

# **MILES COMMUNITY COLLEGE**

## **2017-2018 STUDENT HANDBOOK**

### **2017-2018 ACADEMIC CALENDAR**

#### **Summer Session 2017**

June 5	Classes Begin
June 8	Last Day to Add Classes/Late Registration
June 19	Fee Payment
July 4	Independence Day Holiday/School Closed
July 14	Last Day to Withdraw/Drop without Penalty
July 24	Last Day to Drop/Withdraw
July 24-28	Book Buy Back
July 28	Last Day of Classes
August 1	Final grades due for Summer 2017

#### **Fall 2017**

August 29	Faculty Day/Convocation
August 28-31	Faculty Days
September 1	Faculty Day
September 4	Labor Day Holiday/School Closed except for Orientation
September 4-5	Orientation
September 5	Faculty Day
September 6	Classes Begin (Full session & 1 <sup>st</sup> Mini-session)
September 11	Last Day to Add Classes/Late Registration for 1 <sup>st</sup> Mini-Session
September 15	Last Day to Add Classes/Late Registration for Full Session
September 27	Fee Payment
October 19-20	Miles Community College Educators Conference
October 23-27	Mid-terms/Intent to Graduate
October 25	Classes Begin (2 <sup>nd</sup> Mini-session)
October 30	Last Day to Add Classes/Late Registration for 2 <sup>nd</sup> Mini-Session
November 6	Fee Payment (2 <sup>nd</sup> Mini-session)
November 10	Veteran's Day Holiday/School Closed
November 13	Last Day to Withdraw/Drop without Penalty

November 17	Registration Begins
November 23-24	Thanksgiving Holiday/School Closed
December 7	Last Day to Drop/Withdraw
December 11	Last Day of Classes
December 11-15	Book Buy Back
December 12-15	Final Exams
December 19	Final grades due to Fall 2017
December 22-26	Christmas Holiday/School Closed

## **Spring 2018**

January 1-2	New Year's Day Holiday/School Closed
January 9-12	Faculty Days
January 15	Martin Luther King Holiday/Faculty Only
January 15-16	Orientation
January 16	Faculty Day
January 17	Classes Begin (Full session & 1 <sup>st</sup> Mini-session)
January 22	Last Day to Add Classes/Late Registration for 1 <sup>st</sup> Mini-Session
January 26	Intent to Graduate Forms Due
January 26	Last Day to Add Classes/Late Registration for Full Session
February 7	Fee Payment
February 19	President's Day Holiday/School Closed
February 27	Classes Begin (2 <sup>nd</sup> Mini-session)
March 2	Last Day to Add Classes/Late Registration for 2 <sup>nd</sup> Mini-Session
March 5-9	Spring Break
March 9	School Closed
March 12	Fee Payment (2 <sup>nd</sup> Mini-session)
March 12-16	Mid-terms
March 16	Registration Begins
March 30	Spring Day/School Closed
April 2	Last Day to Withdraw/Drop without Penalty
April 25	Last Day to Drop/Withdraw
April 27	Last Day of Classes
April 30-May 3	Final Exams
April 30-May 4	Book Buy Back
May 4	Faculty Day & Nurses Pinning
May 5	Commencement
May 7-8	Faculty Day
May 8	Final grades due for Spring 2017

May 18  
May 26, 29

Western Heritage Day/School Closed  
Memorial Day Holiday/School Closed

## **GENERAL INFORMATION**

### **COLLEGE OFFICERS**

Dr. Stacy Klippenstein, President

Dr. Rita Kratky, Vice President, Academic Affairs

Jessie Dufner, Vice President, Enrollment and Student Success

Jeannie McIsaac-Tracy, Executive Director of Administrative Services

### **TITLE IX RESPONSIBLE OFFICIALS**

Title IX Coordinator

Phone: (406) 874-6292

TitleIX@milescc.edu

Deputy Title IX Coordinator

Phone: (406) 874-6226 or (406) 874-6211

TitleIX@milescc.edu

### **MISSION, CORE THEMES, & STRATEGIC INITIATIVES**

#### ***Mission***

- Miles Community College prepares students for success and provides opportunities for lifelong learning through quality programs, community outreach, and partnerships.

#### ***Core Themes:***

1. Student Success
2. Academic Achievement
3. Workforce Training and Partnerships
4. Community Outreach and Lifelong Learning

### **INFORMATION**

Many services are handled by Student Services. Student Services staff can assist you with general information, class locations, directions to specific areas, locating specific forms and publications, and lost and found.

### **ACADEMIC ACCESSIBILITY**

In accordance with the Americans with Disabilities Act (ADA), Miles Community College ensures academic accessibility as well as building accessibility for all persons with disabilities.

No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Miles Community College, or be subject to discrimination by any such entity.

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Student Services at 874-6100 or 800-541-9281.

### **EQUAL OPPORTUNITY**

Miles Community College is committed to a program of equal opportunity for education, employment, financial aid, and participation in college activities without regard to race, color, sex, age, religion, marital status, physical disability, national origin, or because of

mental disability unless based on reasonable grounds. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at Miles Community College.

Persons with inquiries or complaints regarding discrimination should contact the College's Executive Director of Human Resources and Compliance at 406-874-6292 or 800-541-9281 or Director, Office of Civil Rights, Federal Office Building, Denver, CO.

## **COLLEGE WEBSITE**

The College maintains a home page on the Internet. Interested individuals are encouraged to visit the College's website to get current and updated information about catalog and program updates, class schedules, events, admissions, news, and general information. The website address is <http://www.milesc.edu>. The Miles Community College Pioneer athletic teams maintain a home page as well. The website address is <http://mccpioneers.com>.

## **E-MAIL ADDRESS**

Students will set their preferred email address in their Banner Self-Service account. College faculty and staff will communicate with students regarding assignments, announcements, financial aid concerns, notices from Student Services, and grades using the student's preferred e-mail address.

Students may request a Miles Community College e-mail address and when it is ready to be accessed the student will be notified. If the student wants to use the college email account for communication with the school they will need to set it as their preferred email address in Banner. Students who cannot access their college e-mail account should contact IT Support for assistance.

## **EMERGENCY NOTIFICATION SYSTEM**

Miles Community College has partnered with Rave Mobil Safety to offer an emergency notification system, Rave Alert, to its campus community. The emergency alert system allows students as well as anyone else who signs up for the service to receive official notification alerts from Miles Community College. These emergency alerts include weather-related cancellations, lock-downs, or other important information that is sent directly to users' cell phones via text messaging as well as through e-mails. All students are highly encouraged to register for this free service at

<https://www.getrave.com/login/milesc>. More information about Rave Alert can be found on the College's Campus Safety page of its website: <http://www.milesc.edu/AboutUs/CampusSafety/>.

## **INCLEMENT WEATHER**

Miles Community College operates on the premise that classes will be held on a regularly scheduled basis. In the event of severe weather conditions or emergencies, the College will determine if classes are to be delayed or cancelled. Local media will be notified as soon as a decision is made. Rave Alert, the emergency alert system, will also be used to notify students of emergency- or weather-related delays or school closures.

You must make your own decisions regarding travel on snow-covered or icy roads. If you have children, you should plan ahead for days when the College is open and public schools are closed. This may include understandings in advance with instructors regarding the results of absences under such circumstances.

## **JEANNE CLERY ACT**

The U.S. Department of Education and the Jeanne Clery Act require all colleges to pro-

vide information to students and employees about its campus safety policies, procedures and statistics on certain crimes, i.e. murder, manslaughter, forcible sex, vehicle theft, hate crimes, liquor law violations, drug law violations and weapons law violations reported to law enforcement that have occurred on campus and the adjoining public property. The report contains violations from the most recent calendar year and the two preceding years. This information is available through the Office of the Vice President of Enrollment and Student Success (located in Student Services) and online at [www.milesc.edu/MCCStudents](http://www.milesc.edu/MCCStudents).

## **PHOTOGRAPHS AND VIDEOTAPING**

Miles Community College takes photographs and videotapes on campus throughout the year. These images often include students, employees, and guests in classrooms, computer labs, athletic events and other campus activities. Miles Community College reserves the right to use these photographs and videotapes as part of its educational, public interest, publicity and marketing efforts. Those who attend, visit, or work at Miles Community College do so with the understanding that these photographs and videotapes might include them and might be used in college publications, newspapers, and other media. As a condition of attendance, visiting or working at the college you are consenting to the College's use of such photographs or videos which may include your likeness, and waive any privacy interests you may have in such photographs or videos.

## **RELEASE OF INFORMATION: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Miles Community College releases no personally identifiable information about students without the express written consent of the student. Exceptions to this practice are those types of information defined by law as "directory information," which at Miles Community College includes name, address, residence classification, telephone number, and class level. Athletic directories may list the above information and students' weight, height, and hometown.

The above directory information may be published or made available without the consent of students. However, students may choose not to have any or all of the directory information released by submitting a request in writing to the Registrar each semester.

FERPA grants students access to their educational records, financial aid files (with the exception of parent's financial statements), and placement records. These records are available in Student Services. Students must give at least 48 hours notice if they wish to review their records. Students may waive their right of access to any or all of these files.

## **DEFERRED PAYMENT PLAN**

Miles Community College offers the following deferred payment plan for students wishing to spread their tuition and fee payment over a period of time:

1. An administrative charge of \$25 per semester will be levied.
2. A minimum of 1/3 of the balance owed must be paid at the time the contract is signed. All payments and/or arrangements are due by Fee Payment Day (the 15<sup>th</sup>/16<sup>th</sup> class day)
3. A \$50 late fee will be assessed if a student neglects to set up a deferred payment plan by the week after Fee Payment.
4. A \$15 late fee is assessed on deferred payment plan monthly payments that are late.
5. Any unpaid balance of the deferred obligation must be paid before the student may re-enroll, graduate, or receive transcripts.

- 6. A binding contractual agreement must be completed in the Business Office for any payment arrangements where tuition and fees are not paid in full by Fee Payment day.
- 7. This deferred payment plan does not pertain to books or supplies and is subject to change.

**REFUND POLICY – CREDIT CLASSES**

Students are responsible for the accurate payment of all tuition, fees or any other costs associated with attending Miles Community College. Miles Community College reserves the right to offset any sums owed by the student to the College against any amounts owed by the College to the student either through normal operations or inadvertent errors. The following refund policy applies to all dropped courses or complete withdrawals. If a student withdraws from all classes, the official withdrawal process must be complete before a refund will be processed.

**15-Week Fall & Spring Semesters**

- Before the first session of any class.....100% tuition and fees
- 1st thru 8th day of classes .....100% tuition and fees
- After the 8th day of classes.....No refund

**8-Week Fall & Spring Semester Mini-Sessions**

- Before the first session of any class.....100% tuition and fees
- 1st thru 5th day of classes .....100% tuition and fees
- After the 5th day of classes.....No refund

**8-Week Summer Term**

- Before the first session of any class.....100% tuition and fees
- 1st thru 4th day of classes .....100% tuition and fees
- After the 4th day of classes.....No refund

**4-Week Summer Term Mini-Sessions**

- Before the first session of any class.....100% tuition and fees
- 1st thru 4th day of classes .....100% tuition and fees
- After the 4th day of classes.....No refund

**Short Session Classes**

For any classes that meet for five days or less, a 100% refund for tuition and fees will be made whenever the student withdraws at least two business days before the class begins. If the student withdraws at any time after the two days before the class begins, no refund will be given.

***Refund Policy for Continuing Education, Noncredit Courses, and Workshops***

A 100 percent refund will be made whenever students cancel their registration at least 48 hours prior to the first class meeting or if the class is cancelled by the College.

**STUDENT LIFE/ACTIVITIES**

**ATHLETICS**

***Intercollegiate Athletics***

Athletics provides leadership opportunities that extend from the courts and fields to the classroom and beyond. Miles Community College fields a baseball team for men; volleyball for women; and basketball, cheerleading, golf, and rodeo for men and women.

The Miles Community College Pioneers are members of the National Junior College Athletic Association, Region IX, and compete against junior colleges from Colorado, Montana, Nebraska, and Wyoming. The rodeo team is a member of the National Intercollegiate Rodeo Association and competes in the Big Sky Rodeo Region.

## **ACTIVITIES AND CLUBS**

The College offers a well-rounded program of student activities. The activity program is under the jurisdiction of the Student Senate, which is the representative body of the Associated Students of Miles Community College (ASMCC). All students are encouraged to participate in activity programs suited to their interests and abilities.

### ***Young Farmer & Rancher Club***

In 2016, MCC's Ag Club transitioned to the Young Farmer & Rancher (YF&R) Club to have a parent organization in Montana which is the Montana Farm Bureau. The YF&R Program of the Montana Farm Bureau provides an excellent opportunity for young farmers and ranchers to actively participate in Farm Bureau programs and become leaders in the Farm Bureau organization. As a result of active participation in Farm Bureau programs, YF&R members will experience personal growth and achievement as Farm Bureau members, farmers or ranchers, citizens, and community leaders. This provides a local (county), state, and national levels for participation to become more actively involved in agriculture. The Young Farmer & Rancher Club is open to any MCC students.

### ***Campus Ministry***

Campus Ministry encourages and coordinates fellowship, healing, and growth in the spiritual lives of Miles Community College students, faculty, and staff through Miles City community-based leadership.

### ***Phi Theta Kappa Honor Society***

Phi Theta Kappa (PTK) is an international honor society for two-year colleges. Membership requirements to join the Beta Theta Gamma Chapter at Miles Community College are based on the number of college-level classes taken, current credit load, and grade-point average. Members meet weekly to plan PTK events, and organize service based activities that benefit Miles Community College and the local community.

### ***Rodeo Club***

The Rodeo Club promotes horsemanship for recreation and entertainment and promotes western heritage through activities sponsored for the campus and community. The club also supports a competing team in the National Intercollegiate Rodeo Association.

### ***Student Ambassadors***

Miles Community College actively strives to assist students in meeting their goals. To assist in this effort, volunteer student ambassadors are selected and trained in College policies and procedures, student development theory, and interpersonal skills.

These volunteer student ambassadors are available throughout the year to answer questions and guide students.

### ***Associated Students of Miles Community College***

The Associated Students of Miles Community College includes elected officers and representatives. Their responsibilities include approving all other student organizations on campus, selecting student representatives to serve on college standing committees, administering the budget and allocation of funds derived from student activity fees, and sponsoring a large variety of programs and activities.

# STUDENT RESOURCES

## COLLEGE RESOURCES

### *Academic Advising*

The cornerstone for student success is academic advising. Academic advising is provided for all students. Advisors help students assess their career and life goals as well as understand their test scores, select classes, plan a schedule, and interpret College policies. Advising is available to students throughout the year. Students meet with an advisor before each registration to assess their progress, select classes, and develop a schedule.

Students intending to transfer to another college or university are strongly advised to contact the transfer institution of their choice to determine specific degree requirements.

Students who would like to change their advisor or have a concern about their advisor should contact the Vice President for Academic Affairs or the Vice President for Enrollment and Student Success

### *Academic Assistance*

Students struggling with course material or classroom procedures should talk to their course instructor. Instructors will often offer individual help or make suggestions that will help with course content.

If additional assistance is needed, please go to the Learning Center (Room 208) to arrange for a tutor, which is free of charge.

Students with a documented disability should see the Disabilities Coordinator in the Learning Center.

The Learning Center also provides transitional studies programming, which includes free instruction in math, study skills, and composition at a college review level for students who are reentering school or who did not have college preparation courses in high school.

### *Career and Placement Center*

Career and Placement Center located in Room 221, assists MCC students and the public with résumé preparation, career interest testing, job search, and other employment-related topics.

As part of the Career and Placement Center employment and training services, they receive Workforce Investment Act (WIA) and State Displaced Homemaker funds. WIA is a federally funded program open primarily to low-income individuals. This program can provide funds for tuition, fees, short term training costs, and books, coordinating with the financial aid package offered by the College's Financial Aid Office or other educational institutions. The State Displaced Homemaker program provides training money and is geared towards assisting those individuals who have been out of the workforce but, due to a displacement (i.e. death of a spouse, divorce, etc.), need to update their skills. These funds can provide tuition, fees, short term training costs, and books or help an individual find employment.

Upon completion of a training program, the Career and Placement Center will assist any individual with job placement. Funding may be available to help with costs associated with obtaining employment or relocation costs. Career and Placement Center has online computers for public use.

Montana Career Information Services (MCIS), as part of Pep Talk Blueprint, is available for any Miles Community College student who wishes to participate in career exploration. MCIS/Pep Talk Blueprint requires a password, which students may obtain from the Director of Career and University Pathways in the Learning Center. MCIS/Pep Talk

Blueprint is an online program which students can log into from any computer with internet access.

### ***Learning Center***

The Learning Center, located in Room 208, coordinates the following programs:

- The Adult Basic Education (ABE) program prepares adults to test successfully for the Montana High School Equivalency Exam and offers free individualized instruction in reading, English, and mathematics at the pre-college level.
- The Developmental Studies program provides individualized instruction in reading, English, and mathematics for students requiring refresher classes before entering college-level courses.
- The English as a Second Language (ESL) program provides instruction for students having English as their second language. Based on individual need, the ESL curriculum offers skill development in listening, speaking, reading, and writing.

All noncredit programs are provided without charge for tuition and materials. All developmental studies and English as a Second Language (ESL) courses are also free of charge unless taken in conjunction with regular college courses.

### ***Assistance for Students with Disabilities***

Miles Community College provides support services for otherwise qualified students with disabilities. The College is committed to providing reasonable accommodations within the scope of the College's programs and resources to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student.

Students with disabilities who would like to request accommodations are required to provide documentation of their disability to the Disabilities Coordinator in Learning Center (located in room 208) in order to arrange for appropriate, reasonable accommodations.

### ***Child Care***

For child care assistance, please contact the Developmental Educational Assistance Program (DEAP) at 406-234-6034 or 1-800-224-6034.

### ***Computer Labs***

There are four microcomputer labs on campus. These labs are Internet accessible and equipped with IBM-compatible computers. They are used for instruction of computer and administrative assistant courses; computer simulations in business, science, statistics, and other courses; and as a resource room for students. A variety of software products are available to students to use for class assignments and other tasks.

The labs are open in the evenings. All currently enrolled students have free access to these labs.

### ***Counseling***

The College outsources counseling services with licensed professionals in the Miles City area, as well as Glendive, Sidney, and Billings for distance students. The Vice President for Enrollment and Student Success and other Student Services staff can assist students needing to access these services. These services are available free of charge on a limited basis to all students.

The Career and Placement Center in Room 221 is available for Career Counseling for all Miles Community College students. Students in need of this service should call 874-6215 to set up an appointment.

## ***Dining Services***

Dining Services offers meal plan options that have been designed to provide attractive, nutritious, and well-balanced meal choices. A minimum food plan is required each semester for students living in Miles Community College housing. Account balances may not be transferred from term to term or to another individual.

Students not living on campus may purchase meals on a daily basis. There is no minimum purchase required.

## ***Housing***

All unmarried students between the ages of 18 and 21 having fewer than 30 earned college credits are required to live in the residence halls. All students receiving Miles Community College scholarships or participating in Miles Community College collegiate athletics are also required to live in the residence halls. Exceptions are in-district students who live with their parents, grandparents, or legal guardians and students with dependents. Students requesting an exemption must contact Student Services.

Miles Community College offers two different types of housing:

### ***Pioneer Hall***

Pioneer Hall features free laundry facilities, double rooms (available as singles if space is available), a kitchen, and lounge. Each room features a shared private bathroom for every two rooms, sink, phone lines for each student, cable TV, and Ethernet access.

### ***The Lodges***

The Lodges allow four residents to live together in an apartment-style setup with two bedrooms and a central living space including a living/kitchen area, and shared bathroom. Lodge rooms have cable TV, phone lines for each resident, and Ethernet access.

## ***Library***

The Judson H. Flower, Jr. Library provides a collection of print and non-print materials which supports the instructional programs of the College and reflects its curriculum. The Library also offers supportive education in library and information literacy to the College through in-classroom training and upcoming online services.

Library privileges are granted to all students, faculty, staff and local community members. The Library encourages open engagement in use of the facility and its resources to promote a Learning Commons designed to inspire advancement of knowledge and ideas. The Library offers several programming special series each semester to highlight not only the resources of the library but also exciting opportunities from across Montana.

The Library hours are posted on the Library's website under Campus Services. Hours during interim periods and summer change and will be posted on the door to the Library or online when appropriate. Signing up for library privileges is necessary to check out materials from the library. Visit one of the Library personnel for assistance in finding or checking out resources. Contact the Library at 406-874-6105 or [library@milesc.edu](mailto:library@milesc.edu).

## ***Pioneer Mercantile***

Textbooks, lab manuals, workbooks, and most materials needed for classes are available at the Pioneer Mercantile. College sweatshirts, T-shirts, supplies, gift cards, and novelty items are available. Special book orders may be placed.

The Pioneer Mercantile is located in the Smith Center Student Union Building and can be reached by telephone at 406-874-6207 or fax 406-874-6278.

## ***Return Policy for Books and Supplies***

As a campus auxiliary and official retailer of Miles Community College, it is our contin-

ued goal to provide the students and campus community with quality products at the best possible prices and to return all net profits to the College. If students are not completely satisfied with their purchases, the Mercantile has the following guidelines to assist students with their returns:

#### *Course Materials:*

The Mercantile works extremely hard to keep course material pricing as low and competitive as possible. To do this, course material returns are only accepted during the first two weeks of the Fall and Spring semesters and during the first week of the Summer Session, providing that the student has dropped the course and can provide:

1. Documentation (such as a new schedule indicating the course was dropped or a signed drop slip from the instructor).
2. The original receipt.

This policy is in place to protect MCC students and the integrity of the course materials pricing at Pioneer Mercantile.

#### *Branded Clothing and Gifts (not including electronics):*

Branded merchandise is returnable for 30 days after the purchase under the following guidelines:

1. With Receipt: Full refund or exchange within 30 days at the original purchase price to the original form of payment.
2. Without Receipt: Items may be returned for store credit at the lowest sales price.

**\*\*Shipping and handling will not be refunded unless the error was on the part of the Pioneer Mercantile at the time of purchase.**

#### *Electronics:*

1. With Receipt: Full refund or exchange within 30 days at the original purchase price to the original form of payment.
2. Without Receipt: Items may be returned for store credit at the lowest sales price.

#### *Food Items:*

No returns on food items unless it was bad at the time of purchase, in which case, you have 24 hours to bring it back to the store for an exchange.

#### *Book Buy Back:*

Book buy back opportunities allow students the option to sell their textbooks back the last week of the semester. Books are brought back by the Pioneer Mercantile if a.) the course instructor will use the book for subsequent courses, b.) the book is in good resale condition, c.) if there is not a surplus of books for the course.

#### **Recreation Center (Centra)**

The Centra is available to all students, who can participate in activities such as racquetball, basketball, volleyball, weight training, Pilates, yoga, aerobics, spinning classes, and other types of physical activity. Full time students are allowed free access to the Centra; part-time students pay a discounted rate. The Golf simulators are also available to students at a reduced cost. Visit the College's website at <http://milescc.edu/campusservices/centra> for the Centra's hours of operation and the most up-to-date schedule of classes and activities.

#### **Student ID Cards**

Students enrolled in six or more credits are entitled to a Student ID/Activity Card. This card permits free access to most College activities and sporting events, as well as other privileges and discounts. ID pictures are taken during registration, orientation, and fee payment days. ID cards may be obtained at the Library. There is a \$5 charge to replace a student ID card.

### ***Student Services***

The College maintains a Student Services Center where staff is available to assist students with admissions, counseling, financial aid, foreign student affairs, housing, registration, transcripts, and veteran affairs.

### ***Tutoring***

Students who struggle to understand classroom information or to complete routine assignments may need the assistance of a tutor. With the individualized assistance that tutoring offers, students can master academic material at their own pace. Tutors are available for most courses offered and are chosen for their academic ability and desire to help others. There is no charge for services. Contact the Learning Center at 406-874-6152, Room 208.

## **COMMUNITY RESOURCES**

### ***TOLL-FREE NUMBERS***

Child Abuse Help Line; to report abuse: 1-866-820-5437

IRS Federal Tax Information 1-800-829-1040

Medicare 1-800-633-4227

Montana Cancer Screening 1-888-803-9343

Montana Legal Aids 1-800-999-4941

National Center for Missing Children 1-800-843-5678

Suicide Prevention Hotline 1-800-273-8255

### ***Action for Eastern Montana***

2030 North Merrill • Glendive • 406-377-3564

Weatherization & Fuel Assistance Program Winter only • 1-800-227-0703

**Services:** Low-income rental housing assistance, veteran's employment training, youth WIA training programs, utility bill and weatherization energy conservation projects, client emergency services, supportive employment program.

### ***Alcoholics Anonymous***

Ursuline Convent • Corner of Leighton & N. Montana • Miles City • 234-3459

### ***Al-Anon***

Monday - 7:00 p.m. @ Ursuline Convent

Saturday - 10:00 a.m. @ First United Methodist Church

### ***A.W.A.R.E.***

305 S. 4th St. • Miles City • 234-1219

**Services:** Provides services to developmentally disabled adults, aged 16 or older.

### ***Child Care Resource and Referral Center***

2200 Box Elder • Miles City • 234-6034 • 1-800-224-6034

**Services:** Provides referral for parents looking for childcare and a list of licensed or registered childcare facilities. May provide assistance with childcare costs.

***Child Support Enforcement Division for Montana***

1-800-346-5437 (in state)

**Services:** Provides child support enforcement.

***Consumer Credit Counseling Services***

232-7355

**Services:** Provides advice on resolving credit difficulties, developing a budget, planning for retirement, etc.

***Custer County Community Health Center, Inc.***

VA Medical Building • 210 S. Winchester • Miles City • 234-8793

**Services:** Provides primary health care, dental services, mental health services, substance abuse services, and pharmacy services for everyone.

***Custer County Food Bank***

VA Medical Building • 210 S. Winchester • Miles City • 234-3663

**Services:** Provides emergency food distribution.

***Custer County Public Health Department***

2000 Clark St. • Miles City • 874-3377

**Services:** Provides medical services (family planning, home visits, dental education, and birth control) for anyone. Provides free or reduced price for mammogram and cervical exams.

***Custer County Public Welfare***

Dept. of Public Health and Human Services • 219 N. Merriam • Miles City • 874-3334

**Services:** Administers the Aid to Families with Dependent Children (AFDC), Food Stamp, and Medicaid programs. Also administers Empty Stocking and Section 8 Housing applications.

***Custer County Special Education Cooperative***

604 Main Street • Miles City • 234-3812

**Services:** Provides educational services to all handicapped students age 0-21 years old.

***Custer Network Against Domestic Abuse & Sexual Assault (CNADA )***

2000 Clark • Miles City • 951-0475 • 234-0542 • 1-888-799-0542

Meetings: Wednesday 7:00 p.m. (call hotline for meeting location)

**Services:** Provides 24-hour domestic violence hotline, advocacy and referral information.

***Department of Family Services***

Dept. of Public Health and Human Services • 708 Palmer • Miles City • 234-1385

**Services:** Provides adoption, social services, day care licensing, foster parent, Mountain View, and child protection services for adults and children.

***Developmental Educational Assistance Program (DEAP)***

2200 Box Elder • Miles City • 234-6034 • 1-800-224-6034

**Services:** Provides in-home family training, respite care, evaluation and diagnostic services, screening and resource coordination to children from 0-21 that are developmentally disabled or at risk of having developmental problems.

***Eastern Montana Community Mental Health Center***

2508 Wilson • Miles City • 234-1687 • Crisis Line: 232-1688

Colstrip: 406-748-2800 • Forsyth: 406-346-7654 • Glendive: 406-365-6075

**Services:** Provides counseling services to individuals, groups, couples, and families and a day treatment program. Psychological testing and evaluation is available.

***EMCMHS/Substance Abuse & Dependency Services (SADS)***

Eastern Montana Mental Health Center • 2508 Wilson • Miles City • 234-1687

Baker: 406-778-7143 • Colstrip: 406-748-2800 • Forsyth: 406-346-7654

Glasgow: 406-228-9349

**Services:** Provides counseling for persons with alcohol and/or drug problems and their families. Provides a variety of educational and informational material on coping and understanding dependency problems.

***Eastern Montana Industries***

805 South Haynes Avenue • Miles City • 234-3740

**Services:** Workshop for individuals with disabilities, which includes work activity center, work adjustment training, and vocational evaluation.

***Gamblers Anonymous***

Meets Wednesdays at 8 p.m. at the Ursuline Convent

***Getting Through Grief Support Group***

Stevenson and Sons Funeral Home • 232-4457

***Head Start***

1608 N. Merriam (former Roosevelt School) • Miles City • 234-5223

**Services:** Provides free preschool education for 3 and 4 year olds.

***Lion's Club***

Miles City Vision Clinic • 1909 Main St. • Miles City • 234-7426

**Services:** Offers assistance with the cost of prescription glasses based on individual circumstances.

***Meals on Wheels***

County Health Office • Miles City • 874-3377

**Services:** Meals are delivered to persons having a need of services. Cost is based on ability to pay.

***Montana Self-Help Law Project***

Parmley Billings Library, 510 N. Broadway • Billings • 406-869-3531

**Services:** Provides legal assistance to low-income persons in family law – dissolution of marriage, which involves domestic violence; landlord/tenant and public housing law; and consumer law – debtor/creditor law.

***Montana State Job Service Center***

12 North 10th Street • Box 1786 • Miles City • 232-8340

**Services:** Offers referral to job openings; access to information on local, area, and national job openings; general employment counseling dealing with job-related issues; aptitude, interest, and proficiency testing; unemployment insurance filing and information; and a self-help Resource Center.

***Narcotics Anonymous***

234-2635 • Meets Tuesdays and Saturdays at 8 p.m. at the Ursuline Convent

### ***Rural Employment & Opportunities (REO)***

Billings • 1-800-546-1140

**Services:** Assists people who have been (or a spouse or parent who have been) seasonally employed in agriculture within the last two years with tuition and book costs and pays an hourly wage for time spent in the college classroom.

### ***St. Vincent DePaul Society***

407 Main Street • Miles City • 234-3011

**Services:** Offers a collection of clothing, furniture, books, and small appliances for sale and distribution to those in need.

### ***Veterans Administration Medical Center***

210 South Winchester • Miles City • 874-5600

**Services:** Provides medical, surgical, and auxiliary services to eligible veterans. Provides information on all VA benefits to veterans and other VA beneficiaries.

### ***Vocational Rehabilitation***

114 N. 7th St. • Miles City • 232-0583 • 1-877-296-1198

**Services:** Promoting work and independence for Montanans with disabilities.

### ***WIC Program***

2200 Box Elder • Miles City • 232-3879

**Services:** Nutritional program for pregnant women, infants, and small children.

## **FINANCIAL AID**

### **APPLYING FOR FINANCIAL AID**

The Financial Aid Office administers federal and state aid, as well as scholarships. The purpose of all financial aid programs at Miles Community College is to provide financial assistance to eligible students who, without such aid, would find it difficult to start and attend school. Although families and students are expected to make a maximum effort to meet the costs of education, financial aid is available to eligible students to help fill the gap between family resources and yearly academic expenses.

#### **How to Apply**

Apply for a free FSA ID number (formerly FAFSA PIN) to electronically sign your FAFSA. Parents of dependent students need their own FSA ID. Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). Students are greatly encouraged to fill out the application via the web at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA serves as the universal application in initiating all financial aid at Miles Community College. For assistance in completing the FAFSA, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. **Don't forget to list the College's Title IV School Code on the FAFSA: 002528.**

#### **When to Apply**

The FAFSA or Renewal Application must be completed every year. December 1 is the MCC priority date for submitting the FAFSA to the Department of Education. Early application is greatly encouraged to ensure that students have full access to all available financial aid programs. Some financial aid funds are limited and will be awarded first to students who submit the FAFSA by December 1.

## **FINANCIAL AID PROCESS**

This is the sequence of events that students must follow in order to receive financial aid. It is very important that students provide accurate and complete information to the Financial Aid Office in a prompt manner to prevent any delays in receiving financial aid.

- Student submits FAFSA using the IRS data retrieval feature if applicable.
- Department of Education processes FAFSA and calculates EFC.
- Student receives SAR, and Miles Community College receives ISIR.
- Miles Community College sends letter to student requesting additional information, which may include verification materials if student is chosen for verification.
- Student returns requested information to Miles Community College.
- Financial Aid Director determines student's financial need and creates a financial aid award package
- Student returns signed award letter.
- Student completes Entrance Counseling online through the financial aid website.
- Student completes a Master Promissory Note (MPN) if student accepted a student loan. The Master Promissory Note is completed online through the financial aid website.
- Students who have been awarded and accept work study must complete employment forms before becoming eligible to work.
- Funding is disbursed to student during fee payment days, which are the 16th and 17th day of each semester. Grant aid and student loans are disbursed by crediting students' accounts at Miles Community College.

If the amount of grants and student loans exceed the amount due to the College, a check will be issued to student for the difference. Work study funds are disbursed by check monthly as the funds are earned.

## **GENERAL ELIGIBILITY REQUIREMENTS**

To receive Title IV financial aid, students must meet the following eligibility requirements:

- has a valid Social Security number
- is a U.S. citizen or eligible noncitizen
- if male, is registered with Selective Service
- is a regular student (seeking a degree or certificate)
- is enrolled, or accepted for enrollment, in an eligible program
- if enrolled in a distance education course, the course must be part of an eligible program
- has a high school diploma or passed a state recognized high school equivalency exam (GED, HiSET, or TASC)
- is not enrolled in elementary or secondary school
- has not been convicted under federal or state law for possession or sale of illegal drugs while receiving Title IV Funds (Check with the Financial Aid Office for more information.)
- does not owe a grant or loan overpayment
- is not in default with a Perkins, Stafford, or PLUS Loan

- has not borrowed in excess of loan limits
- maintains satisfactory academic progress
- has need, as defined by individual program requirements (except for Unsubsidized Stafford Loans)
- repays any financial aid received as a result of inaccurate information. Any person who intentionally misrepresents facts on the application is violating federal law and may be subject to a \$10,000 fine and/or imprisonment.

## **STUDENT RESPONSIBILITIES**

The student has several responsibilities related to continuation of financial aid. Many of these are outlined in the financial aid paperwork included with all initial award letters. Students should review all paperwork and contact the Financial Aid Office with any and all questions.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Federal regulations (34 CFR 668.34) require Miles Community College to establish minimum academic standards that students must maintain to be eligible for federal, state, and institutional aid. These regulations require schools to determine whether students are progressing through their programs of study in a satisfactory manner. Students who are receiving financial aid or wish to be considered for financial aid in the future must maintain satisfactory progress by meeting the following requirements. Students who fail to meet any of the requirements listed below will lose their eligibility to receive financial aid.

- **Qualitative Component (GPA):** All students must maintain a minimum cumulative grade point average (GPA) of 2.00 or greater. Review of GPA will be performed after each semester of enrollment (Fall, Spring, and Summer). Any student with a cumulative GPA less than 2.00 will be placed on financial aid warning.
- **Quantitative Component (pace):** All students must pass no less than 67% of attempted credits. Pace of progression is calculated by dividing cumulative hours successfully completed by cumulative hours attempted. Review of pace will be performed after each semester of enrollment. Only grades of A, B, C, D, or P will be counted towards progress. Any other grade including E, F, I, W, or NP will not count towards pace of progression. Any student who falls below a cumulative pace of progression of 67% of credits attempted will be placed on financial aid warning.
- **Maximum Time Frame (Credit Limit):** Students are expected to complete their program of study in a reasonable time period. A student's aid eligibility is limited to 150% of the required credits for each program of study. Any student who exceeds the maximum time frame will be placed on financial aid suspension (see maximum credit limits below).

### **Financial Aid Warning**

- Students are placed on financial aid warning if their cumulative GPA is below a 2.00 OR if their cumulative pace of progression falls below 67%.
- Students on financial aid warning will continue to receive financial aid for one subsequent semester (warning period).
- A review will be performed after the warning period, and aid will continue if the student is making Satisfactory Academic Progress at the time of review. Any student who does not have a 2.00 GPA or has not passed at least 67% of cumulative credits attempted after the warning period will no longer be eligible for financial aid at Miles

Community College.

### **Financial Aid Suspension**

- Students who do not meet the qualitative and quantitative components listed above after a warning period will be placed on suspension. Students on financial aid suspension are not eligible to receive financial aid for any subsequent terms.
- Students exceeding the maximum timeframe allowed to obtain a degree or are mathematically unable to finish their program within the maximum time frame, will be placed on immediate suspension. Please see the table below for maximum timeframe criteria and examples.

### **Regaining Eligibility**

- A student may qualify for reinstatement of financial aid eligibility by enrolling at his/her own expense and bringing his/her cumulative GPA above 2.00 and by completing the appropriate percentage of credit hours attempted to meet the 67% cumulative pace of progression rate.
- A student may also appeal his/her financial aid suspension status (please review the appeal process below).

### **Financial Aid Appeal/Probation**

A student may appeal his/her financial aid suspension if extenuating circumstances (death of a relative, injury or illness of the student, or other mitigating circumstance) exist. Appeals must be made in writing to the Financial Aid Appeals Committee, and must include supporting documentation of the extenuating circumstance. In the appeal request, the student must provide the following information: 1) why the student failed to maintain satisfactory academic progress and 2) what has changed in the student's situation that would allow him/her to demonstrate satisfactory academic progress at the next evaluation. If a student's appeal is granted, he or she will be placed on **Financial Aid Probation** allowing the student to receive aid (federal, state or institutional) for **one** payment period. At that point, the student must meet Miles Community College's standards of academic progress or the requirements of an academic plan that was established on an individual student basis as a result of the appeal process. The Committee's decision is final and may not be appealed further. A student will be allowed one appeal only unless a separate extenuating circumstance occurs. Although rare, a second appeal may be granted with special approval from the Financial Aid Director and the Financial Aid Appeals Committee.

### **Withdrawals**

- **Official Withdrawals:** Students who wish to leave school prior to the end of the semester should complete the official withdrawal process. Withdrawal forms are available at the Student Services window and must be completed and returned in order for the withdrawal request to be processed. Students who withdraw for any reason will be placed on **financial aid suspension** for all subsequent semesters. Repayment of financial aid may be required in accordance with federal regulations.
- **Unofficial Withdrawals:** Students who receive no passing grades for a semester are considered unofficial withdrawals and will be placed on financial aid suspension. Repayment of financial aid may be required in accordance with federal regulations based on the student's last date of attendance of an academically related activity.

### **Maximum Time Frame (Credit Limit)**

Students are expected to complete their program of study in a reasonable time period. A student's aid eligibility is limited to 150% of the required credits for each program of study.

Any student who exceeds the maximum time frame will be placed on financial aid suspension. A student's maximum time frame is based on total credit hours attempted at Miles Community College plus any transfer credits accepted towards his/her program of study. **These limits apply regardless of whether or not the student has received financial assistance during prior semesters.** Required credits include pre-requisite classes for any program. Examples of credit limits are listed below:

Credits Required for Program in Catalog	Credits of Financial Aid Eligibility
30 required credits (1 year Certificate)	(30 X 150% = 45) 45 attempted credits
60 required credits (2 year Degree)	(60 X 150% = 90) 90 attempted credits
72 required credits (2 year Assoc. of Science-Nursing Degree)	(72 X 150% = 108) 108 attempted credits

## ADDITIONAL INFORMATION

### **Enrollment Status**

Enrollment Status: full-time student, 12 or more credit hours; three-quarter time student, 9-11 credit hours; half-time student, 6-8 credit hours; and less than half-time student, up to 5 credit hours. For financial aid purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the eighth day of the term for Fall and Spring semesters and the fourth class day for Summer semester. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least 12 credits hours on that date. Financial aid will not be adjusted to reflect credit hours added or dropped after that date. However, when a student is registered for a class on the first day of the term but does not begin attendance, aid will be adjusted as a non-attended class cannot count towards enrollment status. All summer courses are considered one term.

### **Repeat Coursework**

For financial aid purposes, repeat coursework will be considered as hours attempted and may be used to determine enrollment status. A student may receive financial aid for repeated coursework if the student has not previously received a passing grade in the course. Students who repeat a previously passed course may receive financial aid for that course one time only.

### **Multiple Degrees**

Students who have obtained an Associate degree and wish to return to Miles Community College for a subsequent degree may be eligible for financial aid. Changes in degree programs (AAS, AS, AA, ASN, or Certificate) will receive consideration as they are separate and distinct degree programs. Students must inform Student Services of the new degree prior to enrollment. If the financial aid office is unable to determine the new degree program the student may be placed on financial aid suspension if he/she exceeds the max credit limit. **Funding for second degrees will occur only if the first degree has been granted.** If a first degree has not been granted, refer to the Change of Major/Dual Degree sections below. If a student is approved for a new degree or certificate, the student will only be funded for courses that relate to the new degree or certificate program. It is the student's responsibility to take only courses that are required for the new degree program. Enrolling in additional courses may result in suspension.

### **Dual Degree Seeking Students**

Although rare, students may seek two degrees simultaneously. This may occur when a student seeks to obtain degrees in similar programs. For financial aid purposes, no more than two degrees may be funded at one time. Students who are seeking two degrees must inform Student Services prior to enrollment. Students seeking multiple degrees may receive funding for courses applicable for both degrees if the student has a reasonable possibility of obtaining both degrees. Academic advisors have authority to grant dual degree seeking status; students must meet with their academic advisor for approval. The max time frame rules still apply to students seeking multiple degrees.

### **Change of Major**

Students must be aware that a change in major may prohibit them from graduating within the maximum time frame previously described. Credit hours attempted prior to a change in major program of study are counted towards the maximum time frame if those credit hours are applicable to the new degree.

### **Remedial Course Work**

Students may include as part of their minimum credit load certain sub-100 remedial courses which do not apply toward graduation requirements. These courses may be funded, and also count towards credits attempted. However, some remedial courses are “direct assessment” and are **not** financial aid eligible. Direct assessment courses do not award credit. Students progress at their own pace and receive a passing grade with the successful completion of an ending assessment exam.

### **Courses Not Financial Aid Eligible**

Continuing Education (CE) coursework, workshops, independent study, challenge courses, CLEP, noncredit and credit Ed2Go classes are not eligible for financial aid funding.

### **Miles Community College Refund Policy**

Students who begin attendance and drop courses on or prior to the eighth class day as published in the MCC catalog are not responsible for charges associated with those courses. A student is responsible for 100% of charges incurred for all courses not dropped by the eighth class day. Financial aid funds are credited to the student’s account to pay institutional charges, such as tuition, fees, room and board. Certain non-institutional charges may also be paid with financial aid funds; however a student may waive the payment of non-institutional charges by contacting the financial aid office.

### **Return of TITLE IV Funds**

Effective July 1, 2000, Miles Community College adopted a Return Policy that conforms to the updated version (Section 668.22) of the Higher Education Amendments of 1998. Students with Title IV funding who withdraw or cease attendance will be subject to both the Federal Refund Policy regarding the possible return of Title IV funds awarded to the student, as well as the Miles Community College Return of Funds Policy. Only that amount of the semester’s aid that has been earned (as a result of the prorated amount of time the student has been in school for the semester) will be eligible for retention on the student’s behalf on or before the 60% point in the semester. Title IV and all other aid is viewed as 100% earned after that point in time. Any aid that is not earned must be returned back to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Students who withdraw without attending any class owe a repayment of 100% of the aid they received. Title IV funds will be returned to its source in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal Plus Loan, Federal Pell Grant, SEOG, Montana Grant, Other Title IV Programs, Students/Parents. **For more information on**

**the proper withdrawal procedures, see the withdrawal section in the Educational Policies of the MCC catalog. Any questions concerning these policies should be directed to the Miles Community College Financial Aid Office at 406-874-6171 or 1-800-541-9281.**

**Financial Aid Disbursements:** Financial aid funds are credited to the student's account to pay institutional charges, such as tuition, fees, and dorm charges. Certain non-institutional charges may also be paid with financial aid funds; however a student may waive the payment of non-institutional charges by contacting the Financial Aid Office.

### **Professional Judgment**

Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 406-874-6171 or 800-541-9281.

Some examples that might warrant special circumstances include loss of job and income; loss of nontaxable benefits; loss of resources due to death, separation, divorce; increase in budget; or change from dependent to independent status. The Financial Aid Office has the right to deny or accept a request for professional judgment.

## **ACADEMIC INFORMATION**

### **GENERAL INFORMATION**

#### ***Class Attendance Policy***

A record of each student's attendance is mandatory. Students are responsible for maintaining regular attendance in registered courses. Failure to do so may result in lowered grades.

Instructors may excuse absences due to serious illness or unavoidable circumstances. Being excused for an absence in no way relieves students of the responsibility for completing the required coursework.

#### ***Full-Time/Part-Time Classification***

Students who register for 12 or more credits per semester are classified as full-time students. Students taking 11 or fewer credit hours during a semester are defined as part time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full- and part-time status in the summer. Students are encouraged to consider their work load, family responsibilities, community commitments, and other demands on their time as they plan their course load.

#### ***Credit Load Recommendations***

A full credit load for the average student is 15 credits per semester, which means that approximately 45 hours per week are devoted to college work. Students employed in outside work should consult with their faculty advisor in determining an appropriate credit load.

#### ***Semester Units of Credit***

College work at Miles Community College is measured in terms of semester credits. A credit in a lecture class involves one hour of classroom work and two additional hours of outside work or preparation. A credit in a laboratory or clinical class involves two hours of classroom work and one hour of outside work *or* three hours of classroom work. These weekly guidelines are for a 15-week semester (i.e., a three-credit lecture class would meet for 45 lecture hours during the semester). Weekly instructional time is adjusted whenever the semester length does not cover a full 15 week period of time.

### ***Late Registration***

Students may register after the start of classes. However, students are discouraged from waiting until after classes have met to register for classes, and a late registration fee of \$50 is assessed to all regular students whose tuition and fees are not paid in full or whose deferred payment contract has not been completed by the 16th day of classes.

### ***Changes of Schedule***

Students may drop or add courses during specified times listed on the academic calendar included in each semester schedule of classes. The add/drop form may be obtained from Student Services. Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees and financial aid. Miles Community College reserves the right to alter published schedules of classes. All courses must have sufficient enrollment to be offered. If courses needed to graduate are not offered or are cancelled, students should immediately contact their advisor or the Vice President for Academic Affairs.

### ***Dropping/Adding Classes***

Students who want to drop or add a course prior to the 8th instructional day may do so in Banner, but should consult with their academic advisor. Students may not add courses after the 8th instructional day. To drop a course after the 8th instructional day, students must obtain a drop form from Student Services. **They should then take the form to their advisor who completes the information required. Before the transaction is official, it must be signed by the instructor of the course and the advisor and returned to the Registrar for processing.**

Students can withdraw from a course until the week prior to current semester final examinations. A “W” will be placed on the transcript if students are passing the course at the time of withdrawal. A “WF” will be placed on the transcript if the course is not being passed at the time of withdrawal. The course grade assignment will be made by the instructor. The “WF” will be calculated within the GPA in the same manner as an “F.”

Students who feel there are extenuating circumstances that warrant an exception to the normal drop/add procedures and a resulting adjustment to their student account should contact the Student Accounts Technician to ask about student accounts appeals procedures.

### ***Withdrawing from the College***

Students who find it necessary to withdraw completely from the College and wish to do so in good standing must complete the official withdrawal form (obtained at Student Services) or may send a written notification to Student Services. **The student’s signature is necessary; verbal notification is not acceptable.** Whenever possible, students withdrawing should see their class instructors and their advisor.

When students withdraw from all of their courses, signatures of the Librarian, Business Manager, Registrar, and Bookstore Manager (for students with book scholarships only) are required. Students receiving financial aid must contact the Financial Aid Director for further information.

### ***Auditing Courses***

Students may audit courses for no grade or credit. Full tuition and fees are typically required when auditing classes. Changing an audit to a letter grade or vice versa is not permitted. Financial aid is not available for audited coursework.

Students who have graduated from Miles Community College and are required to pass certification and/or licensure exams before they are allowed to become employed in the field

may audit repeat coursework by paying tuition only. They will not participate in any lab or clinical experiences with the audit and thus will not be charged course or program fees. To receive special consideration:

The Student must request the reduced rate audit fee through the advisor of the program in which they have already graduated.

The advisor must bring the request before the Academic Standards Committee for approval with documentation of the requirement of a certification or licensure exam for employment.

### ***Grades and Transcripts***

To receive their final semester grades, students may access their grades through Banner. Banner instructions are available at Student Services. Students may also and print access unofficial transcripts through Banner.

To receive an official transcript, a Transcript Request form must be submitted. Students will receive one official transcript free of charge. Subsequent official transcripts are available for a nominal fee. The Transcript Request form may be obtained from Student Services or downloaded from the College website.

### ***Distance Education (This section is currently under review and will be updated soon)***

Learning the norms and expectations of a course is crucial to success in the online classroom. Even though technology is wonderful and convenient, taking an online course is not the right learning environment for every student. Online learning provides tremendous opportunities for students constrained by time, location or other factors; however, students should not expect an online course to be any less rigorous than a face-to-face course.

An online course is much like a face to face course in that students complete assignments, participate in discussions and chat sessions by posting thoughts and comments, complete quizzes and tests, check grades, and communicate with classmates and the instructor. However, a few significant differences exist: students are required to read text in place of the instructor's lecture for an online course, and assignments are submitted to instructors electronically.

Students should plan on working on an online course at least one hour each week for every credit hour of the course (For example: three hours' work for a three credit online course). Assignments are due every week much like what would be required in a face-to-face class.

A student considering online study should ask themselves the following questions:

- Do I like to work independently?
- Am I persistent?
- Do I need convenience and an adjustable schedule?
- Am I comfortable asking for clarification and continuing to ask when I need more information?
- Am I comfortable working at a computer?
- Am I comfortable working primarily with a text-based medium?
- Would I be comfortable phoning or faxing my instructor if I had problems with anything in the course?

Learning online can require some new strategies. Generally a student should:

1. **Familiarize oneself with the course's delivery system.** Take the time to go through the tutorial and learn how to use all the options that will be used in daily class work.

- 2. Remember to participate in class.** Learn to use the communication options available and participate fully in class discussions and chats. Get to know online classmates and ask questions much like would be done in a face-to-face class.
- 3. Communication is key to online course success.** Online students need to communicate with instructors to ask questions concerning the course - especially if there are problems understanding how to do the class work. Failure to communicate problems often leads to a snowball effect as students get further and further behind in their coursework. Communicate technical problems (i.e. Getting logged on, unable to open class, etc.) to the eLearning Director.

Students with questions about Distance Education should contact the eLearning Director at 406-874-6163.

## **ACADEMIC HONORS**

### ***Scholastic Recognition***

The names of students carrying 12 or more GPA computed credits who maintain a grade-point average of 3.5 or higher will appear each semester on the President's Honor List.

### ***Honorary Society***

Students who demonstrate academic excellence may be invited to membership in the local chapter of Phi Theta Kappa, a national honorary society for community and junior college students. Membership in Phi Theta Kappa is noted on diplomas of members.

### ***Graduation Honors***

Graduates of MCC programs with an overall grade-point average of 3.75 or higher, whether part-time or full-time students, are designated as honor students at the graduation ceremony. Honor graduates will wear a stoll and have their status noted in the program. The person achieving the highest cumulative grade point average is recognized as the valedictorian of the graduating class. The valedictorian must have completed a two year degree with at least 30 credits earned from Miles Community College.

## **ACADEMIC POLICIES**

Students enrolling at Miles Community College must follow the program requirements listed on the website in effect at the time of entry into the College, provided graduation requirements are completed within five years. Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

Students who have not completed graduation requirements at the end of five years must follow the catalog in effect at the beginning of the sixth year (or the year of subsequent enrollment); however, students may request a modification in graduation requirements. Every effort will be made to assist students in completing graduation requirements in a timely manner. Substitutions for courses no longer offered by the College will be made by the Vice President for Academic Affairs.

When a program has been reviewed and is to be terminated, personnel and students to be affected shall be notified. Generally, a two-year program will continue for a year after the decision is made to terminate the program to allow students enrolled at that time to complete the program. Generally, one-year programs may be terminated at the completion of offering sufficient courses to graduate the currently enrolled students. However, a program may be terminated earlier for sufficient reasons.

Students are responsible for knowing policies and meeting requirements in the program and should keep abreast of current degree, curriculum, and course requirements by con-

sulting published materials and the college website.

### ***Grades and Grade-Point Average (GPA)***

Grades are based upon the quality of work done. The grade-point average is determined by dividing total grade points earned by the number of credits attempted. Grade designations and points are as follows:

<u>Grade</u>	<u>Points per Credit</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F (Failure)	0 grade points
I (Incomplete)	No credit
N (Audit)	No credit
W (Withdrew)	No credit
WF (Withdrew failing)	0 grade points

### ***Pass/No Pass Policy***

Certain courses will be offered on a pass/no pass (P, NP) grading basis only. These courses will not be computed into grade-point averages and include the following:

- All one-credit or one-half-credit physical education activity courses,
- All practicum or internship courses that are not part of a required scope and sequence. If the course is required in a major area of study, it will be given a letter grade pursuant to Board of Regents policy 301.5.3, and
- Seminars and workshops held on a pass/no pass basis at the discretion of the instructor and Vice President for Academic Affairs.

The grade of “P” is given if the students’ work is judged to be the equivalent to “A”, “B”, or “C” work included pluses or minuses. The grade of “NP” is awarded if the work is equivalent to a “D+” or lower. Courses offered on a pass/no pass grading basis are indicated as such in the Course Description section of the course catalog.

### ***Incompletes***

Incompletes, “I” grades, are assigned when illness or unavoidable circumstances prevent students from completing the last 25% of a course during the regularly scheduled semester or course term. Students must consult with their instructor or division Vice President for award of an “I” grade. All “I” grades will remain on official records until such time as course requirements are completed and a different grade is submitted by the instructor. Incompletes must be completed within eight weeks from the end of the term. If “I’s” are not completed, the grades are automatically changed to “F’s.” The Academic Standards Committee must approve exceptions.

### ***Academic Bankruptcy***

Academic bankruptcy is a one-time opportunity for students who received poor grades for classes taken at Miles Community College. Students may appeal to the Academic Standards Committee to bankrupt up to two consecutive semesters of previous coursework in which they received poor grades. Conditions for bankrupting grades are as follows:

1. Students must have a minimum of three years of non-enrollment in any institution of higher education prior to requesting grade bankruptcy.
2. Upon reentry to college, students must have completed 15 semester credits with a grade point average (GPA) of 2.5 or higher prior to submitting a grade bankruptcy request.
3. All grades earned in the semester(s) for which students request bankruptcy must be included in the appeal.
4. All bankrupted grades remain on transcripts but are not considered when determining students' GPA and are not counted as part of graduation requirements.

### ***Repeating a Course***

Students who repeat a course will have the most recently earned grade counted toward their grade-point average and graduation requirements. Students may receive financial aid for repeat coursework. All repeat courses are subject to the discretion of the Financial Aid Office.

## **TRANSFER OF CREDITS**

**All Miles Community College courses numbered 100 or above, properly selected to meet the lower-division requirements of a given subject major, are accepted by the colleges and universities of Montana, as well as by accredited colleges and universities outside the state.** Students should check with the department of the college or university to which they plan to transfer to ensure full acceptance of credits in a specific program. Students may also contact the Transfer Coordinator in the Center for Academic Success for information on specific transfer policies and agreements, and to access a transfer resource library, including college catalogs.

Students planning to transfer to a four-year college or university should follow the steps listed below:

1. Determine as soon as possible the school to which you wish to transfer.
2. Obtain a current catalog of that institution and study entrance requirements and suggestions for courses for freshman and sophomore students in major field of interest.
3. Confer with faculty advisor about fulfilling all requirements.
4. Confer with an admissions officer or department chair of the transfer school for further information about curriculum and transfer regulations.
5. Research specific school grade and or/test requirements.
6. A semester before transfer, check to be certain all requirements will be met to the satisfaction of the transfer institution.

### ***General Education Transfer Policy***

Montana Board of Regents Policy 301.10:

- I. Board Policy
  - a. The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education.

Therefore, all campuses or the Montana University system will recognize the integrity of general education programs and courses offered by units of the Montana University System, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the State of Montana. All campuses in the MUS shall also recognize the integrity and transferability of the MUS transferable core.

- b. To ensure adequate student preparation for transfer, campuses will exclude any courses from their general education program that are remedial or developmental in nature. Examples would include Introductory of Intermediate Algebra, Reading Improvement, Vocabulary Building, and so on.
- c. The Montana Board of Regents has adopted four (4) important procedures to implement the intent of this policy. Those procedures are set out below.

## II. Procedures

### a. Campus general education programs

An undergraduate student who has completed the lower division coursework in an approved general education program at one of the institutions noted above, and who transfers to another of those institutions, cannot be required to take additional general education coursework at the lower division level.

The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

The approved general education program at each of the campuses can be found at this web address: <http://mus.edu/transfer/genedbvcampus.asp>

### b. The Montana University System Core

An undergraduate student who has completed courses identified as part of the Montana University System (MUS) Core courses will be governed by the following rules:

1. If the student has completed the entire 30-credit MUS Core, following the operating rules approved by the Montana Board of Regents, and transfers to another unit in the Montana University System, that student cannot be required to take additional general education courses at the lower division level.
2. If that student has completed fewer than 20 MUS core credits, that student will be required to complete the approved general education program at the campus to which he/she transfers. All general education transfer credits that are part of the MUS Core will be reviewed for possible application in the approved general education program at the campus.
3. If that student has completed 20 or more MUS core credits, that student may choose to complete either the MUS core or the approved general education program at the campus to which he/she transfers. The student should make that decision in consultation with a faculty advisor.
4. The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.
5. The MUS Core is set out as Appendix 1 of this policy.
6. Transfer students and student advisors should also be familiar with the additional guidelines that have been adopted by the Montana Board of Regents for students who use the Montana University System Core to satisfy their lower division general education requirement. Those guidelines are entitled Operational Rules for

the Montana University System Core, and can be found on the Montana University System website.

c. Other “General Education” Coursework.

An undergraduate student, in the following situation, will have his/her classes analyzed on a course-by-course basis to determine how those classes might satisfy the general education program requirements of the student’s new campus:

1. a student who completes postsecondary coursework outside of the Montana University System;
2. a student who completes postsecondary coursework in the Montana University System that does not fall within the MUS Core described in the paragraph II.B of this policy.

The guarantees set out in sections II.A. and B. of this policy do not apply to students in these situations. The institutions that make up the Montana University System are encouraged to assist those students as much as possible, however, so the intent of this policy applies to as many students and as many courses as possible.

d. Associate of Arts and Associate of Science Degrees.

A student who has completed an Associate of Arts or an Associate of Science degree with an approved general education component package at another unit of the Montana University System, as defined under Board Policy 301.12, and transfers to another unit, cannot be required to take additional general education coursework at the lower division level.

The student may be required to take additional coursework at the upper division level that is part of an approved general education program at the new campus.

NOTE: Students should be aware that Associate of Arts or Associate of Science degrees ordinarily do not have a designated field of study in their title. If they do, they may not satisfy the requirements of this policy. See Board Policy 301.12, paragraph I.B.2.

e. Before the new institution will accept the courses, a student will have to earn a grade of “C-” or better in each of the classes described in the preceding sections.

f. The Montana University System will establish a General Education Council to oversee the provisions of this policy. The Council will have 12 members. A minimum of four (4) members will be selected from nominations submitted by the faculty governance councils on the campuses. Its responsibilities shall include:

1. Periodically review and recommend possible revision of the Montana University System Core to the Board of Regents;
2. Approve by January of each year a list of general education courses, from each of the institutions described in the first paragraph of this policy, that satisfy the Montana University System Core criteria on that campus;
3. Periodically assess and recommend revision of this policy;
4. Perform other responsibilities, as assigned by the Montana Board of Regents or the Commissioner of Higher Education.

g. Each campus of the Montana University System and the publicly supported community colleges will provide the Office of the Commissioner of Higher Education its approved general education program and update that information whenever changes are made. The Commissioner of Higher Education will make this information available to all campuses of the Montana University System.

- h. The tribal colleges and regionally accredited independent colleges in the State of Montana may elect to participate in this reciprocal recognition of general education integrity on the same terms as the campuses of the Montana University System. Those electing to do so will provide the appropriate information to the Office of the Commissioner of Higher Education.

### **MONTANA UNIVERSITY SYSTEM CORE**

Natural Sciences	6 semester credits
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- At least one of the classes must have a laboratory experience

Social Sciences/History	6 semester credits
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Mathematics	3 semester credits
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Communication	6 semester credits
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- Written communication and oral communication

Humanities/Fine Arts	6 semester credits
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Cultural Diversity	3 semester credits
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<b>TOTAL CREDITS</b>	<b>30 semester credits</b>
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### **OTHER PROGRAMS FOR ACHIEVING COLLEGE CREDIT**

#### ***College Level Examination Program (CLEP)***

Miles Community College may accept up to a maximum of 30 semester credits for satisfactory scores on CLEP examinations. CLEP scores will be recorded as “P” grades on official transcripts. All available tests are administered via computer on campus. Please see the Center for Academic Success for CLEP costs and a list of CLEP examinations and equivalent Miles Community College course(s).

**For more information or to schedule a CLEP exam, contact the Center for Academic Success at 406-874-6152 or 800-541-9281.**

#### ***Challenge Examinations***

A student who has gained the knowledge of certain college courses through education or experience on his or her own initiative and time may challenge the course through examination if an exam exists for that course. A list of courses available for examination not covered by CLEP is on file with the Vice President for Academic Affairs. Regular tuition and fees are charged for credit by exam.

Only degree-pursuing students enrolled in a regular curriculum may request credit by examination. The student must obtain written approval from both the course instructor who will administer the examination and the Vice President for Academic Affairs on the “Credit by Exam” form. This form lists the course examinations that have been pre-approved through the Academic Standards committee. No course that is a prerequisite to a course already completed by a student may receive credit by exam.

All approved examinations cover a comprehensive review of the entire subject matter of the course. The examination may include written and/or physical skill achievement. Performance on the examination will become the basis for the grade in the course, and the results will be recorded on the student’s transcript.

Upon successful completion of the examination, the instructor will place the grade in the student management system for the class in which the student was enrolled that semester.

The grade will appear on the student's transcript at the end of the semester when all grades are finalized.

### ***Experiential/Portfolio Credit***

When CLEP or MCC challenge examinations are not available to demonstrate proficiency in subject areas, degree candidates may submit other forms of evidence through a portfolio process. This evidence must be evaluated and approved by the Academic Standards Committee and full-time teaching faculty in the program to determine if the evidence provided equates to the course objectives and is conclusive enough to warrant credit being granted for each course requested.

Credit for prior experiential learning shall not constitute more than 25% of the credits needed for a degree or certificate. In a 60-credit program, no more than 15 credits may be awarded for experiential learning. Experiential credits do not count toward the minimum 15 credit hours that must be earned through Miles Community College to obtain an associate degree from the College.

Students must work with the Associate Dean of Academics to follow the requirements of their program area and the portfolio process. Students are charged mandatory fees (see MCC fee schedule at Student Services or <http://milescc.edu>) for each Portfolio credit earned. For additional information about experiential/portfolio credit, contact the Associate Dean of Academic Affairs at 406-874-6212 or 800-541-9281.

## **STUDENT INFORMATION**

Enrollment at Miles Community College is a voluntary entrance to the academic community. Miles Community College expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of other students, members of the faculty, staff, and the public to use, enjoy, and participate in the College's programs and facilities. Student conduct that disrupts, invades, or violates the personal and property rights of others is prohibited and may be subject to disciplinary action.

**NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, SEE POLICY SECTION: DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND STALKING.**

### **STUDENT CONDUCT EXPECTATIONS**

#### **A. STUDENT CONDUCT JUDICIAL AUTHORITY AND JURISDICTION**

1. Student conduct violations which occur on College-owned or College-controlled property or at College-sponsored events are subject to College disciplinary jurisdiction. The College may also apply this code to student conduct, regardless of where it occurs, when behavior is suspected to adversely impact or affect the overall functions of the College or the health and safety of members of the College community.
2. Students who commit offenses against the laws of the city, state, or U.S. are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. College disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings or investigations and shall not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of law, the College shall neither request nor agree to special consideration for the student

solely because of his or her status as a student.

## **B. PROHIBITED STUDENT CONDUCT**

Any student, or groups of students, such as College-sponsored clubs, organizations, or athletic teams, found to have committed a violation of the Student Conduct Code is subject to disciplinary sanctions outlined in Section F. SANCTIONS. The following offenses constitute violations of the Student Conduct Code and can lead to serious disciplinary action, including suspension or expulsion from the College.

### **B.1 ACTS OF DISHONESTY**

Acts of dishonesty include but are not limited to:

1. Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; collusion in online courses; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. Faculty may take disciplinary action and have the right to sanction a student who is found guilty of acts of dishonesty in the classroom.
2. Knowingly furnishing false information to any College official, faculty member or office;
3. Forgery, alteration or misuse of College documents, records, instruments of identification, computer programs or accounts. Misrepresenting personal identification in an online course, which includes, but is not limited to, another person completing course requirements.

### **B.2 STALKING, HARASSMENT, BULLYING, AND HAZING**

1. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.
2. Harassment is based upon an individual's 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. Harassing conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes. Harassment includes unwelcome verbal or physical conduct when:
  - Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or student standing; or
  - Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
  - The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile,

or offensive working or academic environment.

3. Bullying is unwanted, repeated (more than once) behavior that involves a real or perceived power imbalance inflicting physical hurt or psychological distress on one or more students or employees.
4. Hazing includes but is not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which:
  - a. endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or
  - b. destroys, vandalizes or removes public or private property.

### **B.3 ASSAULT**

Physical assault, which 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.

**NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, SEE POLICY LABELED DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND STALKING**

### **B.4 ALCOHOL AND DRUG OFFENSES**

1. Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs is strictly prohibited, except as expressly permitted by College policy.
2. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Miles Community College is strictly prohibited except as expressly permitted by College policy.

### **B.5 FIREARMS, EXPLOSIVES AND WEAPONS OFFENSES**

Illegal or unauthorized possession or use of firearms, explosives, weapons, switch-blade knives, bayonets, decorative knives or swords, ninja throwing stars, etc., and all other weapons with blades over three inches in length, or dangerous chemicals on College premises, including:

1. carrying a concealed weapon and/or firearm;
2. discharging firearms on campus;
3. possessing firearms or ammunition on campus, except as defined in the Residence Life Handbook; and/or
4. possessing dangerous chemicals on campus, except as authorized by College policy.

### **B.6 ILLEGAL AND DISRUPTIVE CONDUCT**

1. Violation of federal, state, or local law on College premises or at College sponsored activities; violation of published College policies, rules or regulations;
2. Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the College, including but not limited to:
  - a. Violence or threat of violence against any member or guest of the College community;
  - b. Interference with the freedom of movement of any member or guest of the College;

- c. Interference with the rights of others to enter, use, or leave any College facility, service, or activity;
- d. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, or other College activities, or of other authorized activities on College premises;
- e. Use of public address systems on the campus outside of College buildings except with permission of the Vice President of Student Success or designee;
- f. Failure to comply with directions of law enforcement officers and College officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested;
- g. Failure to comply with any authorized Student Conduct Code sanction(s)/condition(s); and/or
- h. Trespassing or unauthorized entry into College buildings or property.

## **B.7 THEFT/MISUSE OF PROPERTY**

- 1. Theft, attempted theft, unauthorized possession, use, or removal of College property or the property of any member of the College community.
- 2. Defacing, tampering, damaging, or destroying College property or the property of any member of the College community.
- 3. Unauthorized presence in or use of College grounds, facilities, or property.
- 4. Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - b. Unauthorized transfer of a file;
  - c. Unauthorized use of another individual's identification or password;
  - d. Use of computing facilities to interfere with the work of another student, faculty member or College official;
  - e. Use of computing facilities to send harassing or abusive messages;
  - f. Use of computing facilities to interfere with the normal operation of the computing system;
  - g. 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;
  - h. 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;
  - i. Attempts to circumvent or defeat any College owned system firewall or any other mechanism put in place to manage the network; and/or
  - j. Failure to abide by or comply with the Miles Community College Information Technology User Agreement.

## **B.8 RETALIATION**

Retaliation is action taken by an accused individual or an action taken by a third party

against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation against an individual for taking any of the actions in support of this policy is prohibited. It is central to the values of the College that any individual who believes he/she may have been the target of unlawful discrimination or harassment feel free to report his/her concerns for appropriate investigation and response, without fear of retaliation or retribution.

## **STUDENT CONDUCT PROCEDURES**

**NOTICE: FOR TITLE IX COMPLIANCE AND VIOLATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT POLICIES, SEE POLICY LABELED: DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND STALKING**

### **C. FILING OF A STUDENT CONDUCT CODE VIOLATION**

On its own initiative or at the request of any student, faculty or staff member, the College, through the Vice President of Student Success Office, may file appropriate accusations/complaints of misconduct against a student.

1. When complaints are referred to the Vice President of Student Success or designee for resolution, an investigation of the allegations shall be conducted within (30) business days from the date the complaints were filed, unless there is good cause for delay, which shall be communicated in writing to the Complainant and Respondent.
2. If a student has withdrawn or withdraws from the College after complaints have been filed, the College may:
  - a. place a hold on the student's academic record and notify the student that disciplinary action shall be initiated before the student's re-enrollment in the College; or
  - b. proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.
3. The Vice President of Student Success or designee may order College administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc. be withheld to compel students accused of violation(s) of the Student Conduct Code to meet with the Vice President of Student Success or designee as necessary to properly investigate the alleged violation(s). Unless otherwise ordered by the Vice President of Student Success or designee, all services shall be withheld pending the outcome of the formal investigation, and any resulting sanctions and appeals.

### **D. INVESTIGATION PROCEDURES**

1. The formal investigation shall be conducted by a designee (Investigator) appointed by the Vice President of Student Success and, when an employee is also involved in the complaint, the Director of Human Resources. This investigation shall be concluded within thirty (30) days of the date the matter was referred for formal investigation, unless there is good cause for delay which shall be communicated in writing to the

Complainant and Respondent.

2. The Investigator(s) shall identify all policies that apply to the situation, identify all witnesses and other persons to be interviewed in order to understand the matter fully.
3. Both the Complainant and Respondent shall be interviewed as part of the investigation and given the opportunity to review the notes from their own interviews for accuracy. Legal counselors or advisors, if present, are not allowed to directly question the Investigator, and instead must confine their comments to their client only.
4. The Investigator(s) shall present his/her findings regarding any violation of policy or Student Conduct Code, and recommendation for addressing of the findings to the designated College official acting in the matter. The designated College official shall, within five (5) business days after receiving the findings and recommendations of the Investigator, determine what sanction(s), if any, shall be imposed. The designated College official shall send a copy of the decision and the sanction to be imposed to the Respondent and the Complainant.
5. The decision of the designated College official and the sanctions imposed may be appealed to the College President or Vice President of Student Success as set forth in Section G. APPEALS.

#### E. NOTICE

In the event of a formal investigation, the accused student shall be notified within three (3) business days that a formal investigation is being conducted. Such notice shall be in writing and shall include the following:

1. The specific complaint(s) citing the College policies or regulation(s) allegedly violated.
2. A brief description of the alleged violation(s), including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the complaints are based.
3. The timeline expected for the conduct and conclusion of the investigation and decision to be made as a result of the investigation.
4. The procedures to be followed in communication with both parties of the complaint (Complainant and Respondent).

#### F. SANCTIONS

1. **Individual Sanctions:** In recommending or determining a sanction, a designated College official may consider the student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting therefrom, and other factors relevant to the matter. If the student is found to have violated the Student Conduct Code, the responsible College official may impose one or more of the following sanctions:
  - a. **Expulsion:** Permanent separation of the student from the College. The student may also be prevented from being on College premises.
  - b. **Suspension:** Separation of the student from the College for a specified period of time. While suspended, the student shall not participate in any College sponsored activity and may be prevented from being on College premises.
  - c. **Deferred Suspension:** A status of reprimand or probation with restrictions for students which may include, but are not limited to, the following: making restitution, monetarily or otherwise, for cases such as theft, property damage, and/or injury to others; eviction from or moving from one residence hall to another; denial of eligibility to run for student office or represent a student

organization; denied privilege of participating in athletic, extracurricular, or other student activities; and/or be assessed a fine for his or her conduct violation. This status can be imposed during a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period.

- d. Conduct Probation/Suspension Warning:** A status which is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period.
  - e. Disciplinary Reprimand:** A formal reprimand, which may be imposed either in verbal or written form, a written reprimand for violation of the Student Conduct Code and a warning that further misconduct may result in more severe disciplinary action.
  - f. Restitution:** Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - g. Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, restrictions, loss of privileges, withholding registration, limitation of access to College property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.
- 2. Group Sanctions:** All policies of the Student Conduct Code relate to individuals and groups. The following sanctions may be imposed upon student groups or organizations registered with the College:
- a. Those sanctions listed above: Expulsion, Suspension, Deferred Suspension, Conduct Probation/Suspension Warning, Disciplinary Reprimand, Restitution, and/or Other Sanctions as outlined above in Section F. SANCTIONS.
  - b. Deactivation: Loss of all privileges, including College recognition or registration for a specified period of time.

## G. APPEALS

1. The Respondent may appeal the decision of the designated College official following a formal investigation by delivering a letter of appeal to the College President or designee within five (5) business days of the student's receipt of the official's decision. The letter of appeal shall specifically allege and factually support one or more of the following grounds:
  - a. The student's rights as set forth in this procedure were violated (i.e., there was an error in the procedure or the interpretation of the Student Conduct Code which substantially affected the decision);
  - b. The student has discovered new evidence, not previously available, which would have materially affected the decision; or
  - c. The sanctions imposed are not appropriate, given the nature of the violation.
2. If a sufficient claim is presented under one or more of the specified grounds, the College President or designee shall request a copy of the record of the formal investigation. Within fifteen (15) business days from receipt of the record, the College President or designee shall review the entire record and render a written decision. The College President or designee may remand the case to the Investigator for further findings of fact or clarification. The decision of the College President

or designee shall be based on the record only and is the final decision of the College. A copy of the decision shall be sent to the Respondent, the Complainant, and included in the record, which shall be returned to the Vice President of Student Success's office for official record keeping. Grades shall be withheld until the appeal has been decided.

## **H. INTERIM RESTRICTIONS**

1. The College President, Vice President of Student Success, or their designee may impose interim restrictions or College suspension upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to or interference with persons or property.
2. Interim restrictions may include, but are not limited to, the following:
  - a. Temporary suspension from College;
  - b. Limitation of access to College facilities, or College property in general;
  - c. Restriction of communication with named individuals or groups within the College community; and/or
  - d. The requirement to secure advance authorization to engage in a specified activity and/or professional evaluation, intervention and/or treatment.
3. The College official imposing the interim restrictions shall notify the student in writing of the restrictions imposed and shall schedule a meeting with the student to be held within two (2) business days after the imposition of the interim restrictions. If the student is unable to attend for good cause, the meeting shall be held as soon as the student is able to attend.
  - a. At the meeting, the student shall be informed of the basis of the allegations that led to the imposition of the Interim Restrictions and shall be offered the opportunity to explain his/her position regarding the charges and the imposition of the Interim Restrictions. If, after hearing the student's position, the College official believes the imposition of the Interim Restrictions was made in error or is too restrictive, he/she may rescind or modify the restrictions. Otherwise, the restrictions shall continue until the decision is rendered in the disciplinary proceedings.
  - b. The time limitations set forth in this section may be expanded upon the consent of the Complainant and by the College official.

## **I. RECORDS AND CONFIDENTIALITY**

1. The Vice President of Student Success's Office shall maintain disciplinary records, which shall include, but not be limited to, the student's name and related identifying information, applicable Student Conduct Code section(s), parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to Investigators and designated officials to assist in recommendation of an appropriate sanction, and to other College personnel who require such information to fulfill their official duties.
2. Students may arrange to review their own disciplinary records and related information by contacting the Vice President of Student Success's Office.
3. Except as provided elsewhere in this Code and/or as required by law, the College shall not communicate a student's disciplinary record to any person or agency without the prior written consent of the student or, when the student is a minor,

the student's parents or legal guardian.

4. Disciplinary records shall be maintained for seven (7) years from the last recorded entry, and then destroyed.

## **J. STUDENT GRIEVANCE PROCEDURE**

A grievance is a claim of injustice or discrimination against a student, faculty, or staff member of the College or college policy arising from an event, condition, or decision which affects the welfare or conditions of enrollment of a student or group of students.

1. Students may initiate a grievance with the Vice President of Student Success. When the grievance filed is against another student, the Vice President of Student Success shall determine the nature and validity of the grievance and determine which section(s) of the Student Conduct Code have been potentially violated. Upon determining that the grievance is valid, the Vice President of Student Success or designee shall conduct an investigation per Section D. INVESTIGATION PROCEDURES within thirty (30) business days from the date of the complaint filed, unless there is good cause for delay which shall be communicated in writing to the Complainant and Respondent.
2. When students initiate a grievance with the Vice President of Student Success that is against a faculty or staff member of Miles Community College, the Vice President of Student Success shall notify the Director of Human Resources and supervisor of the involved faculty or staff member. Upon determining that the grievance is valid, an investigation shall be conducted within thirty (30) business days from the date of the complaints filed, unless there is good cause for delay which shall be communicated in writing to the Complainant and the Respondent.

## **K. RECORDS AND CONFIDENTIALITY**

1. The Vice President of Student Success's Office shall maintain student disciplinary records, which shall include, but not be limited to, the student's name and related identifying information, applicable Student Conduct Code section(s), parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to Investigators and designated officials to assist in recommendation of an appropriate sanction, and to other College personnel who require such information to fulfill their official duties.
2. Students may arrange to review their own disciplinary records and related information by contacting the Vice President of Student Success's Office.
3. Except as provided elsewhere in this Code and/or as required by law, the College shall not communicate a student's disciplinary record to any person or agency without the prior written consent of the student or, when the student is a minor, the student's parents or legal guardian.
4. Disciplinary records shall be maintained for seven (7) years from the last recorded entry, and then destroyed.
5. The Director of Human Resources shall maintain all records for faculty and staff.

## **DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND STALKING**

State and federal laws and regulations prohibit certain kinds of discrimination in employment and in educational services. This policy is intended to comply with the following laws and regulations: Titles IV, VI, and VII of the Civil Rights Act of 1964; 34

C.F.R. pt. 100; Title IX; 28 C.F.R. pt. 54 and 34 C.F.R. pt. 106; Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104; Age Discrimination Act of 1975; 34 C.F.R. pt. 110; and Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35; Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated.

In addition, Title IX of the Education Amendments of 1972 and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by Miles Community College.

### ***Policy Statement***

The college 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 the college. Acts of discrimination, harassment, sexual misconduct, domestic violence, stalking, and retaliation shall be addressed consistent with this policy.

### ***Definitions of Discriminatory Conduct***

The following are common definitions of terms used throughout this policy:

- A. Discrimination is conduct that is based upon an individual's 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 that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a college program. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- B. Harassment is covered under this policy if it is based upon an individual's 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. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.
- C. Sexual Harassment can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

Consistent with the law, this policy prohibits two types of sexual harassment:

## 1. Tangible Employment or Educational Action

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a college program is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a college program. Generally, this type of sexual harassment will involve agents or employees with some authority from the college.

## 2. Hostile Environment

A Hostile Environment based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:

- is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities ; or
- when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment creates a hostile environment, the harassment shall be considered not only from the perspective of the individual who feels harassed, but also from the perspective of a reasonable person in a similar situation. Also, the following factors shall be considered:

- The degree to which the conduct affected one or more students' education or individual's employment;
- The nature, scope, frequency, duration, and location of incident or incidents;
- The identity, number, and relationships of persons involved;
- The perspective of a "reasonable person" in the same situation as the person harassed; and
- The nature of higher education.

## D. Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and dating violence. While sexual assault and other sexual misconduct is often considered a subset of "sexual harassment," for purposes of this policy and the consequences that may result from violating this policy, the terms are distinct.

Sexual Assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of

these body parts.

- Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
  - Sexual intercourse without consent, including acts commonly referred to as “rape.”
- E. Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.
- There is no consent if a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes impairment or incapacitation due to mental disability, 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. Effective consent may not be given by minors less than 16 years old.
- F. Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined in this policy) to sexual contact.
- G. Sexual Exploitation/coercion occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of sexual exploitation include:
- Prostituting another person;
  - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - Going beyond the bounds of consent (such as letting others hide in the closet to watch you having consensual sex);
  - Engaging in non-consensual voyeurism;
  - Knowingly transmitting a sexually transmitted disease, such as HIV to another;
  - Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
  - Possessing, distributing, viewing or forcing others to view illegal pornography.
- H. Dating Violence is abuse or violence between, partners or persons in a social relationship of an intimate or romantic nature involving one or more of the following elements:
- Battering that causes bodily injury;
  - Emotional abuse creating apprehension of bodily injury or property damage;

- Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

The existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction.
- I. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. To the extent applicable as provided in 600.13.4 Off Campus Conduct, allegations of stalking, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.
- J. Domestic Violence is an act of partner or family member assault (as defined in Section 45-2-206 Montana Code Annotated) A person “commits . . . partner or family member assault if the person:
- a. purposely or knowingly causes bodily injury to a partner or family member;
  - b. negligently causes bodily injury to a partner or family member with a weapon; or
  - c. purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member.”

“Partners” are spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. “Family member” means mothers, fathers, children, brothers, sisters, and other past or present family members of a household.

To the extent applicable as provided in 600.13.4 Off Campus Conduct, allegations of domestic violence, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

***Disability Discrimination***

The College is committed to eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant’s ability to compete in a selection process, an employee’s ability to perform the essential functions of a job, a student’s ability to meet the essential requirements of an academic program, or a person’s ability to benefit from a college service or participate in a college sponsored or hosted event. Applicants, employees, students or participants with a disability seeking an accommodation should contact the appropriate person identified below:

Students or student applicants:

Coordinator of College Success and Disabilities Support Services,  
 Center for Academic Success,  
 Room 208

Phone (406) 874-6100 or (800) 541-9281

Employees, employment applicants or participants:

Executive Director of Human Resources and Compliance,

Office 218

Phone (406) 874-6292

HumanResources@milescc.edu

### ***Off Campus Conduct***

Conduct that occurs off campus can be the subject of a complaint or report and shall be evaluated to determine whether it violates this policy or student code of conduct, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of the Responsible Official (RO).

### ***Applicability***

This policy prohibits discrimination and harassment of employees by the employer and between members of the Miles Community College 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 college programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, housing, clubs, organizations, and employment.

### ***Reporting Violations of This Policy***

All reports or any concerns about conduct that may violate this policy and retaliation should be reported to official responsible for receiving reports of discrimination referred to throughout this Policy as the Responsible Official (“RO”).

The MCC Responsible Official (ROs) is:

Title IX Coordinator

Office 218

Phone: (406) 874-6292

TitleIX@milescc.edu

Deputy Title IX Coordinator

Student Services Office

Phone: (406) 874-6226 or (406) 874-6211

Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure.

Upon receiving a report, the RO shall follow the procedures described in the Discrimination Grievance Procedure.

Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The RO can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, in the case of a student experiencing harassment, the Vice President of Student Success, or designee, can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The RO 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 concerns appropriately.

### ***Mandatory Employee Reporting of Sexual Harassment and Sexual Misconduct Involving Students***

To enable the college to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students proactively, all employees must promptly (normally within 24 hours) report information they have about alleged or possible sexual

harassment and sexual misconduct involving students to the RO. Employees, such as licensed health-care professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements.

### ***Sanctions and Corrective Action***

Violations of this policy shall be addressed through the Discrimination Grievance Procedures. Consequences for violating this policy shall depend upon the facts and circumstances of each particular situation.

In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable college policies and procedures and collective bargaining agreements.

### ***Amnesty for Drug or Alcohol Possession and Consumption Violations***

The college strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who provide information about sex-based discrimination, sexual harassment, sexual misconduct, domestic violence, or stalking involving students shall not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

### ***Free Speech and Academic Freedom***

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

In addressing all complaints and reports under this policy, the college shall take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees.

### ***External Complaints***

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department. Contact information for the Office for Civil Rights is as follows:

U.S. Department of Education Office for Civil Rights

Seattle Office

915 Second Avenue, Room 3310

Seattle, WA 98174-1099

OCR.Seattle@ed.gov

Voice: 206-607-1600

Fax: 206-607-1601

TDD: 206-607-1647

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or you otherwise believe you have been discriminated against

by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Montana Human Rights Bureau. Contact Information is as follows:

Montana Human Rights Commission

1625 11th Ave.

PO Box 1728

Helena, MT 59624-1728

Voice: 406-444-2884

Toll free: 800-542-0807

<http://erd.dli.mt.gov/human-rights-bureau.html>

### ***Discrimination, Harassment, and Title IX Training***

To educate staff and faculty on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, the college requires all employees (faculty, administrators, and staff members) to:

- complete discrimination and harassment prevention training on a biennial basis; and
- complete Title IX on-line training.

New employees must complete the training within 45 days of employment. Temporary employees and student employees are required to complete the training program only at the discretion of the RO or Human Resources and/or in conjunction with the department of hire.

Supervisors shall support the employee in providing a reasonable amount of work time for the employee to complete the training program. Training programs can be selected from resources such as online programs, presentations or self-study options as determined and pre-approved by the responsible college officials.

The college requires primary prevention, risk reduction and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence and stalking. The college shall maintain ongoing primary prevention, risk reduction, and awareness campaigns concerning sexual misconduct, domestic violence, and stalking for students and employees.

### ***Retaliation***

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Retaliation against an individual for taking any of the actions in support of this policy is prohibited. It is central to the values of the college 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.

## **ACADEMIC STANDARDS**

The College will make all reasonable efforts to assist students toward academic success. All degree-seeking students taking six or more credits will be reviewed for satisfactory academic standing. Degree and certificate standards required a cumulative 2.0 (“C”) grade-point average (GPA) as well as grades of “C-“ or higher on all required courses that are not listed as electives. Students who do not achieve a minimum 2.0 GPA for any one semester will be notified that they are on a probationary status and that their inadequate work may jeopardize their degree or certificate objective. Students must meet with the Dean of Enrollment Management and Educational Support Services to complete an improvement plan before enrolling in the next semester. Students with two successive semesters of inadequate work will be placed on academic suspension. Such students must consult with their advisor and the Dean of Enrollment Management and Educational Support Services to determine the most appropriate course of action and may be referred to the Center for Academic Success for additional assistance. Students will also be required to complete a reinstatement form to enroll in the next semester. Students who were previously suspended will not be granted a probationary period for future semesters.

Students who do not fulfill the requirements of their reinstatement plan will lose the privilege of attendance for a period of one year. Students who return after an absence of three or more years will be reinstated in good standing.

### ***International Student Academic Standards***

International students must have at least a cumulative grade-point average of 2.0 at the end of their third semester or their I-20 will be revoked. If there are unusual circumstances which students feel should be considered before revocation of the I-20, they must see the Vice President for Academic Affairs and the Vice President of Enrollment and Student Success.

### ***Academic and Financial Aid Suspension***

To appeal academic suspension, students are required to prepare a clearly written statement and submit it to the Dean of Enrollment Management and Educational Support Services for review. Consideration will be given to extenuating circumstances beyond a student’s control (e.g. serious personal illness, injury, the death of an immediate family member, or other extreme duress). The appeal must be initiated within the time frame stated in the suspension letter. The Dean of Enrollment Management and Educational Support Services will contact the student with the results of the review.

If students are not satisfied with the results of the review (academic and/or financial aid) of the suspension appeal, they should contact the Vice President of Enrollment and Student Success and request a hearing before the Appeal Committee.

The College President selects the hearing officer. At the request of the student, the Vice President of Enrollment and Student Success directs the hearing officer to convene the Appeal Committee to review the appeal. Three members of the committee, including one faculty member and one student are required for a hearing. The hearing shall be held within 14 class days from the date of the student’s request. The Committee shall render a decision within three (3) class days of the hearing. The hearing officer will notify the student and the appropriate college officers in writing. The decision of the Committee is final.

Academic suspension differs from financial aid suspension. Students may, in any given semester, be on academic suspension but not on financial aid suspension and vice-versa.

Throughout the due process procedure and pending a final decision, students should attend all classes for which they are enrolled during that term.

### ***Procedures for Final Grade Appeal***

Academic freedom is fundamental to the rights of a teacher to teach and a student to learn. While academic freedom supports a teacher's right and responsibility to seek truth and to communicate it to others, such a freedom presumes respect for the rights and responsibilities of students. Instructors will provide students with a syllabus for the course at the beginning of each semester. The syllabus shall outline the objectives of the course, and general grading expectations.

Incidents may arise between a teacher and student in respect to grading. The student should make every effort to resolve the problem on an informal basis by speaking to the instructor. If after discussing the issue with the instructor, the student feels there is evidence to support their belief that the grade awarded was incorrect, the student has thirty (30) calendar days from the official posting of the grade by the Registrar to file a grade appeal. To file an appeal, the student should utilize the following procedures:

1. If unable to reach a solution with the instructor, the student shall discuss the matter with the Vice President for Academic Affairs and complete the Grade Appeal Request Form. The Vice President of Academic Affairs will then ask the student for documentation to support the claim that the grade awarded was incorrect.
2. The Vice President of Academic Affairs shall ask the instructor for documentation to support the student's posted grade including but not limited to attendance records, grade reports, etc.
3. Based upon the evidence gathered by the Vice President of Academic Affairs, a finding shall be issued as to whether or not the grade should stand as posted or if there is evidence to support the grade change within thirty (30) calendar days of the student's initial request for a grade appeal. The written finding shall be sent to the student and to the instructor.
4. The grade shall be changed only upon written confirmation to the Registrar from the instructor and the Vice President of Academic Affairs which contains both of their signatures.
5. Depending upon the findings of the Vice President of Academic Affairs, either the student or the faculty member, if not satisfied that the information in the case was accurately interpreted, may request another opinion from the Grade Appeal Committee through a written complaint to the President of the College. The complaint letter must be received within fifteen (15) calendar days of the dated letter from the Vice President of Academic Affairs.
6. Within fifteen (15) calendar days of receipt of the written complaint from the student or faculty member, the President will convene a Grade Appeal Committee and provide the Chair of that committee with the complaint. The Grade Appeal Committee is an ad hoc committee composed of one Vice President, other than the Vice President of Academic Affairs, appointed by the President, two faculty members appointed by the two Faculty Executive Committee Division Chairs and Director of Nursing, unless the appeal is against one of the Division Chairs or Director, and two students appointed by the Student Senate. The Committee shall select its own chair.
7. At least seven (7) calendar days in advance of the hearing, the Chair of the Committee will notify all parties of the time and place of the hearing, the nature of the complaint, the composition of the committee, and the right of the student and the instructor involved in the grade appeal to be present when evidence is presented to the committee and to question and give evidence in rebuttal.
8. During the hearing, both student and faculty member are permitted to be accompa-

- nied by someone for the purpose of support and advice. This person will not be permitted to offer testimony. At the hearing, committee members, as well as the two parties themselves, may question witnesses to evaluate the facts. As Grade Appeal Committee hearings are private, witnesses will be excused after giving testimony.
9. The Grade Appeal Committee's decision is final and ends the grievance process. The Committee's decision shall be forwarded to the parties, the Vice President for Academic Affairs, the Registrar and to the President within seven (7) calendar days of the hearing. The Grade Appeal Committee's decision will include the rationale and the dissenting opinion, if any. Only those committee members who have heard all the evidence may vote. If the Grade Appeal Committee determines a grade shall be changed, this letter will serve as the source document for the Registrar to change the grade.

### ***Academic Regulations***

Faculty members will either return to students or retain for inspection, all academic sources relevant to students' final course grades. Retained material will be available to students for one semester after the awarding of the final course grade. For spring semester grades, retained material will be available to students during the following fall semester. Students may challenge any grade source during that time. The Academic Standards Committee shall be the final authority for challenge resolution.

After the retention period, faculty members will either destroy the retained material or submit it to the Registrar. The Registrar will determine if the material should be placed in students' files. Any material not filed will be destroyed.

Students have the right to challenge the content of their educational records, secure the correction of inaccurate or misleading entries, and insert into their records a written explanation respecting the content of such records.

Registered Nursing program academic files are maintained in the Nursing Office for a period of two years. These files are available, and copies must be requested in writing. Requests should be submitted to the Director of Nursing.

## **INFORMATION TECHNOLOGY STUDENT/GUEST ACCEPTABLE USE AGREEMENT AND RELATED POLICIES**

It is the policy of Miles Community College to provide access for our community to local, national and international sources of information and to provide an environment that encourages the free exchange of ideas and sharing of information. Access to the College's information technology resources is a privilege and must be utilized in an ethical manner.

The College expects all members of the MCC community to use computing and information technology resources in a responsible manner, respect these resources that have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws, College policies and standards.

This Information Technology Student/Guest Acceptable Use Agreement outlines the standards for acceptable use of Computing Resources, which include, but are not limited to, equipment, software, networks and data whether owned, leased, or otherwise provided by Miles Community College. This policy applies to all students and guests accessing internal or external network services, such as the Internet via the MCC Campus. Copies of this policy are provided to all new students at orientation, and students must sign and acknowledge their understanding of the policy as a part of their admissions checklist. Copies of the policy are available at Student Services or on the college website at <http://content.milesc.edu/DownloadFiles/usepolicyv.pdf>.

# ACADEMIC ADVISING FAQs

## WHY DO I NEED TO MEET WITH AN ACADEMIC ADVISOR?

Miles Community College is dedicated to helping students achieve their educational and career goals. All Degree-Seeking students are assigned a faculty member in their academic department who serves as their academic advisor. The advising process is designed to aid students in making important decisions related to their academic progress at Miles Community College. Meeting with an advisor provides an opportunity to discuss educational goals, academic progress, degree and course requirements, and semester scheduling.

## WHO IS MY ADVISOR?

Students are assigned an advisor based on their declared program. If students change their program, they will be re-assigned to a faculty advisor in their new program. Students are informed of their assigned advisors upon their initial advising session. Students may also inquire about their assigned advisors at Student Services. \*Non-degree seeking students are not assigned a faculty advisor but may come to Student Services for advising information. (\*A non-degree seeking student is one who is not enrolled in a specific program to earn a certificate or degree. Non-degree seeking students are not eligible to receive Financial Aid.)

## My Faculty Advisor's Contact Information:

Advisor's Name: \_\_\_\_\_

Office Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## WHEN SHOULD I MEET WITH MY ADVISOR?

You should meet with your advisor whenever his or her assistance is helpful, for instance:

- To discuss problems that affect academic performance;
- To select courses for the upcoming semester and to receive your advising pin;
- To discuss adding or dropping courses;
- To discuss academic progress;
- When you change your declared program of study;
- To complete your graduation application.

Whenever possible, you should call or email to make an advising appointment instead of just dropping by. Faculty members have several other responsibilities besides advising, and your consideration of their needs is greatly appreciated. If it is necessary to drop by without an appointment, do so at a time when your advisor has posted office hours, and allow yourself plenty of time in case you have to wait to see him or her. Check for special

advising hours during busy advisement periods.

## **WHAT SHOULD I BRING TO MY ADVISING APPOINTMENT?**

Verify that you have the following items with you for your initial advising appointment:

- A copy of your unofficial transcript.
- A tentative list of the classes you want to take.
- A copy of your program planning worksheet.
- A copy of your College catalog.
- Any questions you may have.

## **I AM A DISTANCE STUDENT. HOW DO I ACCESS ADVISING?**

- Call or email your advisor to schedule a phone or email advising session with him or her. If you don't know who your advisor is, or don't have his or her contact information, you can call 1-800-541-9281 to reach the Miles Community College switchboard operator, or visit [www.milescc.edu](http://www.milescc.edu) to access the faculty directory.
- Talk to your advisor via phone or email about academic advising issues or to register for classes.
- Call the bookstore at 1-800-541-9281 ext. 6207 to order your textbooks.

## **ROLE OF THE STUDENT ADVISEE**

**As a student, I understand that it is my responsibility to:**

- Share information with my advisor regarding interests, goals, educational, and career plans.
- Share personal information that has a bearing on my academic career. The number of hours spent at work, responsibilities to family, financial aid status, and any limitations are all necessary information to advisors.
- Be familiar with the College Catalog, Student Handbook, and the Academic Calendar. These are vital sources of information.
- Make a note of my advisor's office hours, email address, and phone number. When I cannot meet my advisor during the designated hours, I am expected to schedule an appointment and to call if I am unable to keep that appointment.
- Keep a record of graduation requirements. I know that I should keep copies of ALL correspondence from the college and from meetings with my advisors. **It is ultimately my responsibility to fulfill the requirements for graduation.**
- Be familiar with College deadlines, which can be found in the catalog and online at [www.milescc.edu](http://www.milescc.edu).
- Be willing to contact the appropriate student support services available on campus. The Academic Advising Handbook is an excellent resource.
- Be prepared for meetings with my advisor, particularly when registering for next semester. I agree to review courses that I still need for my program(s) and have an idea of what courses I would like to take as electives.
- **Alert my advisor and/or the Center for Academic Success immediately if I begin to have difficulties that are affecting my class work or continued enrollment.**
- Alert Student Services if my contact information changes or if I decide to change my major or minor.
- Be an active participant in the advising session.

## **GUIDELINES FOR ADVISEES: GETTING THE MOST OUT OF ADVISING**

There are no elaborate rules for getting the best advice from advisors, but a few general guidelines might assist as students earnestly seek advice:

- **When making life-changing decisions, seek advice from more than one source.** Do not rely on any one person to make an extremely important decision. By asking a variety of individuals with potentially different perspectives, you will more likely consider multiple aspects of the situation for which you must make a decision. Remember that the College Counselor is available for individual counseling at no cost to all Miles Community College students.
- **Carefully consider the advice you are given.** It is alright to question the advice you receive. You are often your own best source of advice regarding personal concerns. Sometimes what you really need is an impartial listener who will let you bounce ideas off of him or her while you work through the dilemma on your own. Again, your advisor is a great person to use for this resource.
- **Listen carefully to the advice given.** Use active listening skills to be certain that you ‘heard’ the advice as it was intended. Do not interrupt your advisor, but listen patiently and reflect on what is being said. There will be time for questions after your advisor has said his or her piece. At the end of the advising session, restate the conclusion to your advisor using your own words to make sure that the meaning you gleaned was actually the intended meaning.
- **Do not be defensive about advice.** Try not to be defensive if you perceive the advice given to contain criticism of you or the way you do things. Several “don’ts” to consider are:
  - Don’t try to find personal fault with the advisor to disqualify him or her as a judge of your situation.
  - Don’t be flippant about the advice given.
  - Don’t argue with your advisor.
  - Don’t try to change the subject to avoid a disagreeable message.
  - Don’t be paranoid in the face of criticism; finally,
  - Do remember that your advisor has your best interest at heart!