



University of Great Falls- Student Handbook

The University Student Handbook contains the rules, regulations and policies that establish the official parameters for student life at the University. These standards are binding on all University students. It is the student's responsibility to be aware of these expectations and conduct themselves accordingly as members of the University community. All the rules and regulations are in effect for students on and off campus. Responsible behavior is expected of University students wherever they may be.

University of Great Falls- Student Handbook Disclaimer

This University Student Handbook is a document of record issued in 2016. This student handbook contains current information regarding the University Code, institutional policies, Residential Life policies, and campus life information. It is not intended to be and should not be relied upon as a statement for the University's contractual undertakings. The University reserves the right to modify any University policies and procedures whenever it is deemed necessary or desirable; in any such case, notice thereof will be given as is reasonably practical under the circumstance. An updated digital copy of the Student Handbook can be found on the Universities website.

Student Development

There are many opportunities for all students to get involved on the UGF campus. The different areas of Student Development provide great resources for residential and non-residential students on our campus. Whether it is helping in a time of need, providing social engagement or finding ways to complement academic pursuits, the offices and departments within the division are here to help all students make the most of their college experience. Student Development coordinates the following campus programs and services: Residential Life, Career Development, Campus Security, Student Discipline & Behavior Intervention, Student Health Services, Theater & Music, Speech & Debate, Food Service, Campus Activities Programming, Student Organizations, Intramural Sports, Freshman Year Experience (Corps of Discovery New Student Orientation & Transition Programs), Leadership Development, Commuter Student Services, Facilities Scheduling, and Summer Housing & Conferences.

The Student Development staff strive to foster experiential and personal development opportunities that engage and empower students in becoming life-long learners and responsible citizens. The mission of Student Development is to facilitate student engagement in learning and personal development by providing exceptional services, distinctive co-curricular programs, engaging and innovative leadership opportunities, and fostering a safe and diverse living/learning community. The programs and services we offer create opportunities and experiences that support students to achieve their academic, career and life goals.

Departments

Dean of Students

The Dean of Students office at the University of Great Falls directly supervises and coordinates health, safety, and wellness services on campus as well as provides organizational support for all Student Development programming. The Dean of Students Office directly administers the Code of Student Conduct and all non-academic disciplinary processes including informal meetings. Additionally the Dean of Students Office coordinates special co-curricular programs such as leadership development retreats and service learning trips abroad. The Dean of Students Office also responds to questions and concerns from students regarding non-academic issues. This office will refer a student to the best place for his/her problem resolution and handles complaints that may constitute a violation of the Student Code of Conduct.

Career Development

Career Development assists students in developing, evaluating and implementing career and life planning. Career development programs are offered in individual and group sessions using career assessment instruments in workshops and in-class presentations. Career Development assists students in preparing for and locating appropriate internships and cooperative education experiences. Credential services are offered to education majors to assist in processing employment applications.

New Student Orientation

Students are required to attend New Student Orientation in their first semester of attendance at University of Great Falls. New Student Orientation programs are held at the beginning of each semester for the purpose of connecting new students to the programs, resources and community of the University. New Student Orientation for the fall semester is a multi-day program that includes academic convocations, academic advising, meetings with faculty and staff, social events, parent programs, residence hall activities, and an for outdoor excursion into Montana's recreational areas. New Student Orientation for the spring semester is conducted in one day and focuses on mid-year transitions to college and academic life.

Corps of Discovery

The Corps of Discovery is a signature program for first time, traditional age students at the University of Great Falls. It is required for all full-time, first-year freshmen students who are pursuing their degrees on campus. The purpose of the program is to foster emotional, spiritual, and physical development, and a shared cohort bonding experience throughout many dimensions of university life. Corps of Discovery will push your limits and provide you with new perspective – on life and self. Physical challenges, like rafting on the Missouri River, will hone your team-building and leadership skills while classroom activities will guide you through your inner terrain in search of key principles, core values, your life's purpose, and talents. As a multi-year experiential program, with a single purpose: helping students discover themselves and the wondrous world around them.

Residential Life (Student Housing) and Meal Requirements

Residential Life is designed to facilitate a safe, healthy, and enjoyable living/learning environment that promotes the spiritual, social and academic well-being of all residents within the context of the University of Great Falls Mission Statement. Each resident is expected to learn to accept and share the responsibilities of living with others and to develop the skills of cooperation and communication.

Residence Hall Eligibility and Requirements: To be eligible for University's Housing, the student must be enrolled full-time, or with approval as a part-time student, for the upcoming academic semester. Any student who leaves the University due to either disciplinary reasons or an official leave of absence shall be required to vacate the room and remove all personal property within twenty-four hours of such action being taken, or immediately if circumstances dictate. The University does not have established graduate, married, or family housing options. All unmarried students under the age of 21, including transfers, are required to live on campus for 2 academic years. All unmarried student athletes are required to live on campus for 3 academic years and are encouraged to live on campus for all 4 years. All unmarried athlete transfer students are required to live in campus housing for a minimum of 2 academic years. Failure to live on campus for the stated times may result in loss of athletic scholarships. Requests for exception to this policy must be filed in writing to the Residential Life Office and should be made prior to housing assignments.

Exceptions may include: Student living with parents, legal guardian, or immediate relative; Student who has valid reasons with supporting professional documentation may be allowed to live off campus.

All students are required to make a housing damage deposit which is refunded (if no damages are occurred) upon leaving community living.

Meal Plan Requirements: All new students residing in University Housing are required to have a meal plan for the first 2 years. After completing 2 years, if a student remains on campus, University meal plans are optional and available for purchase. More information regarding meal plans can be sought at either the Residential Life or Business office, located in the Student Center on campus. Meal Plan credit can be used for UGF Food Services, McLaughlin Café, Argo Café, and designated events or locations.

Campus Security

The University of Great Falls provides 24-hour security coverage through a contract with Elite Security Services, LLC. Security guards are available on campus at all times and reachable by phone at 406-791-5911. The security office is located in the student center. Daily incident logs are filed with the Dean of Students and the Vice President of Student Development to review for incidents involving safety or conduct issues. The University of Great Falls is also served by the Great Falls Police Department, Great Falls Fire and Emergency services. If you need assistance or escort from building to building please contact Security at the above listed number.

Theater and Music

Our goal is to give students a greater appreciation for theater and music as an art form and a vehicle for self-expression. We provide quality instruction to challenge and enrich all students. A nurturing and supportive artistic environment, that encourages growth through risk-taking, and building upon experience.

Student Wellness & Health Services

The University has a dedicated Guidance Counselor focused on student wellness on campus. The Guidance Counselor provides educational programming to campus as well as one-on-one support to individual students. The Guidance Counselor office is in the Student center. Appointments can be made by phone at 406-791-5223. The Guidance Counselor is also available to make off-campus referrals for health and mental health services.

The University Health Center is located in the upper floor of the University Student Center. Under the supervision of the Dean of Students and the MSU Bozeman College of Nursing, the health center offers limited primary care - diagnostic procedures and treatment of common illnesses; preventive health care; minor musculoskeletal injuries; and immunizations. The center is staffed by an advanced practice registered family nurse practitioner with prescriptive authority. All enrolled University students and University faculty and staff are eligible for services. There may be a charge for services such as lab tests, vaccines and pharmacy. The health center will not provide third party billing services.

As an ambulatory health care facility on campus we encourage students to schedule an appointment to access care quickly and easily. Walk-ins will be accommodated. Visits are anticipated to take approximately 15 minutes. Contact the Student Development office at 406-791-5308 to make an appointment.

Referrals outside the Health Center, emergency or otherwise, may be covered under an individual medical insurance plan. It is up to the individual to be responsible for any expenses incurred. For any afterhours care or referral you may need to consult with your primary care physician for pre-authorization to confirm your insurance coverage.

Campus Activities and Organizations

The role of the Student Life department is to engage students in learning outside of the classroom. The programs and services in Student Life strive to educate students about living in community, adopting and engaging in leadership, service, and intramural activities that promote a lifelong value of being connected to the world.

Student Life offers students a wide range of programs and activities that reflect the social, cultural, intellectual, recreational and self-governance needs of students within the context of the mission and vision statement of the University. Clubs, organizations, Student Senate, programs and events provide a full range of activities to get involved on campus and to enjoy the social opportunities at the University. Students learn to develop interests, activities, leadership skills and an interest in volunteering that will positively impact their life during and after college.

With over twenty (20) recognized campus programs and organizations, the University offers students a wide range of interest groups to explore. Examples include: Student Senate, Intramurals, concerts, dances, speakers, game shows, homecoming, and coffeehouse entertainment all provide students with an opportunity to engage in activities outside of the classroom.

University of Great Falls

Student Development Staff Directory

Student Development - 213

Sherrie Arey - Vice President of Student Development Cell 479-979-2326 406-791-5309
 Amanda Carlyon - Student Development Administrative Assistant 406-791-5308

Dean of Students - 212

Jake Clark- Dean of Students 406-791-5230
 Matt Grunenwald – Director of Security Cell 406-791-5911

Guidance Counselor – 210

Linda Fagenstrom- Guidance Counselor 406-791-5223

University Chaplain - 211

Father David Wilkins - University Chaplin 406-791-5321

Providence Formation (PFP) - 209

Stephanie Schneider – Director of Providence Formation Program 406-791-5240

Career Development & Campus Activities – 206

Leslie Dawson – Director of Career Development & New Student Orientation 406-791-5216
 Brittany McKenney – Campus Activities 406-791-5215

Residential Life – 207

Barbara Palacios – Director of Residential Life & Student Engagement 406-791-5225
 Hayley Harned – Assistant Director of Residential Life & Intramurals 406-791-5225
 Resident Director Duty Phone Cell 406-750-9722

Freshman Year Experience – 208

Nathan Reiff – Corps of Discovery Coordinator 406-791-5229

Facilities Scheduling and Food Services - 203

Carol Hammer – Coordinator of Auxiliary Services 406-791-5264
 Angela Fraser – Kitchen Manager 406-791-5257

Student Health Center – 201

Laurie Glover – Family Nurse Practitioner 406-791-5231

Theater & Music – Theater Building

Michael Gilboe - Director of Performing Arts 406-791-5967
 Meghan Wakeley – Choir Director 406-791-5389
 Marcia Driskell – Theater Coordinator 406-791-5367
 Barb Lassiter – Technical Director Cell 406-564-7663

Code of Student Conduct

Preamble

While academic policies set forth the expectations for student achievement and performance, the student conduct code establishes the basic behavioral expectations for students. The University recognizes the student as an adult pursuing an education. The student does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader community. At all times, students of the University of Great Falls are expected to maintain standards of personal and social behavior appropriate to mature and responsible citizens. The University is committed to the concept that the education of individuals includes development of the abilities to make reasonable value judgements and to accept their responsibilities as members of the community. The administration assumes that individuals who have chosen to attend UGF will agree to abide by the policies of the University. By virtue of their enrollment, students agree to accept the responsibilities of membership in the UGF community. By that, it is assumed that a member of the University community desires to obtain a strong liberal arts education in the context of a Catholic university.

The University Code has been established to reflect the mission, vision and values of the University as a Catholic, residential, liberal arts university with pre-professional programs. The University Code further seeks to develop parameters for student conduct within the contexts of living in community and learning in and out of the classroom. The University Code promotes responsible and healthy decisions by students that support the development of the individual and their responsibility to the community. All students are expected to know and abide by the Code of Student Conduct. Unfamiliarity with the rules and regulations is not an acceptable excuse for violations of policy.

The University Code of Student Conduct outlines the written expectations for student behaviors and student conduct procedures for students enrolled at the University. Specifically, the University Code provides the definitions, authority, jurisdiction, interaction with law enforcement, expectations for student conduct, student conduct procedures, sanctions, appeals, and interpretation. The Code of Student Conduct can be found in the Student Handbook. A copy of the Code of Student Conduct will be given to each student during mandatory student meetings, or can be found on line at <http://www.ugf.edu/CurrentStudents/StudentDevelopment>. Failure to comply with the Code may result in sanctions including the separation of the student from the University.

Article I: Definitions

1. The term "**UNIVERSITY**" means the University of Great Falls located in Great Falls, Montana. The term "university premises" includes all land, building, facilities, and property in the possession of our owned, used, or controlled by the University.
2. The term "**STUDENT**" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate studies. Students who are on internship/rotations, even if not earning credit, are also considered students. Individuals who have a continuing relationship with the University even if they are on leave or have withdrawn are also considered students. Those who have been notified of their acceptance for admission are considered "students," as are persons who are living in University residence halls, although not enrolled in this institution (example: Hall Directors, summer camp participants, staff housing). This University Code applies at all locations, including on-line students, any distance locations and at any off campus university sponsored class or activity.
3. The term "**MEMBER OF THE UNIVERSITY COMMUNITY**" includes any person who is a student, faculty or staff member, University official or any other person employed by the University or representing the University. A person's status in a particular situation shall be determined by the Registrar's Office and/or the Human Resource Office.
4. The term "**UNIVERSITY OFFICIAL**" applies to any employee with assigned administrative or professional responsibilities, including but not limited to: Resident Hall Directors, Resident Assistants, Campus Safety staff, faculty, and other university staff.
5. The term "**STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE**" means persons authorized by the Vice President for Student Development or designee to determine whether a student has violated the University Code and to recommend sanctions that may be imposed when a rules violation has been committed.
6. The term "**STUDENT CONDUCT ADMINISTRATOR**" or "**HEARING OFFICER**" means any individual authorized by the Vice President for Student Development to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions. This may include the Dean of Students, Director and Assistant Director of Residential Life or other members of the Student Development office.
7. The term "**APPELLATE BOARD**" means any person or persons authorized by the Vice President for Student Development to consider an appeal from a Student Rights and Responsibilities Committee's determination as to whether a student has violated the University Code or from the sanctions imposed by a Student Conduct Administrator.
8. The term "**ADMINISTRATIVE AGREEMENT**" is an agreement between the institution and a student who accepts responsibility for a violation of University policy. The student agrees to perform the sanctions established upon with a Student Conduct Administrator. Students signing an administrative agreement waive their rights to hearings and subsequent appeals.
9. "**SANCTION**" is an action affecting the status of a student which is taken by the University in response to misconduct. The purpose of such action shall be to establish behavioral expectations which uphold the educational mission of the community as well as to help students recognize acceptable boundaries to their actions and the consequences of future behavior choices.

Article II: Student Code Authority

1. The Vice President for Student Development is that person designated by the University President to be responsible for the administration of the University Code of Student Conduct.

2. The Vice President for Student Development Life shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Rights and Responsibility Hearings that are not inconsistent with provisions of the University Code of Student Conduct.
3. The Vice President for Student Development shall determine the composition of Student Rights and Responsibility Committee and Appellate Boards and determine which Student Rights and Responsibility Committee, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
4. Decisions made by a Student Rights and Responsibility Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Jurisdiction

The University Code shall apply to conduct that occurs on University premises and at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The University Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Development shall decide whether the University Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

Article IV: Violation of Law and College Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violated both the criminal law and this University Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this University Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Development.
2. As a general rule, it is in the University's interest to resolve disciplinary matters as soon as possible. The more serious the alleged violation or crime, the more pressing the need for timely action by the University. The University may agree, however, to delay its procedures for a limited period of time if law enforcement officials can demonstrate to the University some concrete, non-speculative way that University procedures will harm their investigation in a specific case.
3. Determinations made or sanctions imposed under this University Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.
4. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the University Code, the University may advise off-campus authorities of the existence of the University Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions).
5. Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article V: Expectations for Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the University Code.

1. Any violation of local, state or federal laws or regulations. In the event the behavior of any student leads to an arrest, a charge and/or a conviction by civil authorities, the University reserves the right to apply its own disciplinary procedures and penalties. (In other words, misconduct that occurs off-campus and results in a charge of violation of a federal or state criminal law is grounds for disciplinary action on campus.) Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
2. Violating any University policies or procedures including but not limited to Residential Life policies, University catalog, Information Technology policies, parking regulations, and student organization policies. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University web site.
3. Conduct dangerous to oneself or others. Any conduct which constitutes an imminent, serious danger to any person's health, safety or personal well-being, including any physical or mental abuse or immediate threat of abuse. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. Any act of hazing by an individual or a group.
4. Acts of dishonesty, including but not limited to the following:
 - A. Cheating, plagiarism, or other forms of academic dishonesty.

- a. Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - b. Plagiarism includes, but is not limited to: intentional representation of another's work as one's own. This includes the unauthorized and unacknowledged use of the phrases, sentences, paragraphs, ideas, illustrations, drawings, photographs, or computer programs of another.
 - B. Furnishing false information to any University official, faculty member, or office.
 - C. Forgery, alteration, or misuse of any University document, record or instrument of identification.
 - D. Misuse of documents or identification cards. Any forgery, alteration of, unauthorized use of university documents, forms, records or identification cards, including dishonesty of any kind with respect to course assignments, examinations, illegal possession of examinations.
5. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus. The unauthorized use, or abuse, destruction, or theft of property of the University or any of its members, guest, neighbors. This regulation covers the unauthorized appropriation of common property for personal use.
 6. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
 7. Pets are not allowed inside buildings, residence halls or on athletic fields. Exceptions are for service animals in campus buildings and approved therapy/emotional support animals which are allowed in assigned residence halls only. All animals on groups must be on a leash and owners are responsible for behavior and clean up. Only fish in tanks of a maximum of five gallons are allowed in residence hall rooms and apartments.
 8. Sexual Misconduct. Violation of the University "Sexual Misconduct and Harassment Policy", including unwanted sexual contact, sexual intercourse without consent, sexual assault and sexual harassment.
 9. Intimate Partner/Relationship Violence. Violence or abuse by a person in a person in a romantic or intimate relationship with another. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
 10. Domestic Violence. Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault directed at another person in a domestic or romantic relationship.
 11. Stalking. Stalking is a course of conduct directed at a specific person this is unwelcome and would cause a reasonable person to (a) fear for their safety or the safety of others or (b) suffer substantial emotional distress.
 12. Hate crimes involving actions taken against another because of bias against their race, color, sex, age, religion, ethnic origin, or disability.
 13. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
 14. Unauthorized possession, duplication or use of keys, security codes, or readers to any University premises or unauthorized entry to or use of University premises. Unauthorized entry into or use of college property, including academic facilities, residence halls, equipment, or resources (example, unapproved access to the roof of a building, removing window screens, or propping open exterior doors.)
 15. Violation of the Smoke Free Campus policy. Smoking is not allowed in any residence hall or individual room.
 16. Tampering with safety equipment. Disturbing or removing, smoke detectors, fire extinguishers, alarmed doors, or other campus safety devices. Creating a fire, safety, or health hazard. Failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.
 17. The possession or use of any drug or controlled substance, or the sale or distribution of any such drug or substance. The possession of paraphernalia, for the purpose of illegal drug use, including but not limited to bongs, hookahs, scales, and pipes.
 18. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Possession of empty or decorative alcohol bottles are considered a violation by minors or possession of large quantities of empty bottles for those of legal drinking age. Possession of large quantities of alcohol by those of legal age beyond what is reasonable for individual consumption. Beer bongs, kegs, party bowls and similar items are strictly prohibited. The possession of alcohol is prohibited by those of legal age in the presence of individuals under the age of 21. Alcohol is not permitted in Emilie Hall regardless of age. For more details see the complete Alcohol Policy in the Student Handbook.
 19. Illegal or unauthorized possession of firearms, explosives, other weapons (long knives, bows, martial arts weapons, whips), facsimiles of weapons (e.g. paint guns, BB guns, airsoft pellets), fireworks, dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
 20. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

21. Failure to register a motor vehicle which is used on campus and/or failure to comply with provisions of the University parking regulations. Including obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
22. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, shower or restroom.
23. Theft or abuse of computer facilities and resources, 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. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the University Acceptable Computer Use Policy.
24. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
25. Failure to comply with the conduct procedure of the University, including failure to respond to the request for a meeting/hearing with a Student Conduct Administrator or hearing body during the investigation of a violation, and failure to comply with the terms of any disciplinary sanction imposed.
26. Abuse or interference of the Student Conduct system, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information before a Student Rights and Responsibility Committee.
 - b. Disruption or interference with the orderly conduct of a Student Rights and Responsibility Committee proceeding.
 - c. Institution of a student conduct code proceeding in bad faith.
 - d. Attempting to discourage an individual's proper participating in, or use of, the Student Conduct system.
 - e. Attempting to influence the impartiality of a member of a Student Rights and Responsibility Committee prior to, and/or during the course of, the Student Rights and Responsibility Committee hearing.
 - f. Harassment (verbal or physical) and/or intimidation/retaliation of a member/witness of the conduct process

Article VI: Conduct Code Procedures

- A. Charges and Student Rights and Responsibility Committee Hearings
 1. Any member of the University community may file charges against a student for violations of the University Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place.
 2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed by mutual consent, the Student Conduct Administrator may conduct an administrative hearing which allows for appeal or call for a Student Rights and Responsibility Committee review. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
 3. All charges shall be presented to the Accused Student in written form prior to formal hearing procedures. A time shall be set for a Student Rights and Responsibility Committee Hearing, not less than five (5) nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling of the Student Rights and Responsibility Committee Hearings may be extended at the discretion of the Student Conduct Administrator.
 4. Student Rights and Responsibility Hearings shall be conducted by a Student Rights and Responsibility Committee according to the following guidelines (except as provided by Article IV(A)(7) below):
 - a. Student Rights and Responsibility Committee Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Rights and Responsibility Committee Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Rights and Responsibility Committee Hearing shall be at the discretion of the Student Rights and Responsibility Committee and/or its Student Conduct Administrator.
 - c. In Student Rights and Responsibility Committee Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Rights and Responsibility Committee Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not

permitted to speak or to participate directly in any Student Rights and Responsibility Committee Hearing before a Student Rights and Responsibility Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Rights and Responsibility Committee Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. The Complainant, the Accused Student and the Student Rights and Responsibility Committee may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two (2) weekdays prior to the Student Rights and Responsibility Committee Hearing. Witnesses will provide information to and answer questions from the Student Rights and Responsibility Committee. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Rights and Responsibility Committee with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Rights and Responsibility Committee.
 - f. Pertinent records, exhibits, and written statements (including Student's Statements) may be accepted for consideration by a Student Rights and Responsibility Committee at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Rights and Responsibility Committee.
 - h. After the portion of the Student Rights and Responsibility Committee Hearing concludes in which all pertinent information has been received, the Student Rights and Responsibility Committee shall determine (by majority vote if the Student Rights and Responsibility Committee consists of more than one person) whether the Accused Student has violated each section of the University Code which the student is charged with violating.
 - i. The Student Rights and Responsibility's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the University Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in University Code proceedings.
5. A record of any statements or testimony is maintained for purposes of hearing and appeals, a hearing report will be filed with all hearing materials. Deliberations shall not be recorded or details reported. All records shall be the property of the University. The accused student will be informed of a hearing body's decision as soon as possible after the decision is reached. The decision will be communicated to the student in writing. In each case, care will be taken to explain fully any sanctions imposed. The student's rights and process of appeal will also be communicated to the student during the hearing and in the decision letter.
 6. If an Accused Student, with notice, does not appear before a Student Rights and Responsibility Committee Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 7. The Student Rights and Responsibility Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing where and as determined in the sole judgment of the Vice President for Student Development to be appropriate.

B. Sanctions

In recommending and determining a sanction, a judicial entity may consider the student's present demeanor, past disciplinary record, the nature of the offense, the severity of the damage, injury, or resulting harm, and other relevant factors. If allegations against the student are sustained, the responsible Student Conduct Administrator may impose one or more of the following sanctions:

1. **Warning/Censure** - Notice to a student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **Student Misconduct** - A specified period of time during which any further violation of Student Conduct will receive careful scrutiny and will be considered in determination of future disciplinary action.
3. **Disciplinary Probation** - A specified period of time during which any further violation or incident occurs during the probation period, either as repetition of the first act or violation of a different college policy, the recent violation, as well as the act of breaking probation may subject the student to suspension or expulsion. Those on disciplinary probation may be restricted from holding offices in student organizations, hold University committee responsibility, and participate in varsity or intramural sports.
4. **Suspension from University Housing** - Prohibits the student from residing in or visiting any University-operated residence hall on either a temporary or permanent basis. Suspension includes forfeiture of any fee rebate for the remainder of the semester.
5. **Interim Suspension** - Exclusion of a student from access to the campus and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.
6. **Suspension** - Exclusion of a student from the campus and other privileges or activities as set forth in the notice of suspension for a definite period of time. Suspension may be deferred when significant mitigating factors are present. However, if a student receives another disciplinary sanction during this period for a further violation of student conduct, the suspension shall take effect. Conditions for readmission may be specified.
7. **Expulsion** - Permanent separation of the student from the University without possibility of readmission. The student will also be barred from the University premises.
8. **Citation** - Issuance of a fine, according to University policies, which incorporate a fee structure.
9. **Restitution** - Requiring a student who has committed an offense against property to reimburse the University or other owner for damage to or misappropriation of such property.
10. **Community Restitution** - Other sanctions may be imposed instead of, or in addition to, those specified above as restitution to the University community. Sanctions may include work requirements, denial or restriction of privileges, participation in educational tasks/programs, essays, and solutions worked out through arbitration or mediation.
11. **Restriction or Revocation of Privileges** - Restriction or revocation of certain student privileges for a specified period of time. Conduct that results in a charge of a violation of a federal or state criminal law will result in a review by the Vice President for Student Development as to

the student's status on campus. This review may result in restrictions placed on the student's activities and presence on campus, if such restrictions protect the community.

12. **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
13. **Withholding Degree** - The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this University Code, including the completion of all sanctions imposed, if any.

Other than University Suspension, Expulsion or Revocation or Withholding a Degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's permanent disciplinary record. One year after graduation, the student's disciplinary record may be expunged of disciplinary actions other than Residence Hall Suspension, University Suspension, University Expulsion, or Revocation or Withholding a Degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than Residence Hall Suspension, University Suspension, University Expulsion, or Revocation or Withholding a Degree shall be expunged from the student's confidential record three years after final disposition of the case.

1. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the educational records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
2. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Article VI(B)(1)(a)-(e).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
3. In each case in which a Student Rights and Responsibility Committee determines that a student and/or group of organization has violated the University Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Rights and Responsibility Committee, the recommendation of the Student Rights and Responsibility Committee shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Rights and Responsibility Committee. Following the Student Rights and Responsibility Committee Hearing, the Student Rights and Responsibility Committee and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Vice President for Student Development, or a designee, may impose a University or Residence Hall Suspension prior to the Student Rights and Responsibility Hearing before a Student Rights and Responsibility Committee.

1. Interim Suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat or disruption of, or interference with, the normal operations of the University.
2. During the Interim Suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Development or the Student Conduct Administrator may determine to be appropriate.
3. The Interim Suspension does not replace the regular process, which shall proceed on the normal schedule, up and through a Student Rights and Responsibility Committee Hearing, if required.
4. The student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat [and at which they may contest whether a campus rule was violated].

D. Appeals

1. A decision reached by the Student Rights and Responsibility Committee or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to the Vice President for Student Development, or an Appellate Board appointed by Vice President for Student Development, within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record and report of the Student Rights and Responsibility Committee Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Rights and Responsibility Committee Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the University Code was violated, and giving the Accused Student a reasonable opportunity

to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the University Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the University Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Rights and Responsibility Committee Hearing or available at the time of the hearing and could not have been discovered by the appellant if sought with reasonable diligence.
3. If an appeal is upheld by the Vice President for Student Development or the Appellate Board s/he had appointed, the matter shall be returned to the original Student Rights and Responsibility Committee and Student Conduct Administrator for reopening of the Student Rights and Responsibility Committee Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
 4. The Vice President for Student Development is the final authority for all student conduct appeals.

Article VII: Interpretation and Revision

- A. Any question of interpretation or application of the University Code shall be referred to the Vice President for Student Development or his or her designee for final determination.
- B. The University Code shall be reviewed annually under the direction of the Vice President for Student Development.

Disclaimer

University of Great Falls reserves the right to modify the procedures and the substantive provisions of the University Code of Student Conduct at any time.

University Policies

Academic Integrity and Grievance

Students at the University of Great Falls are expected to have high standards of integrity. Any student who cheats or plagiarizes on examinations or assignments, falsifies university records, or fails to give requested academic information on admissions documents is subject to dismissal or other appropriate disciplinary action by the University. Cases involving academic integrity shall be referred to the Dean of Academic Affairs for adjunction. Students so involved have the right to use the University appeal process.

When a student has questions concerning the conduct of classes or grading procedures (other than a final grade) the following procedural steps are to be followed:

- The student must attempt to resolve the matter with the individual instructor. If a mutually satisfactory resolution cannot be reached, the student should bring the concern to the chairperson of the particular department. If a satisfactory resolution is not reached at this level, the student should contact the Dean of Academic Affairs for assistance in attempting to reach a resolution.

The University has a formal Academic Grievance Policy that should be followed if a student believes a final grade has been improperly recorded. Only final grades resulting from the failure of an instructor to follow university policies in classes or on examinations may be grieved. Resolutions of grievances should begin with the individual instructor. If the grievance is not resolved at this level, the grievance should be brought to the chairperson of the particular department. The complete policy is on file in the Office of the Dean of Academic Affairs.

Alcohol Policy

University of Great Falls believes that individual choices involving the use of alcohol have an impact on both the individual and the community. National studies have found that alcohol use is closely linked to sexual assault, declining academic performance, violent crime and alcoholism among college students. For these reasons, the University's alcohol policy demonstrates a strong ethic of care and establishes healthy standards for the community in relation to the responsible and legal use of alcohol.

As a residential university, University students have the opportunity to learn within a group of individuals who make up their community. A part of the learning that takes place is social in nature. Responsible and legal alcohol use is a part of that educational process. Development of individuals and social choices can have long-term effects on behaviors, attitudes and values. Learning to know one's limits and to care about the impact of one's actions on the community is a part of the residential experience. Students are expected to use caution in choosing to use alcohol and are responsible for their behavior at all times. Being a part of the University community means individuals are also responsible for others. Taking action to care about and confront inappropriate alcohol use among one's peers makes the community stronger.

University of Great Falls will intervene when inappropriate behavior regarding the use or abuse of alcohol is demonstrated. Students, whether of legal age or not, will be held responsible and accountable for their actions.

University Alcohol Violations and Regulations

1. All students must comply with federal, state and city laws and/or University policy concerning alcohol use. University of Great Falls does not allow alcohol to be used or served at any student events without permission from the Vice President for Student Development.
2. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication is prohibited. Possession of empty or decorative alcohol bottles are considered a violation by minors or possession of large quantities of empty bottles for those of legal drinking age. Possession of large quantities of alcohol by those of legal age beyond what is reasonable for individual consumption is prohibited. Beer bonges, kegs, party bowls and similar items are strictly prohibited within resident rooms.
3. The possession or consumption of alcohol is prohibited by those of legal age in the presence of individuals under the age of 21. Alcohol is not permitted in Emilie Hall regardless of age.
4. Drunkenness and public intoxication, regardless of age, are unacceptable behaviors.
5. Any students of legal drinking age who chooses to room with a student not of legal drinking age may only have alcohol in their assigned bedroom and still must follow all guideline regarding drinking around minors on campus. Alcohol found in such common spaces of an apartment will be confiscated and all residence will face an alcohol violation.
6. Those persons not of legal age may not transport, possess, or consume alcohol or be present in an apartment/dorm room where alcohol is being consumed.
7. The University prohibits any possession or use of kegs, pony kegs, multi-quart containers or alcoholic punches on the University campus. Drinking games or events (e.g. quarters, beer pong or around the world parties) are strictly prohibited.
8. Visitors to the University must comply with state laws and University policy regarding use of alcohol. Responsibility to assure that a guest is of legal drinking age rests with the resident host(s).
9. The University prohibits use of alcohol in its vans, buses and other University vehicles or rental vehicles.
10. Students of legal drinking age may exercise the option to consume alcohol with no more than six guests of legal drinking age in a room where all guests present are of legal drinking age. Students who are 21 years or older may transport alcohol in an enclosed container to their own apartment/room or the apartment/room of another student of legal drinking age. The consumption of alcohol is limited to the apartment/room and is not authorized to be used in lounges, hallways, common areas or other public spaces on campus such as campus grounds, academic buildings or university facilities.
11. Attendance at an illegal alcohol gathering is a violation of University policy. Any alcohol use in unauthorized situations will be confiscated and the individual(s) (regardless of age) will be subject to disciplinary action. Students are required to provide identification to requests by security or University staff. Failure to comply or leaving the scene of the incident without providing identification is cause for disciplinary action.

Any student or employee who observes a violation of the University of Great Falls alcohol policy should immediately report the incident. Violations will be handled through the same disciplinary procedures as other violations of standards of behavior. Student violations will be reported for review, investigation and adjudication as a Code of Student Conduct violation.

Drug Policy

Statement of No Tolerance for Drug Activity

University of Great Falls does not tolerate the illegal use of drugs, narcotics or paraphernalia. The University considers the use, possession, manufacture, distribution or sale of illicit drugs, narcotics or paraphernalia as detrimental to the welfare of the individual and to the health, security and safety of the University community. The university has a responsibility to maintain a safe and secure environment for students to pursue their educational goals free from the use and/or presence of illicit drugs. Additionally, federal and state drug abuse control laws are applicable to all members of the campus community. Violators of the University's drug policy will be encouraged to seek professional help and their enrollment at University of Great Falls maybe terminated.

University Regulations

1. All students must comply with federal, state and city laws and/or the UNIVERSITY policy concerning the use, possession, manufacture, distribution or sale of drugs.
2. Possession or use of marijuana, or other illicit drugs or narcotics, are unacceptable behaviors.
3. Attendance at a gathering where illegal drugs or narcotics are being used is a violation of University policy.
4. The University prohibits any possession or use of drug paraphernalia such as bonges, pipes, or blow tubes on the University campus.
5. Visitors to the University must comply with state laws and University policy regarding use of drugs. Responsibility for the behavior of guests with the resident host(s).
6. The University prohibits use of drugs in its vans, buses, and other University vehicles.

7. The smell of marijuana in a Residence Hall is disruptive to other residents living in community and prohibited by the university. University staff has the right to inspect apartments/rooms with the smell of marijuana and hold residents responsible.

Any student or employee who observes a violation of the University of Great Falls Drug policy should immediately report the incident. Violations will be handled through the same disciplinary procedures as other violations of standards of behavior. Student violations will be reported for review, investigation and adjudication as a Code of Student Conduct violation.

Sanctions for Violations of the University Alcohol and Drug Policies

The level at which the alleged alcohol/drug violation will be sanctioned is determined by the specifics of the particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other violations which may have occurred simultaneously. Minimum and Maximum sanctioning are only guidelines and are not guarantees of disciplinary outcomes.

First Offense — *Minimum sanctions* include a \$100 citation (billed to the student account as an alcohol/drug violation) and a letter of warning sent to the student (with a copy to be placed on file in the student's disciplinary file) stating the date, time and nature of the offense and the minimum expected disciplinary response if there is a repeat offense. *Maximum sanctions* include Student Misconduct for a minimum of the remainder of the academic semester, attendance at a substance abuse education program offered by Community Services or approved by the Dean of Students. Any cost resulting from assessment and/or counseling must be paid by the student. The student will write a five page written report on the education program and the impact the alcohol/drug violation has had on the student. Other sanction possibilities include those listed in the Code of Student Conduct.

Second Offense — *Minimum sanctions* include a \$150 citation (billed to the student account as an alcohol/drug violation) and Student Misconduct for a minimum of the remainder of the academic semester, attendance at a substance abuse education program offered by Community Services or approved by the Dean of Students. Any cost resulting from assessment and/or counseling must be paid by the student. The student will write a five page written report on the education program and the impact the alcohol/drug violation has had on the student. Other sanction possibilities include those listed in the Code of Student Conduct Code. *Maximum sanctions* include Disciplinary Probation for the remainder of the academic year, participation in a comprehensive substance abuse assessment and compliance with assessment's recommendations, including counseling, if necessary. Any cost resulting from the assessment and counseling must be paid by the student as well as, up to twenty hours of community service as approved by the Dean of Students. Other sanction possibilities include those listed in the Code of Student Conduct.

Third Offense — *Minimum sanctions* include a \$200 citation (billed to the student account as an alcohol/drug violation) and Disciplinary Probation for at least the remainder of the academic year, participation in a comprehensive substance abuse assessment and compliance with assessment's recommendations, including counseling, if necessary. Any cost resulting from the assessment and counseling must be paid by the student as well as, up to twenty hours of community service as approved by the Dean of Students. Other sanction possibilities include those listed in the Code of Student Conduct. *Maximum sanctions* include suspension from the University either immediately or at the end of the semester. The student may return only after evidence of successful completion of a treatment or counseling program for alcohol/drug. Other sanction possibilities include those listed in the Code of Student Conduct.

Fourth Offense — *Minimum sanctions* include a \$250 citation (billed to the student account as an alcohol/drug violation) and suspension from the University either immediately or at the end of the semester. The student may return only after evidence of the successful completion of a treatment or counseling program for alcohol. Other sanction possibilities include those listed in the Student Conduct Code. *Maximum sanctions* include expulsion from the University immediately. Other sanction possibilities include those listed in the Code of Student Conduct.

Parental Notification

The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities, as of 1998, to inform the parents or guardians of students under 21 years of age when their student has been found in violation of the University alcohol and drug policy. In accordance with the 1998 amendment University of Great Falls may notify the parents of students under 21 years of age found to commit such violations. Should a student be in this situation, parents may be contacted by the Dean of Students indicating the violation and disciplinary sanction. Serious violations of the University's alcohol and drug policy may result in referral to an agency or professional outside the University for assessment, counseling and basic intervention. Questions regarding this policy should be directed to the Student Development Office.

Missing Student Policy

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing students reports of student who reside on campus.

Missing student policy is defined as any currently registered student of University of Great Falls who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a member of the University staff. The University will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal card use around campus, review campus surveillance footage, use of social networking sites if possible, and contacting them by phone or text.

In the event of a missing student residing on campus, the Vice President for Student Development or a designee will notify the designated contacts regarding the situation. In the event the student does not reside in University housing, the appropriate local police authorities will be notified by Campus Police and an investigation will be initiated.

Each fall, new and continuing students will be provided with an opportunity to denote the confidential contact person. If a student has not reached their 18th birthday at the time they are reported missing for 24 hours, then the student's custodial parent or guardian will be notified by the University.

Disabilities

In recognizing the unique value of each human being, the University of Great Falls Mission Statement is in accord with the spirit of both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Currently, the Center for Academic Excellence (CAE), in cooperation

with other campus departments, coordinates assistance for students with special needs during their academic careers. These services assure program access to the University by students with disabilities. Disability Support Services coordinates and provides reasonable accommodations, advocate for an accessible and hospitable learning environment, and promotes self-determination on the part of the students we serve. Reasonable accommodations are changes in the learning environment that permit students with disabilities to compete on equal footing with their peers at the UNIVERSITY.

Disability Rights

- While the ADA protects the civil rights of qualified students with disabilities, it also affirms their right to refuse any accommodation. Thus, students are not required to register with Disability Services, identify themselves to instructors, staff, or other students as having a disability, or accept accommodations they do not need or want.

Psychiatric or Other Disabilities

- Students with documented disabilities have the right to reasonable accommodations that will allow them to have an equal chance to obtain the same educational benefits as other students. Students with documented disabilities must however, adhere to the same code of conduct as other students on campus.

Equal Opportunity

The University of Great Falls is an equal opportunity employer, committed to compliance with Title VII of the Civil Rights Act. The UNIVERSITY does not discriminate against any students on the basis of race, color, sex, age, religion, ethnic origin, or disability in any of its programs and activities. In addition, the University encourages applications for positions from female and minority persons and employs individuals without regard to race, sex, or national origin.

Any student or employee of the University or any group of such persons who feel affected by an apparent violation of equal opportunity laws, including sexual harassment, state or federal regulations, or the UNIVERSITY policies shall be entitled to the grievance procedures available from the Vice President for Student Development.

The Equal Opportunity Officer (Human Resource Office) is responsible for the development, implementation, and management of equal opportunity policies and programs at the UNIVERSITY in order to assure nondiscrimination consistent with lawful requirements. For questions about this policy or grievance procedure, please contact the Human Resource Office.

Fires

Campfires, bonfires, and trash disposal fires are not permitted on campus or in the city without a written burning permit issued by the City of Great Falls Fire Department & notice to the Physical Plant Director. A copy of the fire permit should be submitted with an event form to the Student Development Office at least one week prior to the event.

Identification Cards

Students are required to carry their UNIVERSITY ID Card. ID cards are issued by Argo Central to all new full-time and part-time students at registration. A lost or stolen card should be immediately reported to the Dean of Students.

A replacement card can be obtained at from Argo Central, for a \$5 replacement fee. The ID grants admission to student activities on campus, McLaughlin Center, use of the Wellness Center, and free admission to all athletic events. It is also helpful in doing business in the Great Falls community when some identification is required. A student must show proper identification when asked by any University official. Failure to produce proper identification may result in the person's removal from campus in addition to possible disciplinary sanctions.

Immunization

According to the Montana immunization law (MCA 20-5-401 through 410), students must meet the following requirements before they will be permitted to register at the University of Great Falls or any other post-secondary school in Montana. Students, who were born after December 31, 1956, must show proof of two measles and one rubella vaccination. It is highly recommended that students who live in the residence halls get the meningococcal vaccine. The meningococcal virus is a serious illness which is easily passed in group living and can result in disfigurement or death.

The measles vaccinations must have been administered after December 31, 1969. The following students are exempt from the regulation:

1. Students who are enrolled in less than 6 credits.
2. Students who are registered exclusively in Distance Learning or courses in Kalispell and do not attend any classes on campus.
3. Students who qualify for religious or medical exemptions based on criteria or listed in MCA 20-5-401-410.

If a student in one of the above categories changes his/her status, the student must submit proof of immunization at the time of his/her status change. Immunization may be shown by the written record of a physician, health agency, or a school record. Immunization against measles and rubella can also be shown by a written physician's record of diagnosis of the disease. Proper evidence or documentation of such immunization must be presented before a student will be permitted to register for classes. Exemption to this policy can be made only with a statement from a physician or with the form filed when requesting religious exemption.

Parking of Motor Vehicles

The University of Great Falls makes available to students the use of four on-campus parking areas. Students may not park cars in reserved areas (marked by yellow curbing), handicapped areas, roadways, or service areas. All areas other than the four major lots are restricted. Authorization to park in a restricted area must be obtained from the Physical Plant Director and vehicles parked illegally may be issued citations. Students residing in campus housing are required to register their vehicle(s) with Residential Life.

Political Campaign

On campus distribution of promotional campaign literature for political candidates (by University employees, students, or others) is prohibited. The University of Great Falls has tax-exempt status due to its affiliation with the Catholic Church. Catholic organizations may not provide financial or other forms of campaign

support to any candidate, political action committee, or political party; they may not provide political endorsements or non-endorsements; and are prohibited from distributing materials such as voter guides, candidate questionnaires and various forms of voter education materials prepared by other organizations.

Postings and Notices

Bulletin boards are one of the major means of communication on campus. For this reason, some coordination and regulation is needed. Notices for UNIVERSITY related functions may be posted on University bulletin boards after stamped approval in the Student Development Office. The sponsor must remove notices when they are outdated. They must be confined to bulletin boards unless otherwise authorized. No postings are permitted on trees. The Student Development Office reserves the right of approval for all posters, flyers, newsletters, brochures, notices, and banners, especially those of off-campus and commercial advertising. The name of the sponsoring organization must appear on all advertising. Postings without the permission stamp will be removed.

The Athletics office must approve all McLaughlin Center notices. Notices will be posted on bulletin boards located near each entrance for a maximum of 30 days. Notices may not exceed a size of 8 1/2 x 11".

Sexual Misconduct Policy Statement

Discrimination or harassment of any kind in regards to a person's sex or gender is not tolerated by the University of Great Falls. Discrimination and harassment include sexual misconduct (sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence or sex or gender-based harassment, and is a violation of this policy and will not be tolerated by the University. Furthermore, the University forbids retaliation and/or any form of harassment against an individual as a result of filing a good faith complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment.

This policy applies to all applicants, students, faculty, staff, and third parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator.

Sexual misconduct committed on property owned or rented by University of Great Falls or in a context directly related to the University on or off campus, by a student, faculty member, or staff member against any student, faculty member, staff member, or third party is prohibited and will not be tolerated. The University has an obligation to investigate and address complaints or reports of sex or gender discrimination, including sexual misconduct, whenever it becomes aware of such a complaint or report regardless of how the information was brought to the University's attention or the extent to which the complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to confidential resources that they may use for support and guidance without initiating University action. When the University has notice of an occurrence of sexual misconduct, the University is compelled to take immediate and effective corrective action reasonably calculated to stop the misconduct, prevent its recurrence, and as appropriate, remedy its effects.

Notice of Non-discrimination

The University of Great Fall, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, religion, sexual orientation, and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the University. The University does not discriminate on the basis of race, color, religion, sexual orientation, national or ethnic origin.

This policy applies to all applicants, students, faculty, staff, and third parties. Furthermore, the University forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Vice President for Finance and Human Resources has been designated to handle discrimination or harassment inquiries regarding the non-discrimination policy:

Stacey Eve
Vice President for Finance and Human Resources
Office of Finance and Human Resources
Administration Building
(406) 791-5307
Stacey.Eve@ugf.edu

Title IX of the Educational Amendments of 1972 provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the non-discrimination policy:

Title IX Coordinator
Sherrie Arey
Vice President for Student Development
Office of Finance and Human Resources
Student Center
(406) 791-5309
Sherrie.arey@ugf.edu

Use of University of Great Falls Name

All events and activities sponsored by UNIVERSITY student clubs and organizations, or use of the name of UNIVERSITY by student clubs and organizations must be registered in the Student Life Office. No outside organizer may use the name of UNIVERSITY for any event, activity, promotion, or advertisement without the permission of the appropriate UNIVERSITY authority, or in the case of student programs and events, the permission of the Student Life Coordinator or the Vice President for Student Development.

Family Educational Rights and Privacy Act of 1974 as Amended

The Family Educational Rights and Privacy Act (FERPA) (20 USC Section 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additional information on FERPA is available online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Student Right to Know

Under the terms of the Student Right to Know Act, UNIVERSITY maintains and reports the information to students according to federal guidelines. Statistical reports provided:

- Number of students receiving aid related to athletics reported by race and gender
- Graduation rate for athletes participating in specific sports reported by race and gender
- Graduation rate for students in general reported by race and gender
- Annual campus security report
- Financial assistance available to students enrolled at UNIVERSITY.

Copies of these reports are available by contacting the Registrar's Office.

Right of University of Great Falls to Refuse Access

The UNIVERSITY reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend the UNIVERSITY if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

The UNIVERSITY reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

Disclosure of Education Records

The UNIVERSITY will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - a. A person employed by the University in an administrative, supervisory, academic, or authorized support staff position.
 - b. A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.
 - c. A school official has a legitimate educational interest if the official is:
 - d. Performing a task that is specified in his or her position description or by contract agreement.
 - e. Performing a task related to a student's education.
 - f. Performing a task related to the discipline of a student.
2. To certain officials of the U.S. Department of Education, Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If required by state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies authorized by the University.
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Record of Requests for Disclosure

The UNIVERSITY will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, and additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Directory Information

The UNIVERSITY designates the following items as university directory information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, thesis title, most recent previous school attended, and photograph. The University may disclose any of these items without prior written consent unless notified in writing to the contrary at the time of initial enrollment.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the custodian of the record to amend a record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The UNIVERSITY may comply with the request or it may decide not to comply. If it decides not to comply, The UNIVERSITY will notify the student of the decision and advise him or her of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the UNIVERSITY will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The UNIVERSITY will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the UNIVERSITY decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the UNIVERSITY discloses the contested portion of the record, it must also disclose the statement.
8. If the UNIVERSITY decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended

Residential Life F.Y.I.'s

We hope these guidelines can help you understand your rights and responsibilities while living on campus. The following are an abbreviated version of our most important rules. For a full version of UGF's policies see the Student Handbook which can be found at www.ugf.edu. Violations of these could result in fines or sanctions also listed below.

1. The possession of alcohol is prohibited in the presence of individual under the age of 21. Emilie Hall is strictly no alcohol. Items used for the consumption of alcohol (beer bong, kegs, party bowls, beer pong tables, etc.) are strictly prohibited within resident rooms or common areas.
2. The possession of illegal substances and the use of all tobacco products are strictly prohibited. Paraphernalia associated with illegal substances are also prohibited (ex: hookahs, bong, posters, and etc.)
3. Weapons and/or ammunition are not permitted on campus. Weapons are defined as, but not limited to, the following: firearms (including BB guns or any other compressed-air gun), knives, bows, martial arts weapons and whips.
4. Visitation Hours for Emilie are 9:00am – 11:00pm Sunday – Thursday & 9:00am – 1:00am Friday – Saturday
5. Quiet Hours for all halls are as daily 11:00pm to 8:00am.
6. Overnight guests must be approved 24 hours in advance by the Residence Director. No more than two guests per resident are allowed at any time. Overnight guests of the opposite sex are prohibited in Emilie Hall.
7. No pets or animals are allowed in rooms unless it is a fish in a five gallon tank.
8. All fire exits and hallways must remain clear and smoke detectors and fire extinguishers must be in working order.
9. Conduct that is disorderly, conduct dangerous to oneself or others, acts of dishonesty, sexual harassment, or conduct that violates state or federal law is prohibited at all times.
10. Any item, action, or service that could damage University property is strictly prohibited.
11. Common Areas must be kept clean and all posted rules must be followed by residents and their guests. The cleanliness of areas in and around a residents living area is the responsibility of the resident who lives there.

FINES AND SANCTIONS OF UGF COMMUNITY LIVING

Violation of Alcohol, Drugs or Illegal Substances:

1 st Violation.....	\$100.00
2 nd Violation.....	\$150.00
3 rd Violation.....	\$200.00
4 th Violation.....	\$250.00

Each Violation will also include an education course and/or 0-20 hours of a work program.

Violation of Guest Policies, including but not limited to overnight guests:

1 st Violation.....	\$25.00
2 nd Violation.....	\$50.00
3 rd Violation.....	\$75.00

Residents will be subject to review of guest privileges after each offense.

Violation of Pet and Animal Policies:

1 st Violation.....	\$ 75.00
2 nd & Following.....	\$150.00
Cleaning Fee per.....	\$150.00

Violation of Common Area Usage:

All Violations.....	\$25.00 and up
---------------------	----------------

Possession of Prohibited Items:

Each Item.....	\$25.00
----------------	---------

Lock-Outs: Residents are allowed one “freebie” lock out. After, a \$2.00 fee will be collected every lock out.

Violation of Fire and Safety Policies and Procedures:

All Violations.....	\$150.00
---------------------	----------

Violations include tampering with any CO2 and/or fire detector, including removal of batteries for any reason.

Changing Rooms without Prior Approval from Residence Director:

1 st Violation.....	\$100.00
2 nd & Following Violations.....	\$150.00

Possession of Weapons:

All Violations.....	\$300.00
---------------------	----------

Parking Violations:

All Violations.....	\$25.00
---------------------	---------

Noise Violations:

All Violations.....	\$25.00
---------------------	---------

Disposing of Trash or Personal Items Improperly:

All Violations.....	\$25.00
---------------------	---------

Other Violations of Code of Student Conduct: Meeting with Dean of Students or designee

Residents will also be subject to all local, state, and federal fees and laws and the guidelines stated in the University of Great Falls Student Handbook. Violation of policies will result in disciplinary action and the student status could be reviewed. If any violations result in damages residents may be subject to payment. **Common area fines will be divided equally among the residents of that building, area, or floor.**

Residential Life Cost and Billing

Fall 2016- Spring 2017

Emilie	2300.00
Sikora, Sister Rita, and Wellness	2500.00
Montreal, St. Ignatius, Vancouver, Santiago, St. Vincent de Paul	2300.00
Housing Deposit (one time only)	250.00
Improper Check Out Procedure	50.00
Unauthorized Room Swap	100.00

Meal Plans

Freshman Meal Plan (Required of all Freshman)	1850.00
Gold Meal Plan	1000.00
Silver Meal Plan	600.00

Each resident is held ultimately responsible for the condition of the assigned room and shall reimburse the University, for all damage to, or loss of, fixtures, furnishings, or properties furnished. No alterations are able to be made in furniture provided by the university and no furniture will be stored. Any additional furniture brought into the room must be free-standing and clear of all existing fixtures, heaters/air conditioners, windows, and mechanical equipment. Residents are not permitted to paint their rooms or furnishings, or add any flooring that will attach to the provided floor covering. Removal of common-area furnishings or equipment from their proper location is not permitted and is a violation of University policy.

Each student will be required to complete and sign the check-in portion of the Residence Hall Inventory Form at the time of occupancy. When occupancy is terminated it will be necessary to complete the check-out portion of the Residence Hall Inventory Form with a Resident Assistant or the Residence Hall Director and return all keys.

Any keys not returned will be billed to the student at a flat rate of \$75. Students who break their contract after checking in for the upcoming semester by moving off campus or withdrawing from the University will forfeit the \$250 housing deposit.

The following is a list of furnishings in each residence hall room. If any of these items are damaged or destroyed, each resident of the room will be expected to pay the amount listed for future replacement or repair. Costs may vary based on labor and damage.

Item	\$	Item	\$
Floor		Dresser	
Repair	50.00	Replace	250.00
Replace Tile	15.00 per tile	Repair	40.00
Replace Carpet	250.00	Move extra dresser	100.00
Shampoo Carpet	115.00	Other Room Items	
Desk		Cleaning	50.00-250.00
Replace	250.00	Removal of Furniture or Belongings	50.00-200.00 a piece
Repair Drawer	25.00	Repaint walls and/or Ceiling	250.00
Chair	40.00	Wall Repair	50.00
Window		Spot Painting	40.00
Replace Glass	200.00	Repaint Door	50.00
Screen	25.00	Mirror	75.00
Blinds	60.00	Light Cover	25.00 each
Doors		Smoke Detector and Cover	150.00
Replacement Key	50.00	Missing Battery	150.00
Lock Changed	75.00	Wall Outlet cover	10.00
Replace Numbers or Plaque	20.00	Ethernet Jack Cover	10.00
Bedroom/Closet Doors	200.00	Screen Doors Repair	50.00
Bed		Fire Extinguisher	150.00
Frame	200.00		
Mattress	150.00		
Reassemble Bed	25.00		
Moving Extra Bed	100.00		

Residential Life Policies

The following regulations are enacted to create a safe and healthy living and learning community at University of Great Falls. The regulations are instituted, enforced and adjudicated by the Residential Life Director (RLD). Violations of these regulations can be referred to the student conduct process outlined in the UNIVERSITY Code of Conduct if a sanction of Suspension or Expulsion from the University is possible or referred to a peer review process that determines responsibility and recommends sanctions up to the level of Disciplinary Probation.

Activities

Although hallways in Residential Life are recognized as good gathering spaces and invite social interaction, it is not a good space for physical activities. Any physical sport activity is prohibited in the residence halls because of damage, personal safety, and noise.

The playing of sports (i.e. baseball, basketball, football, soccer, hockey, golf, Frisbee, etc.) in the hallways and public areas is prohibited. The riding of skateboards, roller skates, rollerblades, etc. is also prohibited. If the item is used within the University buildings it could be confiscated.

Address Changes

When moving out of a room/apartment, please make the appropriate contacts to change your mailing address. The University is not responsible for forwarding mail after the resident has moved out. All first class mail will be returned to sender and bulk mail will be disposed of. If there is a special circumstance please contact your Residential Life Director and arrangements will be made.

Alcohol

University of Great Falls believes that individual choices involving the use of alcohol have an impact on both the individual and the community. National studies have found that alcohol use is closely linked to sexual assault, declining academic performance, violent crime and alcoholism among college students. For these reasons, the University's alcohol policy demonstrates a strong ethic of care and establishes healthy standards for the community in relation to the responsible and legal use of alcohol.

As a residential university, University students have the opportunity to learn within a group of individuals who make up their community. A part of the learning that takes place is social in nature. Responsible and legal alcohol use is a part of that educational process. Development of individuals and social choices can have long-term effects on behaviors, attitudes and values. Learning to know one's limits and to care about the impact of one's actions on the community is a part of the residential experience. Students are expected to use caution in choosing to use alcohol and are responsible for their behavior at all times. Being a part of the University community means individuals are also responsible for others. Taking action to care about and confront inappropriate alcohol use among one's peers makes the community stronger.

University of Great Falls will intervene when inappropriate behavior regarding the use or abuse of alcohol is demonstrated. Students, whether of legal age or not, will be held responsible and accountable for their actions.

Individual Regulations

1. Any students of legal drinking age who chooses to room with a student not of legal drinking age may only have alcohol in their assigned bedroom and still must follow all guideline regarding drinking around minors on campus. Alcohol found in such common spaces of an apartment will be confiscated and all residence will face an alcohol violation. Students in possession of alcohol must carry a valid form of identification on them.
2. Students (and/or guests) under the legal age of drinking shall not buy, drink, exhibit intoxicated behaviors, or possess (even hold) alcoholic beverages.
3. Students (and/or guests) of legal age shall not act belligerent, exhibit intoxicated behavior, or be visibly intoxicated.
4. The possession and consumption of alcohol shall not infringe upon the privacy or peace of other individuals.
5. Items used for the consumption of alcohol (beer bong, kegs, pony kegs, party bowls, beer pong tables, etc) are strictly prohibited within residential areas.
6. Empty "display" bottles/cans of beer/alcohol are not allowed in Residential Living areas.

Group Regulations

1. Possession of any open container or consumption of alcoholic beverages in any area other than individual rooms is prohibited. This includes (but is not limited to) common areas outside, hallways, corridors, lounges, study areas, community bathrooms, parking lots, and/or outside of Residential Life rooms/apartments.
2. Minors found in a room/apartment where drinking is taking place, whether they are drinking or not, may be placed under Residential Life probation as well as be assigned disciplinary sanctions. Legal-age drinkers in that location will also have disciplinary sanctions, as it is their responsibility to make sure everyone is of age.
3. A student bringing a guest on campus is responsible for seeing that the guest adheres to all of the University regulations and will be held accountable for the behavior of the guest.
4. Students residing in Residential Living are not allowed to host gatherings over the size of 6 people. Alcoholic "parties" are strictly prohibited within any of the University Residential Living. This includes the use of beer pong tables.

Assignment of Rooms/Apartments

Information sessions and the room selection will take place in the Spring Semester of each year for returning residents. Housing Applications will be accepted in a credit based tier system. Housing assignments may be based on the time of return of the application, general availability, past disciplinary sanctions, and registration for the next semester. No housing assignments are guaranteed.

If the student fails to occupy the assigned accommodation on or before the first day of classes (or any applicable date when the student enters after the beginning of a term) without giving the Residential Life Office notice, that space may be assigned to another student. Residents will receive instructions from the Residential Life Office prior to Move-Ins each semester. Upperclassmen move – ins will not be accommodated before the posted date, unless special amount of time to process the request before the posted move – in date. Move-out dates are posted throughout Resident Halls at the end of each semester. For all non-graduating students, it is expected that the student arranges to check-out 24 hours after their last final. Graduating Students may remain in housing until the Sunday after graduation, no later than 5pm.

Bicycles

All bicycles must be registered with the Residential Life Director. Bicycles may be stored in the resident's room or in bicycle racks. They may not be left in hallways, stairwells, balconies, or laundry rooms. The University or Residential Life is not responsible for any lost, stolen, or damaged bicycles. Bicycles that are unclaimed for 30 days after the semester ends will be considered abandoned and disposed of at the discretion of the University.

Common Areas

Common areas including but not limited to lounges, recreation rooms, and hallways are public areas for the use of all students and must be respected as such. Emile and Argo Hall lounges are available 24 hours a day. However, guest and quiet hours still apply in the common areas and students and guests may be asked to leave if these rules are violated. Personal items must be removed when the owner leaves the common areas. Students are not allowed to sleep in public areas, such as lounges. Anyone purposefully sleeping in a common area may be fined.

Confiscation Policy

Prohibited or illegal items will be confiscated by Residential Life or Campus Security. Illegal items that are confiscated may be turned over to local authorities or disposed of by University Officials.

Damages

The student occupant is responsible for the condition of the room and furnishings, which are assigned to them. No alterations are to be made to furniture provided by the University. Residents are not permitted to remove any furniture provided by the University from their assigned space. Removal of common-area furnishings or equipment from their proper location is not permitted and is a violation of University policy. The University shall be reimbursed for all damages to or loss of these accommodations and furnishings. The University, at its sole discretion, shall make determination of the amount of such loss or damage. Damages to common area property or building may result in community fines, in which the residents of that building area will be fined evenly. Failure to pay fines or charges to one's student account will result in a hold on the student's registration, graduation, or transcript issuances. Each student will be required to complete a check-in form at the time of occupancy. When occupancy is terminated it will be necessary to complete the check-out portion of the form. In order to complete a check-out a resident must check-out in person with either an RA or Residential Life staff member, during the check-out the student must be present to have their room inspected, ensure all personal belongings are removed from the room, the room must be cleaned, all paperwork must be signed and the apartment and any room keys returned. Failure to complete any of the required elements of a check-out will lead to a monetary fine. Any damage, missing furniture, and missing keys will be charged to the student at the full amount to replace or repair, to the individual student's account.

The students will receive (in written form) notification of the charges. A resident has five days to contest the charge of damages once notified of the charge (by billing). Charges will not be reversed after the five-day deadline. Appeals of charges are made first to the Residential Life Director in charge of the building, then to the Dean of Students. Appeals must be made in writing.

Decorations

Decorations in windows and on doors must reflect the spirit of the University of Great Falls Mission Statement and University policies. Public displays of alcohol signs or empty alcohol containers are NOT allowed in the windows or in their room. Inappropriate decorations or displays visible from the hallways or from outside the building are prohibited. For signs and posters, removable adhesive strips and poster putty are allowed. No nails or screws are allowed to be used on any wall or door. No signs or posters on exterior walls or in windows are allowed unless sanction by the University. Residents are responsible for damage to walls or ceilings and will be assessed the cost of repairs.

All decorations must be in compliance with the fire code. No candles or items with an open flame element are permitted. Only artificial Christmas trees or trees that have been treated with fireproofing substances are allowed in residential areas. While every person likes to personalize his/her space in order to feel at "home," the Residential Life rooms/apartments are governed by certain local fire safety ordinances. It is necessary for residents to be aware of the following guidelines.

1. Students are not permitted to paint, renovate or modify their rooms in any way.
2. Furniture must not obstruct smoke detectors or impair a quick exit from the room.
3. Students are permitted to hang decorations (pictures, posters, etc) in their room only with non-destructive adhesive or devices. Any damage that necessitates painting and/or repairs will be at the resident's expense.
4. Decorations must not be hung from or covering smoke detectors.
5. Candles, incense, and halogen lamps are not permitted.
6. The Residential Life Office reserves the right to deny any decorations that are deemed inappropriate or offensive.
7. Alcohol bottles, binge drinking paraphernalia (i.e. beer pong tables, beer funnels, etc), and drug paraphernalia are not considered decorative items and a violation of University policy.

Discipline Procedures

University residents charged with violating existing Residential Life and/or Student Handbook policies are subject to disciplinary action. All violations will result in a meeting with the Director of Residential Life and/or the Dean of Students and sanctions/fines will be applied. Violations may also result in further sanctions as outlined in the Student Handbook.

Electrical Equipment

Tampering with electrical equipment (breaker boxes, outlets, elevators, etc.) is prohibited. No electrical outlet is to be overloaded so as to cause repeated tripping of circuit breakers.

Guest/Visitation Policy

The University reserves the right to revoke the privilege of living in and visiting residence whenever the actions of a resident or visitor are not conducive to good study habits or when such actions interfere with the rights of others. Residents and visitors are expected to maintain reasonable level of noise in and around all campus Residence halls at all times. Violators are subject to the penalties as outlined in the Residence Hall Agreement and the Student Handbook. Not student guests are not permitted to stay in any residence hall overnight, without the written consent of the Residential Life Office. Co-habitation or sharing of space by students not assigned to the room is also prohibited. Failure to abide by the regulations set by the University both in this agreement and the Student Handbook, may result in sanctions, charges, or fines being issued. Residents are responsible to ensure the cleanliness of their own room and/or apartment. There are sporadic inspections throughout each semester to ensure cleanliness in areas and apartments.

The following guidelines have been established to ensure a comfortable and safe community environment in the Residential Living areas:

1. All guests, regardless of their designation, must abide by University policies, as well as the Student Handbook policies.
2. Overnight visitation must always be with the consent of roommates. At least 24hrs notice is required. Overnight guests must fill out an Overnight Guest Form with an emergency contact name & number. All overnight visitations **MUST** be approved by the Residential Life Director.
3. Visitation must not interfere with the sleep and study of roommates and neighbors.
4. Guests are not allowed in student housing without a resident host or hostess. Guests must always be accompanied by a host or hostess of the hall or apartment.
5. Guests (including overnight guests) will not be issued keys by University staff or by their hosts or hostesses.
6. Residents will be held responsible for the behavior of their guests and of their guests' adherence to University rules and regulations.
7. Guests must carry valid photo identification at all times; and must produce that identification upon request by any security or Residential Life staff member.
8. Guests in violation of University policies may be escorted from the premises and barred from further entry into any Residence Hall or on campus.
9. Any guest may be asked to leave by a roommate and Residential Life staff. Such a request must be met with complete compliance.
10. Additional sign-in procedures, which may include requests to show additional forms of identification, may be put in place in any Residential Life area where it is deemed necessary to maintain a safe and secure environment.
11. Conflicts regarding visitation and infractions of the guest policy will be handled through disciplinary action, as appropriate.

Emilie Hall Guest Policy

1. Daily visitation hours
 - a. 9:00 am - 11:00 pm Sunday – Thursday
 - b. 9:00 am - 1:00 am Friday – Saturday
2. Guests and or residents will be contacted 15 min prior to end of visitation hours
3. No more than 2 guests per resident are allowed to visit at any given time.
4. If a resident requires additional guests and time they must seek prior approval from Residential Life Director
5. Guests under the age of 18 are not allowed unless they are a family member or recruit
6. Residents must notify the Residential Life Director 24 hours in advance of overnight guest by completing online form (no opposite sex guest allowed to stay with the resident)
7. Guest may not stay overnight more than 3 nights in a row (unless approved by the Residential Life Director).

Apartment Overnight/Daytime Guest Policy

1. No more than 2 guests per resident are allowed to visit at any given time
2. If a resident requires additional guests they must seek prior approval from the Residential Life Director.
3. Guests under the age of 18 are not allowed unless they are a family member or recruit
4. Residents must notify the Residential Life Director 24 hours in advance of overnight guest
5. Guest may not stay overnight more than 3 nights in a row (unless approved by the Residential Life Director).

Health/Sanitary

Residents must maintain their rooms in a manner that will not constitute a health hazard. The Director of the Physical Plant, Residential Life Director, and Residential Life Assistants are responsible for maintaining safe and sanitary conditions in student rooms. They are also responsible for repairing these rooms and their furnishings. For these reasons, the University reserves the right to inspect students' rooms at regular intervals and to enter rooms at any time when emergency repairs appear or are called for by staff. Health and safety inspections will take place as needed each semester. Twenty-four-hour notice may be given prior to these inspections, but not required.

Illegal Substances

The University of Great Falls is committed to having a drug-free campus, including all campus housing.

The University of Great Falls prohibits the possession, use, distribution, and the manufacture of illegal drugs and paraphernalia by its students. The abuse of prescription drugs will be treated the same as use of illegal drugs. The University will cooperate with the local and state authorities in the enforcement of Montana State Laws. Disciplinary sanctions will be imposed on students for violating the University of Great Falls Drug Policy. In addition to any of the sanctions set forth in this policy, the University of Great Falls reserves the right to refer all matters in violation of its Drug Policy to the appropriate law enforcement agencies. Further, the University of Great Falls will cooperate, as needed, with these authorities in connection with enforcement of the law.

The penalty for sale, distribution, or manufacture of a controlled, illegal substance, or drug paraphernalia on the University of Great Falls campus, or as part of its activities, can be permanent expulsion for the University of Great Falls and possible involvement with the law enforcement agencies.

Internet

All Residential Living area at the University of Great Falls are set up with wired and wireless internet connections. All residents and students are expected to follow internet use guidelines agreed to when their personal e-mail was set up and the guidelines established in the Student Handbook. Students must follow all local, state, and national laws concerning the use of the internet. If a resident is experiencing problems with their internet connection in their room/apartment or believes someone is abusing their internet privileges or has questions, please see your Residential Life Director immediately.

Keys/Lock Outs

Should you find yourself locked out of your room, contact the Resident Assistant on duty within the building. They may only unlock the door to your personal room. They will maintain a log detailing this information. If you cannot locate a Residential Life Assistant, please contact the work-study or Residential Life Director on duty, to gain access to your room. Residents are allowed one "freebie" lock out. After that residents may be subject to fines and or Community Service. Please remember to have your keys with you at all times.

Laundry Facilities

Washers and dryers are located in each Residence Hall area. Any malfunctions should be reported to the maintenance immediately. The University is not responsible for damaged, lost or stolen items. Abandoned clothing will be disposed of.

Lost and Found

Lost and found is maintained in the Student Development Office. Efforts are made to restore lost items to their owners; however, it is the students' responsibility to report and/or claim lost articles. Items unclaimed or abandoned after 90 days are disposed of in an appropriate manner.

Maintenance

When maintenance is needed, the resident will complete a maintenance work order that can be found online. If the resident is not present during the completion of the maintenance request a Residential Life Staff member may accompany the physical plant employee while in a resident's room/apartment. In Emilie and Providence Halls daily maintenance is done in the bathrooms and common areas starting at 10:00 am Monday thru Friday and at 4:00 pm on Saturday and Sunday.

Meal Plans

All new students residing in University Housing are required to have a meal plan for the first 2 years. Students requesting an exception must do so in writing by August 1st for Fall semester or December 1st for Spring semester by completing the appropriate documentation. After completing 2 years, if a student remains on campus, University meal plans are optional and available for purchase. Students who would like to purchase a meal plan can do so with the Residential Life Office. More information regarding meal plans can be sought at

either the Residential Life or Business office, located in the Student Center on campus. Meal Plan credit can be used for UGF Food Services, McLaughlin Café, Argo Café, and designated events or locations.

Missing Student Protocol

When the Office of Student Development or Residential Life receives a report from friends, family members, or associates that a student who resides in Residential Living may be missing, the Residential Life Director and the Vice President for Student Development will initiate an investigation.

The Vice President for Student Development will notify the person(s) listed on the student's emergency contact form and the appropriate law enforcement agency regarding the situation within 24 hours, once the college declares the student missing. If a student would like someone other than those listed on his/her emergency contact form to be informed in this instance, he/she must notify the Department of Student Development within two weeks of the start of each semester. If the student is under the age of 18, the Vice President for Student Development will automatically contact the student's parents/guardian.

Parking/Vehicle

Vehicles parked on the University of Great Falls premises or owned by a resident may be subject to search. Upon a request by Residential Life Staff, Security, and/or Student Development Staff the owner of the vehicle must provide access to the vehicle.

It is required for all residents to register their vehicle information upon move-in or purchase of a new vehicle with Campus Security. Parking decals **MUST** be placed on the front windshield in the bottom left corner of your vehicle. Double Parking, parking behind another vehicle, is prohibited unless prior approval has been obtained by the owner of the vehicle. If you would like more information about parking please see your Residential Life Director.

Vehicle repairs may not be performed in a campus area at any time. You may change a flat tire and add up to 1 quart of oil. Any other repairs, adjustments or maintenance are not allowed. A vehicle that is not in working order must be removed from the premises within one week. If your vehicle is excessively leaking, parking and driving privileges may be suspended from the university campus till the appropriate repairs are made.

Personal Property

The University is not responsible for a resident's personal property. Private property must be stored in the student's room. In order to avoid theft, loss, or damage, students are encouraged to keep doors locked and to avoid leaving money or expensive items in plain view. Each student is encouraged to have renter's insurance. Many parents' home owners' insurance will already cover student loss or can be adjusted to do so. The University makes available information for renter's insurance to the students. Students are also encouraged to keep a written personal inventory with serial numbers. Any theft or loss should be reported to the Residential Life Director and may be reported to the police.

Pets and Animals

It is the policy of the University of Great Falls to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation of an assistance animal, including an emotional support animal in housing when its use is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and/or the common areas of a dwelling. With respect to a request for an assistance or emotional support animal, University of Great Falls will determine on a case-by-case basis, whether such an animal is a reasonable accommodation on campus. All requests must be completed through the Office of Residential Life.

Prohibited Items

- Toaster ovens
- Hot plates
- Electric skillets
- Oil popcorn poppers
- Space heaters
- Candles or open flames
- Fuel (camp stove or otherwise)
- Camp stoves
- Incense and burners
- Firearms and ammunition (includes air soft , nerf guns and pellet guns)
- Paintball guns
- Hunting knives
- Collectable or decorative weapons
- Waterbeds
- Duct tape (hard to remove from the wall)
- Nails and screws
- Drug Paraphernalia, including but not limited, to Hookahs
- Individual generators
- Halogen desk lamps (flammable)
- Shopping Carts from the Local Businesses
- Darts/Dartboards that are not magnetic
- Air Conditioner Units (only box or rotating fans)
- Hammocks or ceiling/hanging chairs
- Illegally obtained Street Signs and traffic markers
- Illegally obtained University Property and Signs

Quiet Hours

Quiet Hours are enforced in all Residential Life areas from 11:00 pm to 8:00 am daily. All residential complexes have 24/7 Quiet Hours during Finals Week.

During Quiet Hours residents should respect other students by limiting conversations in hallways and being respectful of noise in common areas. Residents should not be heard more than one door down from their premises. Also bass should not cause any discomfort or interrupt sleeping or study habits of a resident's neighbors. Pianos in public areas cannot be played after quiet hours. During Non-Quiet Hours we ask residents to still respect their neighbors. Yelling down hallways is not permitted and music and general noise should not be heard from more than four rooms away in the dorms and more than two apartments away. If a resident would like to be loud it is encouraged they shut their doors as to contain the noise as much as possible. If a fellow resident is breaking quiet and non-quiet hour policies, let the Resident Assistant or Residential Life Director know immediately. Individuals who are continually disrespectful of their neighbors may be fined or face sanctions.

Right of Entry

The University recognizes the right to privacy. However, employees or designees of the University may enter a student's room without permission for health, safety, welfare, maintenance purposes, or in the event that there is reason to believe the student has violated or is violating University, State, or Federal laws or policies. Residential Life Staff members may enter a room in the event that a noise disturbance (i.e. alarm clock, loud noise, etc.) is occurring in the absence of the resident, or to check the occupancy status of a room.

Room Changes

The Residential Life Director will consider room and/or roommate changes only after the student(s) involved make every effort to resolve current issues. No room changes will be approved during the first two weeks of the semester. A move day/weekend is planned each semester, prior approval must be made with the Residential Life Director before moving.

Room Consolidation

The university retains the right to consolidate rooms when there are empty spaces. Every effort will be made to assure the process is fair and done in a timely manner. Room consolidations will occur the week after Move Days and as needed throughout each semester. Residents are not allowed to have a private room/apartment in Emilie Hall or any of the apartment complexes unless there are an odd number of residents or received prior approval.

Room/Apartment Furnishings

All furniture must remain in hall or apartment at all times. Altering the living space in any significant way, such as removing any furniture or appliances, adding ceiling fan, AC unit, drilling of holes in walls or ceiling or other changes are prohibited.

Safety and Fire Regulations

The University has provided Residential Living areas with comprehensive fire prevention systems. Periodic fire drills and health and safety inspections will be held for the safety of residents with the assistance of the Residential Life Staff and Campus Security. If a resident is in violation of anything, a confiscation form will be left for the resident and a copy given to the Residential Life Director. In coordination with our state-certified campus fire marshal, these drills are performed for your safety. Not leaving Residential Living areas immediately during an alarm potentially places you and others in harm's way. Fire drills may be performed without notice to Residential Living students.

Emergency procedures and civil defense alerts have been established, and each resident has the responsibility to be informed about them. Each room has an early detection smoke alarm. Additionally, there are fire extinguishers and fire hoses on each floor of the Residential Living areas.

When you move in, you should become aware of the following:

- Become familiar with fire equipment, fire exits, and evacuation procedures.
- REMEMBER—stairwell fire doors in the halls are required by law to be closed at all times. The corridor fire door exits are to be used for emergency evacuation only or with prior arrangement with a Residential Life staff member.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or unsatisfactory fire equipment to the Residential Life Director.

Common Sense Fire Prevention

- Do not overload electrical circuits.
- No fireworks stored in rooms/apartments.
- No candles or open flames.

- Never store flammable liquids of any kind.
- No firearms or ammunition in Residential Living areas.

Causing Fires

The setting of fires is strictly prohibited. Violators are subject to immediate referral to the Vice President for Student Development and/or the appropriate law enforcement agency for possible legal actions. Students found responsible for intentionally or unintentionally causing a fire are liable for a fine and in addition to other disciplinary sanctions.

Tampering with Fire Equipment

Persons found tampering with or vandalizing fire equipment or alarms are subject to a fine in addition to any costs to fix the equipment, disciplinary action, and possible criminal prosecution. All cases will be referred to the Residential Life Director or Vice President for Student Development in addition to the Director of the Physical Plant.

Fireworks

The possession of fireworks and/or other incendiary devices is prohibited. Anyone found detonating fireworks of any type would be subject to a fine and disciplinary action.

Open Flames

Open flames, including matches, lighters, candles, incense, menorahs, kerosene lamps and stoves, and other similar items, are not permitted in the residence halls. Burnt candles are also subject to a fine.

Security

Campus Security is available by calling for emergencies or to report suspicious activities. The patrol will provide an escort service around campus in the evening if called.

Screens

Students may not remove screens from windows or doors. No objects or fluids may be thrown or dropped from the window of a Residential Living area.

Solicitors/Selling

For the safety and protection of all students, staff, and faculty, and to prevent the interruption of studies, class, or sleep, solicitation on campus is prohibited unless prior approval has been given from the Student Life Coordinator and/or Vice President for Student Development. Students encountering a solicitor are encouraged to notify a Community Life staff member or security officer immediately.

Storage

There is no additional storage for residents other than their rooms.

Tobacco Use/Smoking

It is the policy of the University to provide a smoke-free environment in all campus facilities and vehicles in which University functions or services are carried out. Smoking of any material is prohibited in all University facilities, at all locations, including all enclosed locations in buildings, including University-owned vehicles, other than authorized areas. It is also prohibited within twenty- five (25) feet of any entrance or exit doors, and all common areas. It also is prohibited in any outside area adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility.

Tobacco: Use of chewing tobacco, cigarettes, or other related products is prohibited in all areas of Residential Life. Disposal of the tobacco in destructive or unsanitary means will be cause for disciplinary response.

TV Antennas and Cable

TV Antennas, cables, and other apparatus cannot be hung out the windows or affixed to the outside of the building. Tapping of cable TV lines is considered “theft of service” and is illegal.

Weapons

Weapons and/or ammunition are not permitted on campus. Weapons are defined as, but not limited to, the following: firearms (including BB guns or any other compressed-air or spring-propelled gun), knives, martial arts weapons (throwing stars, nun chucks, and swords), and whips. If a resident’s job requires a service weapon or if a resident is an active hunter weapons will still be prohibited on campus but please inform your Residential Life Director of your situation for more information. The University will confiscate objects defined as weapons, and a policy violation may result in termination of the student’s Residential Life contract and/or suspension or expulsion from the University