Services as a point of information and service. Enrollment Services is open Monday-Friday from 7:30am–5:00pm and is located in the MG Building Room 207. You can call toll-free at 800-445-8324 or dial directly at 406-496-4256. Some of the common reasons for visiting Enrollment Services include:

• Adding or dropping classes
• Admission criteria and assessment
• Questions regarding financial aid and scholarships
• Advisor (identification or change)
• Transcript of grades
• Commencement/Graduation
• Transfer credit requirements
• Updating personal information
• Veteran benefits
• Enrollment and pre-requisites
• Withdrawing from Tech

International Student Assistance
The International Students Office works with international students to maintain proper immigration status with BCIS (Bureau of Citizenship and Immigration Services). All international students should contact the Student Life Programs Office immediately upon arrival on campus and maintain contact during the period of their studies. In addition, the office provides support for international students experiencing the difficulties of transition from one culture to another. International student admissions are handled by the Enrollment Services Office. You are welcome to contact Margie Pascoe, International Student Advisor, by e-mailing mPascoe@mttech.edu or calling 406-496-4477.
Library
North Campus
Montana Tech Library ~ Serving Highlands College Students
496-4281 | www.mtech.edu/library | Twitter: @mtechlib.

Services and Resources include:
• 130,000 e-books and 41,000 e-journals online
• Wireless access
• One-on-one research help
• Computer Labs with MS Office®, AutoCAD®, Civil 3D®, Matlab®, QuickBooks®, Games & more
• PC Scanning station with Adobe Photoshop 9 Pro, Adobe CS5 Master Suite
• Printers, copiers and small office implements
• Five study rooms - can reserve 24 hours in advance
• Study areas for individual and group study - Quiet (2nd floor) and not Quiet (1st floor)
• Open 7 days a week
• Late hours for finals with free coffee and cookies
• Students are welcome to bring food into the library
• Interlibrary Loan Service (ILL) to get you books and journal articles not owned by the library

Mail Center
Students are able to send letters and packages from the center by Postal Service, UPS and Fed Ex. Students are also able to purchase stamps and envelopes at the Mail Center. We accept Digger Dollars.
• Postal Services available are: Certified, Delivery Confirmation, Insured, and Signature Confirmation
• UPS delivery services are: Ground, Next Day Air, 2nd Day Air, and 3 Day Select.
• FedEx services are: Priority Overnight, Standard Overnight, 2 Day, Express Saver, and International Priority.

Residence Life And Campus Housing
Montana Tech’s Office of Residence Life is committed to furthering the development of college students outside the classroom and promoting and fostering growth in all areas of students’ lives including social, emotional, physical, cultural, and ethical.

The Residence Life team works hard to create a program that makes our students feel welcome and energized. Our staff continuously strives to host activities, present programs, and build an environment that nurtures growth and development, both inside and outside the academic realm. With such activities as Capture the Flag, Casino Night, Trick-or-Treat off the Street, and the Relationship Game, we aim to combine elements of social interaction, community life, tradition building, and educational growth. In addition, we work to instill a sense of personal responsibility and personal initiative in all of our residents.

Who Lives on Campus?
All incoming freshmen are required to live on campus with the exception of those students whose residence is within commuting distance of Butte, MT, or who live with immediate family. Exemptions may be applied for through the Office of Residence Life. The requirements do not apply to Highlands College students. Students who are from the Butte area are encouraged to live on campus. Many students value the college dorm-life experience even though they are from the surrounding area.

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

The Student Activities Program, the center of campus activities, is responsible for coordination, promotion, and implementation of all student-funded programs. Noon hour concerts and videos, slide presentations, theater
performances, movies, dances, leadership training, and traditional college events are among those sponsored or presented through this office.

Activity calendars, which list college events, are published each semester by the Student Union Office. In addition, the office is a major distribution point for a variety of information, including community events. The office also provides the campus lost and found service.

Other services located in the Student Union include vending, ticket sales, locker check-out, information bulletin boards, vending machine refunds, telephones, ASMT offices, information concerning clubs and organizations, and deli.

**Campus Entertainment**

Campus Entertainment is responsible for providing students with quality activities, entertainment, and special events by utilizing the university and student resources available, student suggestions and ideas, and coordinating with other ASMT Clubs and Organizations. The philosophy of Campus Entertainment is one of inclusion and communication. The program format allows all students to be involved and is funded by student activity fees under the guidance of the ASMT.

**Student Health Center**

The Student Health Center (located in the lower level of the SUB) provides a nurse on duty four hours a day from 10 am–2 pm, as well as a physician on duty two hours a day, Monday through Friday. Students may visit the Health Center as often as they wish. The health center professionals administer throat cultures and pregnancy tests, analyze urine samples, give allergy shots, flu shots, offer health care counseling, treat sprains, give and remove stitches, and tend to other health problems.

Highlands College students are encouraged to opt-in to the Health Center program and pay the related fee.

**Student Organizations**

The administration and faculty of Montana Tech recognize and encourage the formation of student organizations and extracurricular activities as a vital part of college life.

Any students wanting to form a recognized club must submit a constitution to the ASMT containing a statement of purpose, by-laws, proposed faculty or staff advisors, officers, financial obligations, and membership policy. After review by the Associated Students of Montana Tech and by the Director of Student Union/Activities, recommendations will be made to the Associate Vice Chancellor/Dean of Students for final action pertaining to college affiliation. Information regarding this procedure can be obtained from the Student Union/Student Activities Office in the Student Union.

All student social events sponsored by Montana Tech recognized clubs should be placed on the Student Activities Calendar. Use of Tech facilities will be subject to standards of conduct. Recognized clubs are responsible for order and conduct at their functions. Failure to maintain order and conduct may result in withdrawal of Tech recognition.

**Oredigger Media**

Oredigger Media is an independent, student-run media conglomerate made up of Montana Tech’s student newspaper, The Technocrat and 103.9 KMSM-FM DiggerRadio, working closely with ASMT entities and Montana Tech students. We’re here to be a one-stop shop for pictures of you and your friends, articles on current events, opinions, culture, sports, satire, campus activities, and general student life in Butte! We publish content weekly throughout the school year.

**Mission**

To provide the Montana Tech campus an independent, consolidated media source for current events, student voice, and campus proceedings. To be a fair channel of media and information involving issues which affect students. To approach both local and global media with a college and student-based perspective. To be an
The Institute focuses on students who show high aptitude in science, technology, engineering and math (STEM) and pairs them with programs that meet their individual needs. Students enrolled in Institute programs are given one-on-one attention and support, ensuring that they receive the tools they need to achieve their dreams. As part of its commitment to student success, the Institute offers programs to help teachers. A number of professional courses and other resources are available to teachers interested in adding more challenging rigor to their curriculum.

Conveniently located in the Health Sciences Building on the Montana Tech campus, the Institute’s resources are available to those interested in supporting lifelong learning for Montana students. Please visit http://institute.mtech.edu/ to learn about all of the programs housed within the Institute for Educational Opportunities.

**Using Your Advisor To Your Advantage**

Each student is assigned a faculty advisor at the time of admission. Freshmen and transfer students specifying degree majors are assigned faculty advisors from the academic department they have selected. A student’s academic advisor is able to assist in achieving educational and career goals and in acquiring skills and attitudes that promote intellectual and personal development. Students are encouraged to meet with their advisor during one of the summer registration/orientation programs and attend the department meetings held in the days before the start of school. This is the chance to ask more in-depth questions and meet the entire department faculty.

Students should use their advisor to seek out academic advice such as:

- The consequences of withdrawing from a class during the semester
- Problems and concerns with academic progress (probation, suspension, planning for graduation)
- Changing courses each semester

It is important to stay in contact with your advisor especially when it comes time for planning to pre-register for continuing semesters. When the new schedule of classes comes out, generally mid semester, this is the time to schedule an appointment to meet with the advisor to work out the forthcoming semester schedule. Advisors are also resources for finding out about research projects that students may be eligible to assist with. In addition to research projects, advisors may know of internship opportunities that may lead to an exciting career with a large company in the student’s area of interest.

If for some reason, a student feels the need to change their advisor, they will need to visit the Enrollment Services office and pick up the appropriate form and obtain the correct signatures.

Advisor Signatures are required for the following:

- Registration for Classes
- Change of Advisor
- Drop and Add
- Double Major
- 19 + Credits
- Degree Applications
- Petition for Course
- Minor Applications
- Substitution
- Course Withdrawals
- Change of Major

**Grading System**—The following values are used to determine grade point averages in the Montana University System:

- A = 4.0
- C = 2.0
- A- = 3.7
- C- = 1.7
- B+ = 3.3
- D+ = 1.3
- B = 3.0
- D = 1.0
- B- = 2.7
- D- = 0.7
- C+ = 2.3
- F = 0.0

**Affirmative Action (AA)**

The Director of Human Resources has been designated as the person to receive complaints of alleged discrimination and inquiries about equal employment opportunity at Montana Tech. The office is located in Mining Geology Room 211, Telephone (406) 496-4322.

Montana Tech is an affirmative action, equal opportunity organization and will provide reasonable accommodations to persons with disabilities in accordance with the Americans With Disabilities Act. Those
students with disabilities who may encounter classroom access difficulties due to their class schedule should contact Disability Services for assistance. Campus Security Act information is available upon request.

**Equal Educational Employment Opportunity (EEO) Policy Statement**

The Equal Opportunity and Affirmative Action Office at Montana Tech strives to support a diverse community accepting of all individuals regardless of their race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. This office will work to eliminate barriers which inhibit persons from achieving their full potential in education, employment, and other programs and services at the University.

The principles of Equal Opportunity apply to faculty, staff, students, and members of the public.

Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance by want of grant, contract, or loan.

Montana Tech will take affirmative action (AA) to equalize employment opportunities at all campus levels where evidence exists that there have been barriers to employment for those classes of people who have traditionally been denied equal employment opportunity.

Montana Tech makes a commitment to provide reasonable accommodation to any known disability that may interfere with an applicant’s ability to compete in the selection process or an employee’s ability to perform the duties of the job.

Montana Tech guarantees employee protection against retaliation for lawfully opposing any discriminatory practice, including the filing of an internal grievance alleging unlawful discrimination, the filing of a union grievance, the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

The Chancellor has ultimate authority and responsibility for establishing equal employment opportunity as a policy at Montana Tech. The Chancellor pledges to promote and support practices that protect the right of equal employment opportunity.

The designated EEO Officer for Montana Tech is Vanessa Van Dyk. She is responsible for coordinating the campus’ EEO/AA program and for resolving applicant/employee EEO complaints. Vanessa’s office is in MG211 and her phone number is 496-4322.

**Americans With Disabilities Act (ADA)**

*Access for persons with disabilities*

All persons with disabilities have the right to participate fully and equally in the programs and services of Montana Tech. Tech is committed to ensuring full and equal participation by eliminating barriers and making the appropriate accommodations that allow persons with disabilities to have equal opportunity in all aspects of campus life.

Montana Tech is committed to the law and its own values that require all programs at the College to be readily accessible to and usable by people with disabilities in the most integrated setting appropriate to the needs of the individual and to the maximum extent reasonably possible. Persons who are included in this consideration are students, faculty, staff, prospective students and all other guests and visitors to the campus.

Montana Tech is not a barrier-free college, but reasonable accommodations will be made for persons with disabilities to have access to facilities and programs. Montana Tech further details its institutional responsibility and commitment in its ADA Self-Evaluation and Transition Plan. Montana Tech’s Self-Evaluation and Transition plan will be made available for review by calling (406) 496-4477.
The College has a standing campus “Access Committee” of faculty, students, and staff that advise the Chancellor and the Vice Chancellors on matters related to access and services for persons with disabilities. Associate Vice Chancellor/Dean of Students chairs this Committee. All are welcome to join this Committee, and persons with disabilities are especially welcome. The Committee can be reached by calling (406) 496-4477.

The AA/EEO Officer and other administrators identified in the Student Handbook respond to complaints based on ADA. Complaints will be adjudicated and resolved in accord with the requirements of state and federal law and in accord with College policy. Regardless of disability, students at the College must be able to complete the essential requirements of any program with or without a reasonable accommodation to a disability. The AA/EEO Officer can be reached by calling (406) 496-4322.

All faculty and staff at the College are responsible for assuring access by providing reasonable accommodations. New and prospective students will find the Enrollment Services staff, as well as academic advisors, to be particularly helpful. All persons with disabilities should feel free to ask questions or make requests of these staff members and faculty for accommodation throughout the application, admissions, and registration process. Students with mobility impairments will need to contact Disability Services so that he or she can assure an accessible classroom.

The primary campus contact for students with a disability needing information or assistance is the Student Life Programs Office, ENG Hall 101, 406-496-4477.

The following types of services are offered to students with disabilities: responding to requests for accommodation, assistance in working with faculty members, classroom accessibility assistance, and text accommodation in concert with instructors. Qualified interpreter services, counseling, career services, and requests for assistance with Montana Vocational Rehabilitation are available. Availability of services is subject to a student’s eligibility for these and any other services.

**E-mail Use Policy**

Every student at Montana Tech is given a campus e-mail account. This account can be accessed from your MyMtech page. After clicking on the e-mail link, you will be required to enter your username and password. **E-mail is Montana Tech’s primary method of communication; therefore it is imperative that you actively monitor your Montana Tech e-mail account.** These mailboxes are only 100 MB in size, so you must delete or move items after reading. Be sure to delete items you no longer need from your inbox, as well as from your sent and deleted items folders. If you wish to use “other” mail service providers (Gmail, Hotmail, Yahoo, Juno, Netscape, etc.), you can configure that provider’s mail service to accept POP mail delivery of your Montana Tech e-mail. **In other words, if you are not using your Montana Tech mailbox as your primary mailbox, you should “pop” your Tech mail to your alternative mailbox/client.** When configuring your mail client to “pop” mail delivery of your Montana Tech mail, you will need an address of where to “pop” your Montana Tech e-mail from. This address is POPmail.MTECH.EDU.

To read about policies regarding Networking, Computer Information Technology (CIT), Software Piracy, and Computer Systems Abuse, refer to the following URL: [www.mtech.edu/cts/](http://www.mtech.edu/cts/)

Those who cannot accept these standards of behavior will be denied use of Montana Tech computers or network systems. Violators may also be subject to penalties under University regulations and under state and federal laws. Policies and statements regarding the Responsible Use of Electronic Communications and Abuse of Montana Tech Computers and Network Systems are posted on the Montana Tech WEB site and are accessible at the following URL: [www.mtech.edu/cts](http://www.mtech.edu/cts)

**Emergencies, Safety, Security**

The health and safety of students, faculty, staff and visitors is a primary concern to Montana Tech. This document, in compliance with the Drug-Free Schools and Communities Act and the Student Right-to- Know and Campus
Security Act, outlines and references the policies and procedures that are designed to ensure a safe and productive learning, working, and living environment.

Facilities
Montana Tech regulations governing the use of its grounds, buildings, and other facilities are designed to preserve the academic base of the functions and activities of the institution. The uses of these facilities shall be limited to faculty, staff, and students of Montana Tech, except when otherwise specifically authorized by the administration. The use of facilities or services for non-school activities shall be compatible with the educational and public service objectives of Montana Tech as delineated by the Chancellor, and as permissible under applicable regent’s policy.

Student employees, and guests, while on College property, are required to adhere to the college’s standards of conduct and to abide by policies and campus regulations. The Administration has the right, under Montana University System Policy 1005.2, to exclude those deemed detrimental to the college’s well being or incompatible with its mission as an educational institution.

A suspended or dismissed student must vacate the Montana Tech property at a time determined by the Chancellor or his representative. He/she may not attend classes and will be considered a trespasser unless given specific written permission by the Associate Vice Chancellor/Dean of Students to enter property controlled by Montana Tech.

Grade Appeal Policy And Procedure
When a student believes a final grade has been improperly recorded by a faculty member, the following procedural steps for an informal and/or formal appeal are to be followed. The “burden of proof” in the grade appeals process shall rest with the student.

Informal grade appeal
1. Regardless of the circumstance, the student must attempt to resolve the matter via a personal conference with the course instructor within 14 days after the semester grade is posted to the student’s file.
2. If the student is unable to arrange a conference, or a mutually satisfactory resolution to the problem cannot be reached, the student may request in writing that the Department Head convene a meeting with the student and the course instructor within 14 days of the written request. If a Department Head or Dean is the instructor involved in the appeal, the student may request in writing that the Vice Chancellor for Academic Affairs appoint another Department Head or Dean to convene the informal meeting.
3. If the grade issue is not resolved at this meeting, the student may request a formal grade appeal.
In any case, no formal grade appeal will be accepted unless initiated within the first 30 days of the start of the next regular semester.

**Formal grade appeal—committee hearing**

1. An appeal for a formal grade review must be submitted to the Vice Chancellor for Academic Affairs within 14 academic days after the informal grade appeal process has failed. The request must include a written explanation of the circumstances that the student believes justifies an appeal to change a final grade for a course, and a written statement describing the informal attempt to resolve the issue.

2. If the Vice Chancellor for Academic Affairs determines that grounds for a formal grade appeal exist, he/she will request the Academic Standards Committee to review the issues and will request appropriate course materials and records from the student and from the course instructor.

3. The Academic Standards Committee shall examine all evidence (verbal and/or written) that the student and instructor present and will determine whether to recommend a final grade change. The primary consideration afforded the student will be whether or not the student was dealt with fairly with respect to other students in similar circumstances.

4. By majority vote, the Committee shall recommend letting the final grade remain unchanged, recommend the assignment of a new letter grade, or recommend alternative action(s) necessary to resolve the grade appeal.

5. If a new final grade or alternative action(s) is/are recommended by the Academic Standards Committee, the Vice Chancellor for Academic Affairs will meet with the involved faculty member to review the recommended action.

6. The Vice Chancellor for Academic Affairs will make a final determination.

Every attempt will be made to complete the entire appeal process within 30 days of the initiation of the formal appeal process. The review by the Academic Standards Committee and Vice Chancellor for Academic Affairs shall be the final campus appeal for the assignment of a final grade.

**Firearm/Weapon/Explosive Policy**

**Non Residential Campus Property**

No firearms, weapons or explosives are allowed on the general campus property except for police or similarly authorized personnel. However, certain properly scheduled and Chancellor authorized exhibits may be allowed.

**Residence Halls**

No firearms, bows, weapons or explosives are allowed in the residence halls and student rooms for any reason. Possession of any of disallowed items in the residence halls or dorm rooms will result in immediate eviction. However, students wishing to bring firearms or bows to the campus for hunting and/or recreational target practicing must contact the Office of Residence Life to register and store such items in the Residence Life firearm/bow storage area.

All firearms or bows to be stored must be unloaded with an approved gun lock in place. Residence Life may provide free gun locks upon request. Also, ammo and arrows must be registered and stored within the Residence Life firearm/bow storage area. Firearms and bows must be fully contained in a case or container when transported to and from the Residence Life firearm/bow storage area and off campus. Possession of any other weapon including paintball gun, bb gun, air gun, spring gun, dart gun, sword, bowie knife, dirk, dagger or similar knife or apparatus is prohibited. Additionally, the storage of fireworks, gasoline and any form of explosive fuel or device is strictly prohibited.

The intent of this policy is to allow students living in the residence halls the ability to store and use firearms/bows for hunting and/or recreational target practicing. As such, the Office of Residence Life may deny storage for items that do not meet the intent of this policy.

Violation of this policy will result in immediate termination of any dorm housing contract, and may also be cause for immediate suspension from Montana Tech and referral to law enforcement officers.
**Apartment Housing**

The storage of firearms and bows are permitted within the privacy of the Montana Tech Apartment Housing; however the Office of Residence Life requires that tenants register any firearms/bows at the time they are stored in an apartment.

All firearms must be unloaded with an approved gun lock in place. Ammo must be stored in a separate container. Residence Life may provide free gun locks upon requested. All arrows must be safely covered. Firearms and bows must be fully contained in a case or container when transporting to and from the apartment.

It is the intent of this policy to allow residents of Montana Tech Apartment Housing the ability to possess and use firearms/bows for hunting and/or recreational target practicing. As such, the Office of Residence Life may deny items that do not meet the intent of this policy.

Violation of this policy will result in immediate termination of the apartment housing lease agreement, and may also be cause for immediate suspension from Montana Tech and referral to law enforcement officers.

**Parking Regulations**

**Registration**

- Parking permits are required and Parking Regulations are enforced year round.
- You need to purchase a parking permit to park on campus. There is no place on Montana Tech property (paved or not paved) that you do not need a permit!
- All students, faculty, and staff must register and buy a permit for motorcycles, ATV’s, and golf carts to be parked on campus, with the Physical Facilities Office.
- Persons with vehicles licensed outside of the U.S. MUST register their vehicles regardless of whether they purchase a permit.
- Permits are to be hung from the rear view mirror. If your parking permit is not hanging on your mirror you will receive a ticket. You are responsible for your permit. If lost or stolen you will have to purchase a new permit.
- Alteration or duplication of a parking permit shall result in a fine and/or revocation of parking privileges for up to one academic year.

**Observe the specific parking designations**

- “A” permit is for Faculty and Staff – park in “A” or “B” lots.
- “B” permit is for Students – park in “B” lots only.
- “D” permit is for Residence Hall Students – park in “D” lots only.
- “MC” DECALS for Motorcycles are to park in the motorcycle parking spaces only.
- **Note:** No Parking Zones, Residence Hall Lots, and Handicapped Designations will be enforced 24 hours a day, every day.
- 20-minute visitor spots are designed to meet the short-term parking needs of persons conducting business on the campus.
- Visitor parking is not for faculty, staff, and students.

**Regulations**

- Parking in “A” and “B” lots and Visitor parking in enforced from 7:00am – 5:00pm M-F
- Residence Hall parking is enforced 24/7.
- Park in marked designated areas only; observe handicapped and permit reserved parking spaces.
- Museum Parking is for people visiting the Museum only.
- Handicapped Parking – Handicapped parking spaces are reserved for the use of those possessing valid handicapped permits (provided by the Department of Justice, State of Montana and a current parking permit. Any use of these spaces without a proper handicapped permit is prohibited. A temporary Handicapped permit may be obtained upon completion and verification of a Handicapped Parking Application form, which needs to be filled out and signed by your physician. These forms may be picked up at the Physical Facilities Office.
- Montana Tech assumes no responsibility for the protection of any vehicle or its contents while the vehicle is operated or parked on campus.
- Observe and obey traffic signs, one-way signs, speed limits, and city ordinances while on campus.
- “NO PARKING” areas, loading zones, and limited time parking are marked and will be enforced. Remember that yellow painted curbs mean NO
PARKING, even if there is no sign in the immediate area.
• Vehicles are to be on designated paved or gravelled streets and lots, not parked/driven on sidewalks, lawns playing fields, or other such areas.

Penalties
• As provided for in the Montana Statutes, the units of the University System have the authority to levy fines against students and employees for violation of parking, traffic, or registration regulations.
• Students with unpaid citations will not be allowed to re-enroll or obtain a transcript. At the end of each semester and/or termination of employment, fines not paid by employees of Montana Tech will be withheld from their check; this includes student employees.
• Unregistered vehicles or vehicles with three (3) or more unpaid parking citations may be towed or immobilized at any time without warning. All fines must be paid in full before the vehicle will be released.
• Any vehicle abandoned for more than five (5) days or parked illegally for more than 48 hours may be towed.
• Vehicles will be towed when they endanger public safety, interfere with vehicular or pedestrian traffic, interfere with Montana Tech functions or operations, or could cause harm to Montana Tech property. Examples include parking on grass or in contact with buildings, fences, signs, poles, etc.
• As provided by Montana Statutes and the Board of Regents: The owner/operator of the vehicle will be liable for towing, impound, or immobilization costs and all risks involved. Any unclaimed impounded or immobilized vehicle will be disposed of according to State Law.

Responsible Use Of Computers And Network Systems

The use of computers or network systems in no way exempts any member of the University community from the normal requirements of ethical or legal behavior in the Tech community. In particular, data, software, and computer capacity have value and must be treated accordingly. Use of a computer and network system that is shared by many users imposes certain additional obligations.

Legitimate use of a computer or network system does not extend to whatever an individual is capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not rules are built in, and whether or not they can be circumvented.

Members of the Tech community are expected to follow certain principles of behavior in making use of computers and network systems, in particular, to respect, and to observe policies and procedures governing:

• The privacy of or other restrictions placed upon data or information stored in or transmitted across computers and network systems, even when that data or information is not securely protected.
• An owner’s interest in proprietary software or other assets pertaining to computers or network systems, even when such software or assets are not securely protected.
• The finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere unreasonably with the activity of other users.
• Members of the University community also are expected to follow all other policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information.

Scheduling Of Athletic Events During Final Examinations

In the interest of our student athletes, it is the policy of Montana Tech that during our Final Examination periods in December and May no athletic events on campus or off campus will be scheduled. Exceptions to this scheduling policy may be made by the Vice Chancellor for Academic Affairs/Research under extraordinary circumstances. NAIA football playoffs are an example of an extraordinary circumstance. In this event, the Athletic Director and the Coach would not know in advance that the Montana Tech team would be playing.
SEXUAL ASSAULT REPORTING OPTIONS + TITLE IX COORDINATOR

Title IX Coordinator
Vanessa Van Dyk, vvandyk@mtech.edu
406-496-4322 (406-603-0274 cell phone)

The above offices are options for non-criminal reporting, if involving students. Both offices can impose sanctions on offenders including suspension and expulsion. All discussions are confidential and survivors may initiate and/or terminate action on their behalf at any time.

Montana Tech Dean of Students
Dr. Carrie Vath, cvath@mtech.edu
406-496-4198 (cell: 352-682-2492)

You are not alone. We can help. If you would like, an advocate can accompany you in many steps of the process. Advocates can be arranged by contacting one of our Montana Tech Counselors: Joyce O’Neill at 496-4429 joneill@mtech.edu or Cricket Pietsch at 496-3730 cpietsch@mtech.edu. After hours, contact Dean of Students at 352-682-2492. Safe Space, our Butte Community Domestic Violence and Sexual Assault Shelter and Advocacy resource can also assist you by contacting them at 406-782-9807 (office); Crisis Line: 406-782-8511; Toll Free: 1-877-335-8511 safespacebutte@gmail.com

Montana Tech Campus Security 406-496-4357 (HELP)

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

Butte-Silver Bow Law Enforcement 911 or non-emergency 406-497-1120

A criminal report can be filed with the police. Survivors can call anonymously and speak with a detective regarding any questions they might have. Generally, a case will not be prosecuted without the survivor’s cooperation and support.

St. James Hospital 406-723-2500

If you go directly to St. James Hospital located at 400 South Clark Street, assistance will be provided to assist you in police reporting and connecting you to Safe Space.

Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation

Montana Tech is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at Montana Tech. Acts of discrimination, harassment, domestic violence, dating violence, sexual assault, sexual misconduct, stalking, and retaliation are prohibited.
It is important that members of the Montana Tech community understand that the law and Tech policy do not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the Montana Tech community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all Montana Tech programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of Montana Tech that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

This policy shall not be construed or applied to restrict academic freedom at Montana Tech, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

All complaints or any concerns about conduct that may violate this policy and retaliation should be filed with the Title IX/Employment Opportunity Coordinator/ Affirmative Action (“EEO-AA”):

Title IX /Equal Employment Opportunity /Affirmative Action Coordinator • Montana Tech • MG 211
Butte, Montana 59701 • 406-496-4322
vvandyk@mtech.edu • EEO-AA
Title IX Issues, Reports and Complaints

Sexual Assault Reporting Options
Upon receiving a complaint, the EEO-AA will follow the procedures described in the Montana Tech Discrimination Grievance Procedures.

Important Note! Please do not wait to report conduct of concern until issues becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The EEO-AA, designees, and other Montana Tech officials can take proactive steps to prevent issues from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, Montana Tech can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The EEO-AA office and designees can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address any concerns or complaints appropriately.
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?

NO

DO YOU WANT TO SPEAK WITH SOMEONE?

NO

WOULD YOU LIKE TO SPEAK TO SOMEONE CONFIDENTIALLY?

YES

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

Title IX Investigators
- Michelle Morley: 406.496.3778
- Melissa Kump: 406.496.4108
- Dr. Scott Risser: 406.496.4845
- Dr. Tom Camm: 406.496.4338

Dean of Students
- Dr. Carrie Vath: 406.496.419

Campus Security: 406.496.4357

External Resources
- Safe Space: 406.782.8511 &/or 406.782.9807
- National Domestic Violence Hotline: 800.799.7233 (24-Hour)

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

St. James Hospital: 406.723.2500

EMERGENCY SERVICES

Emergency Services: 911
St. James Hospital: 406.723.2500

WOULD YOU LIKE TO SPEAK TO SOMEONE ELSE?

YES

NO

DO YOU WANT TO SPEAK TO SOMEONE ELSE?

NO

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.
Student Right To Privacy
In accordance with the Family Educational Rights and Privacy Act (FERPA), the following Directory information may be released to anyone upon request:

Directory information
Montana Tech has designated the following items as Directory Information: student name, address (including campus e-mail address), telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Class rosters for electronically mediated (Moodle) classes will NOT be released, except to students enrolled in that specific class. Students may request that their names be blocked from the electronic class roster in the “personal information” settings in Moodle. The Institution may disclose any of those items without prior written consent, unless notified in writing to the contrary by the second week of a semester. A non-disclosure of information form for this purpose is available from Enrollment Services. Directory information will then be withheld indefinitely until Enrollment Services receives in writing a revocation of the request for non-disclosure.

Please visit www.mtech.edu/FERPA for more information regarding students’ rights under FERPA.

Tobacco and Nicotine Use Policy

I. Purpose
The purpose of this policy is to describe Montana Tech’s limits on the use of tobacco and nicotine on Montana Tech’s campuses, including all facilities operated under the control of Montana Tech.

II. Definition
For the purposes of this policy, “tobacco” is defined to include any tobacco product, including but not limited to any lighted or unlighted cigarette, cigar, pipe, bidi, hookah, and all forms of smokeless tobacco. The e-cigarette, a nicotine delivery device, is included in this policy. Also, any nicotine delivery device that has not been approved by the FDA for tobacco cessation programs is included in this policy.

III. Background
Tobacco use and secondhand smoke have been identified by the Surgeon General to be the cause of preventable diseases. Additionally, in 2009, the Montana legislature decreed that the “right to breath smoke-free air has priority over the desire to smoke” (Montana Code 50-40-102). It is the policy of Montana Tech to promote the health, wellness, and safety of all employees, students, guests, visitors, and contractors while on campus. Because there is no safe tobacco product, the only logical action is to promote a campus that is free from tobacco. In order to support the health, wellness, and safety of employees, students, guests, visitors, and contractors, the campus was designated free of tobacco-use effective July 1, 2010.

IV. Policy
A. The use of tobacco (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, and all other tobacco products) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by Montana Tech, including:
   a. all interior space on Montana Tech’s campuses and property leased by Montana Tech;
   b. all outside property or grounds on Montana Tech’s campuses, including areas such as walkways, breezeways, bus shelters, parking lots, lawns, gardens, and patios;
   c. all outside property leased by Montana Tech;
   d. all vehicles leased or owned by Montana Tech;
   e. all indoor and outdoor athletic facilities, as well as in the grandstands of outdoor facilities.
B. Campus-controlled advertising, sale, or distributing of tobacco is prohibited on Montana Tech’s campuses.
C. Littering any university property, whether owned or leased, with the remains or packaging of tobacco products is prohibited.
D. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using Montana Tech facilities are required to abide by Montana Tech’s tobacco-free policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

V. Communication Of Policy
Signs bearing the message “Tobacco-Free Campus” will be posted at vehicular and pedestrian entrances to Montana Tech, as applicable. Each building will display a decal that states, “Tobacco-Free Campus”. However, the tobacco-free policy applies regardless of signage.
This policy is reproduced in the Faculty and Staff Handbook, the student handbook, the annual catalog, and on the Montana Tech website.

VI. Tobacco Use Cessation Programs
Tobacco users are 7 - 10 times more likely to quit when they can access effective services to help them. Montana Tech is committed to supporting students and employees who wish to stop using tobacco.

Students and employees wanting to quit can access the Montana Quit Line at 1-800-784-8669 (1-800-QUIT-NOW). Employees on the MUS medical benefits plan can also contact the MUS Employee Benefits Department at 1-877-501-1722 or visit the MUS benefits website at www.mus.edu/choices to explore eligibility for the Tobacco Cessation Benefit.

VII. Compliance
All college employees, students, visitors, guests, and contractors are required to comply with this policy, which shall remain in effect at all times. Violation of this policy may be cause for disciplinary action in accordance with employee and student conduct policies.

VIII. Exceptions
A. Instructional purposes allow for the use of tobacco products in laboratory and classroom instruction/experiments, or for artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus must be approved in advance by the Chancellor of Montana Tech or his/her designee. Such use must be preceded by reasonable advance notice to the public.
B. Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Chancellor of Montana Tech or his/her designee.
C. Montana Tech employees travelling alone in cars leased from outside corporations (ex., Hertz) for the purposes of conducting university business are bound by the policies described in the terms of the lease. If more than one Montana Tech employee is travelling in the same vehicle, the policy defaults to that described in section 4.A.d of this policy.
D. Montana Tech employees staying alone in hotel rooms while on university business are bound by the tobacco policies of the hotels in which they are staying. If more than one Montana Tech employee is staying in the same hotel room, the policy defaults to that described in section 4.A.a of this policy.
E. Montana Tech employees working on other college campuses are bound by the policies of those campuses.

IX. Amendments To The Policy
This policy may be amended by the Chancellor, after consultation with Montana Tech’s students, faculty and staff.

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

Montana Tech’s Annual Security Report and Annual Fire Safety Report Campus Crime Reporting and Disclosure
Montana Tech’s Annual Security and Annual Fire Safety Reports are available. Each year, an e-mail notification is sent to all enrolled students, faculty, and staff which provide a link to the website (www.mtech.edu/campus-safety/files/campus-security-report.pdf) to access the report. Copies of the report may also be obtained at the Associate Vice Chancellor/Dean of Students’ Office located in Engineering Hall, Room 101 or by calling 406.496.4198

This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school’s policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or
property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at www.mtech.edu/campus-safety/files/campus-security-report.pdf. Montana Tech crime statistics concerning the number of criminal offenses, or referrals for campus disciplinary actions, and fire safety statistics are submitted by the Dean of Students to the Department of Education’s Web-Based Campus Crime and Security Survey. Definitions of crimes comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics are provided by the Butte-Silver Bow Sheriff’s Department. Montana Tech’s Campus Crime Log is available at the Security Office located in the Physical Facilities Building. The Montana Tech crime statistics are located on the National Center for Education Statistics website under Campus Security. Direct links are listed below:

Montana Tech of The University of Montana:
http://nces.ed.gov/collegenavigator/?q=montana+Tech&s=all&id=180416
Montana Tech Highlands College:
http://nces.ed.gov/collegenavigator/?q=montana+Tech&s=all&id=180081

Montana Tech Annual Security Report And Annual Fire Safety Report

- Criminal action or student emergencies are to be reported to 911, Campus Security, 406-496-4357 (HELP), and/or the Associate Vice Chancellor/Dean of Students 406-496-4198 (w). Policy relating to procedures and facilities for students and others to report criminal actions or other emergencies on campus is published in the Student Handbook under Emergency Contacts, Sexual Assault Reporting Options, and Emergency Procedures.

- Montana Tech will, without delay, take into account the safety of the community and content of the warning, and initiate the emergency notification system when necessary.

- If you are a victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report to the Dean of Students. With your permission, a report on the details of the incident can be filed on the incident without revealing your identity.

- Butte-Silver Bow Law Enforcement (406-497-1120) encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because most police reports are public records, the Law Enforcement Department cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to Campus Security or the Associate Vice Chancellor/Dean of Students.

- Montana Tech’s Licensed Professional Therapist are not considered to be a campus security authority, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They will, if they deem it appropriate, inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

- During business hours, Montana Tech Campuses (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via Campus Security or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Policy concerning security of and access to campus facilities is published in the Student Handbook under Facilities. The Residence Life Handbook addresses specific security and access related to campus living throughout the publication.

- Montana Tech campus security services officers provide such services as investigation of thefts, handling of alcohol-related and other behavior problems on campus, parking control, and crowd control at games and concerts. Officers are trained in law enforcement, crisis management, and advanced first aid. Campus security does not have the same enforcement authority associated with police; however, our campus security officers work closely with Butte-Silver Bow Law Enforcement. Policy and practice require accurate and prompt reporting to the appropriate police agencies.
Procedures to immediately notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus are contained in the Montana Tech Emergency Notification Plan. The instructions on what to do during significant emergencies are published in the Student Handbook under Emergency Procedures. The Montana Tech Emergency Phone Numbers are included on in the student handbook and contain names and titles of contact persons on campus.

As outlined in the Montana Tech Emergency Notification Plan, Montana Tech’s Emergency Notification System, which includes text messages, desktop notifications, voice messages and e-mail, along with the campus outdoor siren/public address system, may be used in any appropriate combination to disseminate emergency information to the campus community. All persons on campus are automatically enrolled in the system and have the ability to opt out of the notifications. Pre-scripted messages for notification have been provided to the persons authorized to activate the notification system. Butte-Silver Bow’s “reverse 911” system would be used for informing the larger community of an emergency situation on campus. Montana Tech’s Director of Public Relations is charged with keeping the campus and the general public informed via website postings and press conferences.

A description of the process used to determine confirmation of a significant emergency situation and how the notification systems will be deployed is outlined in the Montana Tech Emergency Notification Plan.


Montana Tech tests its emergency response and evacuation procedures annually. Prior to testing, procedures are sent via e-mail to all faculty, staff and students. Documentation of emergency response and evacuation exercises are maintained in the Environmental Health and Safety office and website.

Montana Tech will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Montana Tech will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Students and employees are informed about campus security procedures and encouraged to be responsible for their own safety and the security of others through orientation programs, email notifications, the Student, Faculty/Staff, and Residence Hall Handbook publications.

Crime prevention has been incorporated into the ongoing campus programming. Safety and Security topics and programs are incorporated into our Orientation and Hall Forums and addressed throughout the semester.

Montana Tech does not have recognized off-campus student organizations, and it is not our practice to monitor off-campus criminal activity.

Montana Tech’s Alcohol Policy and Drug Free Workplace Policy are published in the Student Handbook, Residence Hall Handbook, and Faculty/Staff Handbook. Violators are subject to Montana Tech disciplinary action, criminal prosecution, fine and imprisonment.

Use, possession, manufacture, sale, or distribution of any illegally controlled substance on Montana Tech’s property or at Montana Tech-sponsored activities is prohibited. This is in compliance with federal and state statutes, Montana Tech’s Community Expectation Program (Student Conduct), and the Drug-Free Workplace Act of 1988.

Montana Tech has ongoing programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

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

Montana Tech educates the student community about sexual assaults/misconducts through ongoing programs offered throughout the academic year. Montana Tech requires all new students to take the on-line AlcoholEdu
and SAPU (Sexual Assault Prevention for Undergraduates) courses. SAPU is an online module on sexual misconduct that provides important prevention skills and relies on proven theories and educational strategies to help students understand the many aspects of the sexual assault issue.

If you are a survivor of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Butte-Silver Bow Law Enforcement Department strongly advocates that a survivor of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Victims of sexual misconduct of any kind are strongly encouraged to report campus personnel. Every faculty and staff member are required to assure your situation gets to the Title IX Coordinator for review. Filing a police report will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions from officers. Filing a police report will:

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

The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and through Montana Tech’s discrimination and grievance procedures. Montana Tech’s Dean of Students, Counselor, or the Director of Residence Life will guide the survivor through the available options and support the survivor in his or her decision. Counseling and support services outside Montana Tech can be obtained through the Butte Silver Bow Victim-Witness Advocacy Program (406-497-6243) and Safe Space’s Domestic Violence and Sexual Assault Program (406-782-8511).

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

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

- SAPU– an online training module on sexual misconduct required of all students
- Residence Hall Presentations
- Student Handbook
- Student Life Emergency Procedures
- Student Wellness Fairs
- College Success Courses
- Classroom Presentation
- Safe Space’s presence providing information or presentations on dating/domestic violence and sexual misconduct
- Student Health 101 online magazine
- Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure:
- The Dean of Students is charged with imposing sanctions on students who are found to have violated the policy. Sanctions may include eviction from campus housing, suspension, expulsion, probation, a warning, or any other sanction set forth in the Community Expectations Program. Disciplinary records for policy violations are maintained in the same manner as other disciplinary records. Montana Tech Discrimination Grievance Procedures – http://www.mtech.edu/campus-safety/files/discrimination-grievance-procedures.pdf
Procedures students should follow if a sexual offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported:

- Student Handbook—If You Are a Victim of Sexual Misconduct
- Student Handbook—Campus Sexual Misconduct Programs Established to Prevent Sexual Offenses, And the Procedures to Follow When and Incident Has Occurred
- Student Life Emergency Procedures Manual
- On-campus disciplinary action in cases of alleged sexual misconduct - The accuser and the accused are entitled to the same opportunities to have others present during a Title IX investigation proceeding, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual misconduct.
- Title IX Procedures

**Montana Tech Discrimination Grievance Procedures**
- Students are informed of their options to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.
- Students will be informed of available assistance in, changing academic and living situations after an alleged sexual misconduct incident if requested by the victim and if these changes are reasonably available.
- Student Life Emergency Procedures Manual
- Residence Hall Handbook
- Notifying students of existing counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community:
- Orientation programs
- Campus Presentations
- Mandate adoption of procedures for a victim to follow when a sex offense occurs:
- Student Handbook and Student Life Emergency Procedures—Specific to incidents of sexual misconduct

**Campus Programs to Prevent Sexual Misconduct:**
- SAPU – an online course on sexual misconduct required of all new students
- Presentation during National Collegiate Alcohol Awareness Week on alcohol and sexual misconduct
- Awareness Month in April
- Student Wellness Fairs
- Safe Space annually staffs information tables or facilitates presentations on dating/domestic violence and sexual assault.
- Montana Tech students, faculty, and staff receive StudentHealth101 online magazine. Yearly there are articles on sexual assault, sexual harassment.
- The Silent Witness Project in conjunction with a “Paint Your Pinky Red” campaign
- Classroom presentation—sexual assault awareness.
- Campus Drug and Alcohol Abuse Education Programs:
  - All new students are required to take the on-line AlcoholEdu Course
  - AlcoholEdu Sanctions course for all students who violate residence hall alcohol policy
- National Collegiate Alcohol Awareness Week informational booths.
- Classroom presentations—alcohol awareness
- “Have A Safe Holiday” messages
- Campus Social Marketing/Alcohol Awareness
- Designated Driver (DD) campaign to encourage student safety
- Thursday night non-alcoholic movies
• Homecoming pledge to “party” responsibly and safely
• Resource Guide for students desiring to abstain from alcohol and tobacco
• Student Wellness Fairs

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

• A description of the fire safety system, the number of fire drills held the previous calendar year, procedures for evacuation, policies for fire safety education and training, policies on portable electrical appliances, smoking, and open flames, and a list of titles to which individuals should report that a fire occurred in the residence halls is published in the Residence Hall Handbook. The Fire Log is kept by Residence Life and is available at the Residence Life Office or the Director of Environment Health and Safety Office.

• Fire/evacuation drills in housing facilities are scheduled a minimum of once a semester by the Environmental Health & Safety Office (EHS) and Residence Life Director with the cooperation of the BSB Fire Department. In the event of a fire, Montana Tech expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Environmental Health & Safety Office. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

• Fire safety education is provided to all students living on-campus during hall meetings at the beginning of the semester. Students are informed of fire-safety policies and proper evacuation procedures. Each student is given a Resident Handbook, which includes these policies and procedures as well as a map of evacuation routes. Students with disabilities will be given the option to have a “buddy” assigned to them. Residence Life staff members also receive fire extinguisher training provided by the local fire department.

• Per federal law, Montana Tech is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Montana Tech’s Residence Life Director or Environmental Health & Safety Office (EHS) may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following: Residence Life Director (406) 496-4500 & EHS (406) 496-4463. When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Missing Student Notification
Students residing on-campus missing for 24 hours should be reported to the Director of Residence Life and the Associate Vice Chancellor for Student Affairs. Students living on-campus have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. This information will be kept in the Residence Life Office and will only be accessed by the Director, Administrative Assistant, Dean of Students and/or law enforcement officers in the furtherance of a missing person investigation. Local law enforcement and campus security will be notified if a student is missing regardless if the student has registered a contact person. Parents or guardians will be notified if a student is less than 18 years of age and not emancipated. The residence hall handbook lists the specific procedures the college will follow when a student who lives on-campus is determined to be missing for 24 hours. Montana Tech complies with regulations governing Drug Free Schools and Campuses. Program material and copies of the Annual Security Report and Annual Fire Safety Report are available by contacting Carrie Vath, Associate Vice Chancellor/Dean of Students, at Engineering Hall, room 101 (496-4198) or online at the following address: www.mtech.edu/campus-safety/files/campus-security-report.pdf.
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

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.

BOMB THREAT

1. Call 911 but do not pull fire alarm
2. Follow evacuation procedures and sign in at assembly area
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 and sign in so you’re accounted for
6. Do not go back into a building until given the all clear

FIRE

1. Pull fire alarm and follow evacuation procedures; sign in at assembly area
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), Paul Beatty (496-4198) and Security (406-4357)
2. Remove uninvolved individuals to a safe location
3. Provide any information you have to authorities

HAZARDOUS MATERIALS INCIDENT

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

ASSEMBLY AREAS FOR CAMPUS EVACUATIONS ARE POSTED IN EACH BUILDING

SHELTER IN PLACE PROCEDURES

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

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

MEDICAL EMERGENCY OR PHYSICAL INJURY

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

Montana Tech’s Emergency Text Messaging Notification System

The Montana Tech emergency notification system will only be used for emergency messages and testing of the system.

Scenario:
• There is a person on campus with a gun and has started shooting. Would you want to know?
• There has been a chemical spill in a building on campus. Would you want to know?
• There has been a bomb threat on campus. Would you want to know?
• The campus is in lockdown and you are on your way to campus. Would you want to know?
• The campus has been closed down because of a major winter storm or a pandemic. Would you want to know?

Emergency Text Messaging System for Montana Tech:

MTech Alert, Montana Tech’s emergency text messaging system, is designed to instantly reach cell phones and other mobile devices when an urgent campus situation needs to be communicated. In the event of an emergency, a text message will be sent to the mobile number and/or e-mail registered with the system.

No Need to Register!
Montana Tech now uses REGROUP for our emergency notification system, which automatically enrolls everyone on campus to receive text messages, emails and voice calls in an emergency situation. However, you will need to check the information to ensure you are getting the emergency messages sent to the correct phone number(s) and e-mail(s).

Please take a moment and go to https://mtech.regroup.com or sign into MyMtech, go to the “Important Links” on the right hand side, and click on Emergency Notification System. Either will take you to the same webpage.

- PLEASE review your information in the system.
- If your phone number is incorrect, please update your information in OrediggerWeb (https://orediggerweb.mtech.edu) or contact Enrollment Services (ph: 406-496-4256, email: enrollment@mtech.edu). The information in OrediggerWeb is used to populate REGROUP.
- If your cell or other phone number is NOT listed, and you do NOT want to add the number to OrediggerWeb, BUT you do want to receive the emergency notifications via text message or voice, you will need to enter this phone number into the REGROUP system directly.
- Under TEXT AND VOICE PREFERENCES, the default for phone numbers is “cell,” so if you have a landline listed, it will still indicate “cell.” Using the drop-down list, indicate which type of phone number it is; for landlines, “unclick” text.
- For parents, spouses, or other family or friends who wish to be notified about emergencies on the Montana Tech campus, they can click on https://mtech.regroup.com/signup2 to register in Regroup.

- How do I know when a text is from Montana Tech Alert? It will say “MTechAlert.”
- What type of alerts will I receive? You will only receive emergency notifications and campus closings issued by Montana Tech.
- Does Montana Tech Alert cost anything to use? There is no cost for an individual who has registered for the alerts; however, your cell phone carrier might charge you to receive text messages, so please check your plan.
- Will all cell phone carriers deliver Montana Tech Alert messages? Yes.
- Will I receive ads or SPAM on my phone? No.
- Can I register my parents or other family members to receive alerts? Yes.
- I don’t use text messages. Can I receive Montana Tech Alert by e-mail? Yes.
- Who do I contact with questions? The Office of Environmental Health & Safety, 406-496-4463.
If You are a Victim of Sexual Misconduct

If you are alone, call a friend and/or any one listed in emergency contacts. A Montana Tech Student Life Counselors will assist you in notifying support agencies, if requested.

• Get medical attention if you are a victim of an assault, including sexual intercourse without consent, even if you are not physically injured. As soon as possible get medical attention from a hospital emergency room, the Montana Tech Student Health Center, or a private physician. Do not bathe, shower, douche, or change clothes before the medical exam. Treatment for sexual assault may include testing for sexually transmitted diseases, medication to prevent pregnancy, and documentation so you can decide later whether to prosecute.

• Report the Assault. It is your decision whether to report the assault to your own campus security (if it took place on campus) or to the city police, but you are strongly encouraged to do so. Remember, most individuals who assault are repeaters and your report may prevent an attack on another person. Criminal Reports can be filed with Butte Silver Bow Law Enforcement; 911 or non-emergency 406- 497-1120. For sexual assault, if you go directly to St. James Hospital, 400 South Clark Street, 406-723- 2500, police reporting assistance will be provided. Safe Space will also be notified for support.

If you decide not to report the attack to the police, you are strongly advised contact the Montana Tech Counselors, Joyce O’Neill (406-496-4429) joneill@mtech.edu or Cricket Pietsch (406-496-3730) cpietsch@mtech.edu. They are able to provide confidential assistance and support with the reporting process. You may also go to Montana Tech’s Student Conduct page and complete the “Report alleged Title IX violation using the Title IX Form” Link.

All employees, with the exception of Montana Tech Counselors, are required to report incidences of sexual misconduct of students to the Montana Tech Title IX Coordinator. Montana Tech is required to investigate all reports of misconduct on campus. Safety is paramount and various avenues can be taken while an investigation is occurring. This can include changing of class schedules, enforcement of no-contact orders, temporary housing arrangements, and pursuit of Student Conduct Code proceedings as appropriate. There are many ways to initiate a report. In addition to Montana Tech Counselors, the following can assist in the process:

Title IX Coordinator Vanessa Van Dyk, vvandyk@mtech.edu 406-496-4322; Title IX Investigators, listed on the EEO/AA Title IX Page, Dean of Students 406-496-4198; Campus Security 406-496-4357; Director Environmental Health & Safety Marilyn Cameron, mcameron@mtech.edu 406-496-4463; Director of Residence Life Scott Forthofer, sforthofer@mtech.edu 406-496-4500, (406-565-8543 cell)

• Seek counseling. Whether or not you report the assault or prosecute, you should consult a trained counselor for help in dealing with the emotional aftermath. Your own Montana Tech Student Life/Counseling Services located in Engineering Hall, Room 101, or Highlands College, Room 126-A, are prepared to provide this service.

Consent

Acquaintance Rape or Date Rape—sexual intercourse without consent perpetrated by a person known to the victim can be done through force or emotional coercion.

Montana Tech is committed to assisting any student who reports having been victimized by referring the student to the appropriate source for safety, medical attention, emotional support and civil, criminal and/or College Title IX proceedings.

What Is Consent?

Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when
there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent

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.”

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 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, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken 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 to find a way to get 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 so that you can be more 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 to find a way 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 (local authorities can be reached by calling 911 in most areas of the U.S.).
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 (local authorities can be reached by calling 911 in most areas of the U.S.). 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:
   a. **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.
   b. **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.
   c. **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.
   d. **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.

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1 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

**HISTORY AND TRADITIONS**

On Washington’s Birthday in 1889, President Grover Cleveland signed the Enabling Act by which Montana, North Dakota, South Dakota and Washington were admitted to the Union. As a result, 100,000 acres of public land were appropriated to Montana to establish and maintain a state school of mines. Announcements had to be made to attract students, buildings had to be completed, and faculty and administration had to be hired. A state board of education had to be formed before trustees could be hired. In 1900, the Montana State School of Mines was ready to open its doors.

**Mission**
Montana Tech, through exemplary undergraduate and graduate education, workforce development, research, and service, builds on a strong heritage in engineering, science, and technology that blends theory with practice in meeting the changing needs of society and the responsible development and use of natural resources.

**Guiding Principles**
- To honor our heritage as a premier engineering institution.
- To attract and educate motivated and capable students.
- To provide a quality education that blends theory with practice.
- To recruit, encourage and enable faculty to develop regional and national reputations in teaching and research.
- To collaborate with others to serve the needs of the community, the State of Montana, and the Nation.