

# HC STUDENT HANDBOOK TABLE OF CONTENTS

HC Student Handbook Table of Contents.....	1
Helena College University of Montana.....	3
Accreditation.....	3
Academic Affairs.....	3
Academic advising services.....	4
Student Support.....	5
Director of Student Life.....	5
TRIO.....	5
MT10.....	5
Services for Students.....	6
Associated Students of Helena College (ASHC).....	7
Campus Store.....	8
Business Services.....	8
Campus Safety and Emergency Response.....	9
College Catalog & Course Schedules.....	11
Welcome Center.....	11
Prevention Education Programs.....	11
Admissions.....	12
Financial Aid.....	12
Marketing.....	17
Registrar’s Office.....	17
Health Insurance.....	18
Identification Cards.....	18
Information Technology.....	18
Library Learning Hub.....	20
Disability Resources, Library Learning Hub.....	21
Physical Plant/Campus Facilities.....	21
College Policies and Procedures.....	21
Computer Requirement.....	21
Acceptable Use of Electronic Resources.....	21
Alcohol Sale, Possession and/or Consumption on College Property (Helena College Policy 600.6).....	22
Class Attendance/Absence.....	22
Drug Free Schools & Communities Act (Helena College Policy 400.4).....	23
Facilities Use Policy (Helena College Policy 600.7).....	23
Family Education Rights and Privacy Act (FERPA, Helena College Policy 300.2).....	24
Firearms and Dangerous Weapons (Helena College Policy 800.2).....	26

Non-Tobacco Use, Smoke-Free Workplace and Facilities (Helena College Policy 600.1).....	27
Scholastic RequirEments .....	28
Students with Disabilities (Helena College Policy 300.3) .....	29
Withdrawal.....	30
Student Code of Conduct .....	31
Jurisdiction of Helena College and Application of the Code of Conduct to Off-Campus Offenses.....	31
Academic and Classroom Conduct .....	36
Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation.....	40
Student Complaint Procedures.....	45
2022-2023 Student Calendar.....	48
Where do I go if... ..	52

## **HELENA COLLEGE UNIVERSITY OF MONTANA**

### **DONALDSON CAMPUS**

1115 N. Roberts St., Helena, Montana 59601, Phone: 406-447-6900 Fax: 406-447-6397

The Donaldson Campus is Helena College's main location for business services, admissions, financial aid, library, and advising resources. This campus houses the College's general education and transfer programs as well as the nursing program.

### **AIRPORT CAMPUS**

2300 Airport Road, Helena, Montana 59601, Phone: 406-447-6350 Fax: 406-447-6399

Helena College's Airport Campus houses state-of-the-art instructional facilities and equipment for the college's trades programs including automotive technology, aviation maintenance technology, diesel technology, machine tool technology, fire & emergency services, and welding technology. General information and support services for the campus are located adjacent to the lobby at the main campus entrance.

### **ACCREDITATION**

Helena College University of Montana is accredited by the Northwest Commission on Colleges and Universities, 8060 16th Ave NE, Suite 100, Redmond, WA 98052-3981. The NWCCU is an institutional accrediting body recognized by the Council for Higher Education and the United States Department of Education.

In addition, the Helena College Automotive Technology Program holds an ASE Master Automobile Service Technology (MAST) level certification, the Aviation Maintenance Technology program is approved by the Federal Aviation Administration (FAA), and the Practical and Registered Nursing programs are approved by the Montana State Board of Nursing. The Registered Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Fire & Rescue program has received international accreditation from the International Fire Service Accreditation Congress (IFSAC).

All educational programs offered at Helena College are approved by the Montana Board of Regents, the United States Department of Education, the United States Bureau of Indian Affairs, Montana State Approving Agency (SAA), and the Montana Department of Vocational Rehabilitation Services.

### **ACADEMIC AFFAIRS**

**Sandra Bauman, Ed D.**

Dean/CEO

406.447.6928

[sandra.bauman@helenacollege.edu](mailto:sandra.bauman@helenacollege.edu)

**Paige Payne**, Executive Assistant to the Dean/CEO

406.447.6927

[paige.payne@helenacollege.edu](mailto:paige.payne@helenacollege.edu)

**Robyn Kiesling**, Executive Director

General Education & Transfer

406.447.6930

[robyn.kiesling@helenacollege.edu](mailto:robyn.kiesling@helenacollege.edu)

**Melanie Heinitz**, Academic Administrative Coordinator

406.447.6971

[melanie.heinitz@helenacollege.edu](mailto:melanie.heinitz@helenacollege.edu)

**Stephanie Hunthausen**, Executive Director  
Career Technical Education & Dual Enrollment  
406.447.6352  
[stephanie.hunthausen@helenacollege.edu](mailto:stephanie.hunthausen@helenacollege.edu)

**Melissa Mousel**, Administrative Associate IV  
406.447.6350  
[melissa.mousel@helenacollege.edu](mailto:melissa.mousel@helenacollege.edu)

**Debra Rapaport**, Director of Nursing  
406.447.6987  
[debra.rapaport@helenacollege.edu](mailto:debra.rapaport@helenacollege.edu)

**Vacant**, Administrative Associate IV  
406.447.6985  
[vacant@helenacollege.edu](mailto:vacant@helenacollege.edu)

Please consult the current Helena College catalog for academic information and policies or visit the [HC Website](#).

## **ACADEMIC ADVISING SERVICES**

**Sarah Dellwo**, Executive Director of Enrollment  
406.447.6900  
[sarah.dellwo@helenacollege.edu](mailto:sarah.dellwo@helenacollege.edu)

East End Advising DON119, 406.447.6956, 8 a.m. to 5:00 p.m., Monday through Friday

**Ann Willcockson**, Director of Special Retention Initiatives/TRIO  
406.447.6955  
[ann.willcockson@helenacollege.edu](mailto:ann.willcockson@helenacollege.edu)

**Cheryl Ravenscroft**, TRIO Program Coordinator  
406.447.6956  
[cheryl.ravenscroft@helenacollege.edu](mailto:cheryl.ravenscroft@helenacollege.edu)

**Kelsey Anderson**, TRIO Retention Specialist First Generation  
406.447.6941  
[Kelsey.anderson@helenacollege.edu](mailto:Kelsey.anderson@helenacollege.edu)

**Gregory Thompson**, AIMA Retention Specialist & Academic Advisor  
406.447.6938  
[greg.thompson@helenacollege.edu](mailto:greg.thompson@helenacollege.edu)

**Kasandra Reddington**, TRIO Transition Specialist  
406.447.69011  
[Kasandra.reddington@helenacollege.edu](mailto:Kasandra.reddington@helenacollege.edu)

Airport Campus, 406-447-6903

**Kathy Mortimore**, Skilled Trades Retention Specialist  
406.447.6907  
[Kathy.mortimore@helenacollege.edu](mailto:Kathy.mortimore@helenacollege.edu)

## **ADVISING FOR NEW STUDENTS**

Advising services are located on the Donaldson and Airport campus and provide academic and personal support to promote student success while attending college. Students are assigned an individual advisor upon completion of their application.

## **ADVISING FOR CONTINUING STUDENTS**

Students will continue to work with their assigned Academic Advisor throughout their time at Helena College. In addition, each student will be assigned a faculty advisor, who will serve as a mentor in their program of study and career development.

## **STUDENT SUPPORT**

### **DIRECTOR OF STUDENT LIFE**

Donaldson Campus, Room 104H  
406.447.6962

**Emily Schuff**, Director of Student Life  
406.447.6962  
[emily.schuff@helenacollege.edu](mailto:emily.schuff@helenacollege.edu)

Student Life at Helena College encompasses student wellness, support, engagement and activities. Students who are connected to faculty, staff, and each other do better in their classes and have higher graduation rates. We care about your experience and know that sometimes life can get in the way of being successful in school. In addition to campus activities and programming, Student Life can connect you with resources on and off campus to help with food insecurity, personal and family counseling needs, and much more. We encourage you to check out our campus food pantry or stop over to meet Emily Schuff, our new Director of Student Life, to get connected to what's happening on our campuses.

### **TRIO**

Donaldson Campus, Room 119  
406.447.6956

**Ann Willcockson**, Director of Special Retention Initiatives  
406.447.6955  
[ann.willcockson@helenacollege.edu](mailto:ann.willcockson@helenacollege.edu)

The purpose of the TRIO SSS program is to provide academic and other support services to low-income, first-generation, and/or disabled college students to increase student retention and graduation rates and facilitate transfer from two-year to four-year colleges. Core services of the program include degree mapping, individualized development plans, counseling, tutoring, study groups, financial aid guidance, scholarship research assistance, trips and events, and workshops. To participate in the program, students must meet eligibility guidelines and be accepted through the application process. For more information, contact the TRIO program. Please contact Ann Willcockson if you are ready to register at 406.447-6956 or [TrioAdmin@helenacollege.edu](mailto:TrioAdmin@helenacollege.edu).

### **MT10**

Donaldson Campus, Room 119  
406.447.6956

Ann Willcockson, Director of Special Retention Initiatives  
406-447-6955  
[ann.willcockson@helenacollege.edu](mailto:ann.willcockson@helenacollege.edu)

**MONTANA 10** is a scholarship and student success program designed to help students graduate on-time, with less debt, and on a strong path to your career. The main student support features are: financial support, specialized advising and career development, and academic support. To participate in the program MONTANA 10 Scholars commit to: completing the Free Application for Federal Student Aid (FAFSA) every year of attendance, take a full-time schedule of 15 cred-

its per semester or 30 credits per year, meet regularly with your Montana 10 advisor, and maintain good academic standing. To find out more about the program contact [Ann Willcockson](#).

## SERVICES FOR STUDENTS

### VETERAN SERVICES

Helena College Veteran Resources serves students who receive veteran educational benefits. Please see <https://www.helenacollege.edu/veteran/> for information or contact [Valerie Curtin](#) at 406.447-6913.

### WELLNESS

The **Office of Student Life** provides wellness coaching and community referral services to registered Helena College students. The office also provides outreach and educational programming to the campus community in the context of mental health, suicide prevention and violence prevention initiatives.

Helena College partners with the Helena Food Share, hosting several pop-up pantries around our campus. Students will find grab-and go items, hygiene items, lunch, dinner and breakfast items, and canned goods on our campus pantry shelves. Items are free, no sign-in is required, and the shelves are replenished on a quarterly rotation. Pantry shelves are located in the hallway by the Library, in the Student Center Suites on the Donaldson Campus, and down the hallway off the Lecture Hall at the Airport Campus. For access to fresh fruits and vegetables, dairy items, eggs, and other fresh or refrigerated items, students should visit the formal Helena Food Share locations. Find more information about the [Helena Food Share](#) or call (406) 443-3663.

### HELENA COLLEGE MENTAL HEALTH RESOURCES

#### KOGNITO ONLINE INTERACTIVE TRAINING

In partnership with the Montana University System (MUS), Helena College offers **Kognito** for mental health; an online evidence-based virtual simulation training module for both faculty/staff and students that teaches how to recognize and respond to someone who may be experiencing distress or suicidal thinking. It is an interactive web-based module that can be accessed from any device. Watch for our marketing events here at HC introducing the product and how to use it. This resource can be found on the Helena College Wellness webpage located [here](#). Use the access codes below to get started!

- Enrollment Key Faculty and Staff: helenaeemployee
- Enrollment Key Student: helenastudent

You at Helena College [You at College](#) a personalized digital tool created by behavioral health experts to foster campus wide well-being to help students, faculty and staff thrive. Students can create custom profiles, set goals for themselves, access health and wellness content, and explore ways to keep their mental and physical health sharp. This resource can also be found on the [HC Wellness Webpage](#). Students will use their myhc credentials to log in.

### CONNECTING WITH LOCAL MENTAL HEALTHCARE PROVIDERS

[Thriving Campus](#), is an online directory that allows students to access a list of off-campus, licensed mental health clinicians, many of whom specialize working with students. The website includes various guides and resources that assist students through the process of securing off-campus outpatient care. Access this interactive directory [here](#).

**Emergency Services:** If you require emergency services please call 911 or see assistance at the following facilities & emergency rooms:

#### PureView Health Center

1930 9<sup>th</sup> Ave.  
406-457-0000

## **Suicide Prevention Lifeline**

Available 24/7

988

Or text “MT” to 741741

## **St. Peter’s Urgent Care**

2475 Broadway Ave.

406-447-2770

## **St. Peter’s Hospital Emergency Room**

2475 Broadway Ave.

406-444-2150

## **St. Peter’s Urgent Care - North**

3330 Ptarmigan Lane

406-443-5354

## **CAREER SERVICES**

Career Services help students develop academic, career and life goals through clarifying and understanding their personalities, values, skills and abilities. The Career Services coordinator provides individual counseling as well as workshops related to career exploration, career planning, resume writing, and interviewing. Also provided is information regarding internships, service learning, and employment opportunities. Students seeking career planning assistance should schedule an appointment with the coordinator.

Contact 406.447.6903

## **TUTORING SERVICES AND ACADEMIC COACHING**

Individualized tutoring is free for Helena College students and is available for most courses. For more information, contact the [Library Learning Hub](#) or click on the [Office 365 Booking link](#) to make an appointment with a tutor. For courses not covered, or for students needing help outside of the hours offered, online tutoring is available through TutorMe; you will find TutorMe in Moodle. Academic coaching is available to all students to help them develop the skills they need to achieve their goals by providing individual support in the areas of time management and study skills. Appointments may be made by clicking on the [Office 365 Booking link](#) to make an appointment with an academic coach. Tutoring services and academic coaching are located in room 140 of the Library Learning Hub on the Donaldson Campus.

## **PLACEMENT**

Contact your academic advisor for placement.

## **ASSOCIATED STUDENTS OF HELENA COLLEGE (ASHC)**

Donaldson Campus, Room 104H

406.447.6900

[studentsenate@helenacollege.edu](mailto:studentsenate@helenacollege.edu)

The Associated Students of Helena College is an active student organization whose purpose is to provide the student body with an active voice in their education, promote empowerment and communication among the student body, create an environment conducive to learning for all students, and encourage citizenship both on campus and in the community. All students enrolled in one or more credits are eligible for membership. The ASHC Student Senate is comprised of one representative from each club and a maximum of additional 10 “Senators-at-Large”. The Executive cabinet comprised of president, vice-president, business manager and secretary as well as the ASHC Advisor, Emily Schuff, ASHC uses funds from the student government fee to help form clubs and organizations, assist students in severe financial distress, stock the food share shelves and create scholarship opportunities for the students. ASHC also sponsors social activities and events throughout the year for Helena College students and their families. ASHC stays actively involved in the community by contributing time and money to local non-profit groups. Enrolled students are charged a student government fee each semester.

## **STUDENT CLUBS AND ORGANIZATIONS**

The following list of clubs and organizations are representative examples, which have been active and recognized by the Associated Students of Helena College. Contact [Emily Schuff](#), Director of Student Life if you are interested in starting or re-activating a student club or organization.

Art  
Aviation  
Chemistry  
Christians United for Israel (CUFI)  
Computer Technology  
Future Machinists of America (FMOA)  
Gaming

Language  
Nursing  
Phi Theta Kappa  
Social & Psychological Sciences Club  
Veterans  
Welding

## **FORMATION OF STUDENT ORGANIZATIONS (ARTICLE 7, CONSTITUTION OF THE ASSOCIATED STUDENTS OF HELENA COLLEGE)**

The Student Government Association of Helena College welcomes the formation of student organizations whose purpose helps develop attitudes and practice of good citizenship, promotes harmonious relations with the community, provides a forum for student expression, establishes student activities, and promotes the general welfare of the College. Formal club recognition by ASHC allows for access to funding paid by all students each semester in addition to college facilities for meetings and activities. Students interested in establishing a new club should review the ASHC constitution for requirements.

## **CAMPUS STORE**

Donaldson Campus  
406.447.6933

**Cari Schwen**, Director of Business & Retail Services/Controller  
406.447.6920  
[cari.schwen@helenacollege.edu](mailto:cari.schwen@helenacollege.edu)

**Virginia Fontaine**, Lead Barista  
406.447.6933  
[virginia.fontaine@helenacollege.edu](mailto:virginia.fontaine@helenacollege.edu)

The mission of the Campus Store is to provide retail services responsive to the needs of students, faculty, and staff of Helena College and to the local community to support the lifelong educational goals of learners.

Helena College Retail Services consists of a Campus Store on the Donaldson campus. The Campus Store provide supplies, apparel, some hot food, beverages, and snacks Monday through Friday during the academic year. The Campus Store accept cash, credit cards (except for American Express), and checks made payable to Helena College for the amount of purchase only. The Donaldson Campus Store also features a full-service Coffee Counter with a wide selection of hot and cold drinks.

Course materials can be purchased [online at BNC Virtual](#).

## **BUSINESS SERVICES**

Donaldson Campus, Rooms 102J & 102Q  
406.447.6922

**Cari Schwen**, Director of Business & Retail Services/Controller  
406.447.6920  
[cari.schwen@helenacollege.edu](mailto:cari.schwen@helenacollege.edu)

**Laura Gifreda**, Cashier  
406.447.6922  
[laura.gifreda@helenacollege.edu](mailto:laura.gifreda@helenacollege.edu)

**Beau Howard**, Accounting Associate IV  
406.447.6918  
[beau.howard@helenacollege.edu](mailto:beau.howard@helenacollege.edu)



**Candice Miller**, Student Accounts  
406.447.6921  
[candice.miller@helenacollege.edu](mailto:candice.miller@helenacollege.edu)

**Amanda Zigan**, Accounting Associate III  
406.447.6919  
[amanda.zigan@helenacollege.edu](mailto:amanda.zigan@helenacollege.edu)

Business Services assists students with all financial transactions related to their enrollment at Helena College, including, but not limited to, payment of application and placement testing fees, tuition and fees due upon registration each semester, tuition refunds for withdrawal from courses, purchase of parking permits, fees associated with library charges, transcript requests, graduation applications and financial aid checks. Student Accounts also administers deferred fee payment plans and payment from third party agencies. All students must finalize their schedule bill online through MyHC or in person at the Cashier's office or be subjected to additional fees. Schedule bills are available following each semester's registration.

Students owing the college fees, fines, or other charges will not be permitted to receive a transcript, diploma, certificate, or other academic record, and may be denied access to college services and facilities until the debt has been paid or arrangements made with the Business Office.

For more information regarding tuition and fees, payment deadlines, third-party agency payment, deferred payment plans and refund policies, students should consult the current college catalog and registration guide or contact the Business Office.

## **CAMPUS SAFETY AND EMERGENCY RESPONSE**

Helena College's Campus Emergency Action and Crisis Protocol Manual addresses the college's policy and procedures related to the timely reporting of and response to criminal actions and emergencies. The Assistant Dean of Administrative Affairs is responsible for the manual and is available on the [HC Campus Safety Webpage](#).

### **CAMPUS SECURITY-EMERGENCY RESPONSE DIRECTORY**

In the event of an emergency, first **dial 911**. Then contact a Helena College employee to assist.

In an emergency, the safety of everyone is priority. ALL students, faculty, and staff must evacuate the building immediately when a fire alarm sounds. Designated emergency response assistants will direct students and faculty exit the building and proceed to the appropriate assembly areas as follows:

Donaldson Campus:	Primary-field south of campus; Secondary-east parking lot
Airport Campus:	Primary-south end of parking lot; Secondary-north end of gravel lot

### **REPORTING AND NOTICE OF CRIMINAL ACTIVITY**

Students, staff, faculty, community members, and guests should immediately report any criminal activity taking place on college property. An Incident Report will be completed with the following information:

1. Name, address and telephone number of person reporting incident; anonymous reporting is permitted;
2. Date and time of report taken;
3. Date, time, and location of alleged criminal activity;
4. A brief description of the alleged activity;
5. If possible, name, address and telephone number of other witnesses to the activity;
6. If possible, name and/or physical description of individual(s) involved in the activity.

Utilizing the Criminal Activity Report, the activity may be reported to the Helena Police Department for follow-up and/or investigation. In the event of a safety threat to the campus community, either on or off campus, the Dean/CEO or designee may issue a campus-wide warning. In such a case, the warning is issued through the college email system to students, staff, and faculty as well as to those who have registered with the electronic early warning notification system. As necessary, information may also be posted on reader boards and video monitors located at the Airport and Donaldson campus.

Each student is responsible for his or her own personal property brought on campus, and students are encouraged to provide adequate security for their possessions. Any theft or damage to personal property should be reported to either the Director of Facilities and Maintenance or the Executive Director of Compliance & Financial Aid.

### **INFORMATION ABOUT SEXUAL AND VIOLENT OFFENDERS**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Helena College provides a link to the Montana Department of Justice Sexual or Violent Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where the registered sex offender’s link can be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state where the person is employed carries a vocation, or is a student.

In the State of Montana, convicted sex offenders must register with the Sexual or Violent Offender Registry maintained by the Department of Justice. The Registry is available pursuant to Section 46.23.508 of the Montana Code Annotated and available to help citizens protect themselves and their children from sexual and violent offenders. Anyone who uses this information to injure, harass, or commit a criminal act may be subject to criminal prosecution. The registry is accessible at the following link.

### **ANNUAL SECURITY REPORT**

A copy of Helena College Annual Security Report is available each year to anyone who requests a copy. It is also distributed electronically to all students and employees. This report includes statistics for the previous three (3) years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Helena College and on public property within, or immediately adjacent to and accessible from, any campus. The report also includes institutional policies concerning campus security, such as policies on Sexual Misconduct, Harassment, Alcohol, Tobacco and other Drugs, and matters related to overall campus safety. You may obtain a copy of this report by contacting the Executive Director of Compliance & Financial Aid or by accessing the HC Website.

### **TIMELY WARNINGS**

In the actual event a Clery Act crime occurs, either on any Helena College property, property adjacent to Helena College property, or in the best judgment of a member of Helena College leadership, a timely warning will be issued. This warning is issued through both an email notification to all individuals with a @mail.helenacollege.edu or @helenacollege.edu account, electronic emergency text notification and through publishing the information on the HC Website and digital signage around campus.

### **EMERGENCY NOTIFICATION**

The emergency notification is intended to assist Helena College community members during times of both minor emergencies and those perceived by College leadership as possessing eminent danger to our college community. This notification system uses the following methods of communication:

- Helena College Email Notice
- Scrolling banners located throughout both the Donaldson and Airport Campuses
- TV Monitors located on the Donaldson and Airport Campuses
- Scrolling banner on the website: www.helenacollege.edu
- Emergency text notification via subscriber cell phone

Anyone with information believing a timely warning is necessary may seek assistance with the situation to the nearest Administrator, Supervisor, Supervisor on Call, or Facilities employee who will contact the Executive Director of Compliance & Financial Aid, via phone 406.447.6913, or in person at the Airport campus.

Helena College has gone to great lengths to ensure there is an emergency notification system in place to ensure the safety of all members of the college community. Emergency notifications will be issued without delay. The emergency notification will utilize the same methods as those utilized by timely warnings and may include disseminating information to the press by the Dean/CEO or designee.

The College's Emergency Action Plan consists of:

- Designated members of the emergency response team
- Operating procedures and performance expectations
- Displacement and non-displacement emergencies
- Pandemic Response Plan
- Review and drill of emergency notification systems/processes

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are typically Helena Police Department and/or Helena Fire Department and members of the Helena College Emergency Response Team. Depending on the nature of the incident, other local or federal agencies may be involved.

On an annual basis, students and employees of the Helena College are notified of their requirement to notify the Executive Director of Compliance & Financial Aid of any incident on campus that involves a significant emergency or dangerous situation. This threat may involve an immediate or ongoing to the health and safety of the college community. Additionally, in every classroom on both the Donaldson and Airport Campuses, a 'quick reference page' is available next to the telephone. When in doubt, students and faculty are encouraged to call **911** in all emergencies.

In 2009, Helena College created the Safety Committee. This committee, comprised of representation from all constituent groups of the college, meets monthly to review College emergency process, discuss any incident or near miss report and concerns regarding the safety of the College. The Emergency Protocol Manual may be found through accessing the [HC Website](#).

## **COLLEGE CATALOG & COURSE SCHEDULES**

The Helena College academic catalog is published each year and contains information about college programs and courses as well as academic, business and Student Affairs. In recognition of the need to promote the sustainable use of natural resources, as well as to better accommodate frequent updates and revisions, the catalog is available electronically and can be found at the [HC Website](#).

Class schedules for each semester are published online and can be accessed via My HC or as PDF files at [HC Website](#).

## **WELCOME CENTER**

Donaldson Campus, Room 101  
406.447.6900

The Welcome Center provides the following services to students to assist them with enrolling at Helena College. Walk-ins are welcome.

**Nina Hansen**, Administrative Assistant  
406.447.6900  
[nina.hansen@helenacollege.edu](mailto:nina.hansen@helenacollege.edu)

## **PREVENTION EDUCATION PROGRAMS**

To set up students for a positive and successful experience at Helena College, all students are required to complete a series of mandatory prevention education programs before and during the first half of their first semester. If you do not complete your required program(s) by the deadline indicated, you will be held from registering for second semester courses. Helena College requires Part 1 of the AlcoholEdu and the Sexual Assault Prevention for Community College Students to be completed. Please refer to your Admissions packet for the deadline corresponding with your first semester. We do not require the Part 2 of these cohorts or the Money Matters course, though we highly recommend their completion as they are a benefit to you and may be required at another institution should you transfer.

**AlcoholEdu** is an online course creating an opportunity for Helena College to collect critical data on student attitudes and behaviors related to alcohol. This includes students' readiness to change their behavior, protective or high-risk factors they exhibit, and expectations they have towards the use of alcohol. All of this data will help the College better understand and meet the needs of students.

**Sexual Assault Prevention for Community College Students** is an online program that provides sexual assault prevention training.

**Achieve** is an online financial literacy program designed to help students learn about personal finances, student loans, budgeting, and the use of credit. The Financial Education Program strives to help students at Helena College take control of their financial futures.

For more information, [HC Website/Campus Safety](#) or email: [hcstudentaffairs@helenacollege.edu](mailto:hcstudentaffairs@helenacollege.edu).

## **ADMISSIONS**

**Sarah Dellwo**, Executive Director of Enrollment

406.447.6908

[sarah.dellwo@helenacollege.edu](mailto:sarah.dellwo@helenacollege.edu)

**Anna Ebert**, Admissions Counselor

406.447.6912

[anna.ebert@helenacollege.edu](mailto:anna.ebert@helenacollege.edu)

The enrollment process for all degree and non-degree seeking students, whether they are attending for the first time or have attended the college in the past and wish to return, begins with admission. Prospective students in search of program information, admission applications, information about admission guidelines, evaluation of transfer credits, or the status of a submitted application should visit the Welcome Center. Students can obtain admission information online at [HC Website](#).

## **FINANCIAL AID**

**Valerie Curtin**, Executive Director of Compliance and Financial Aid

406.447.6913

[valerie.curtin@helenacollege.edu](mailto:valerie.curtin@helenacollege.edu)

**Atalyssa Neace**, Grant & Loan Officer

406.447.6915

[atalyssa.neace@helenacollege.edu](mailto:atalyssa.neace@helenacollege.edu)

**Kyra Merchen**, Scholarships and Work-Study Officer

406.447.6914

[kyra.merchen@helenacollege.edu](mailto:kyra.merchen@helenacollege.edu)

Students needing financial assistance should acquaint themselves with the Financial Aid Office. The office administers all student aid and scholarships. Requirements for scholarships vary from one program to another, and recipients of previous scholarships and financial aid must reapply each year to be considered. The office also serves students seeking part-time work-study employment both on and off campus. Scholarships and employment openings are listed on the bulletin board located outside the Financial Aid Office as well as online at [www.helenacollege.edu](http://www.helenacollege.edu). For all matters concerning the availability, application, and maintenance of financial assistance, students are encouraged to email the [Financial Aid Office](#) or call 406-447-6916. Detailed information is also provided in the college catalog as well as [HC Website](#).

## **SPECIAL CIRCUMSTANCES/PROFESSIONAL JUDGEMENTS**

You have the right to be evaluated on your current financial situation. For example, your current finances could be significantly different than what is on your FAFSA. There might have been significant wage loss and a possibility to re-evaluate the amount of financial aid for which you qualify.

## **FINANCIAL AID ELIGIBILITY AND DISBURSEMENT OF FUNDS**

Specific rules, regulations and eligibility requirements for obtaining and maintaining federal and state financial aid can be obtained from the Financial Aid Office as well as online at the [HC Website](#). A summary can also be found in the academic catalog.

If students are unable to resolve a dispute with their lender or loan servicer, they may also contact the Federal Ombudsman in writing at U.S. Department of Education FSA Ombudsman, 830 First Street N.E., Washington, D.C. 20202-5144, by email, or by telephone (toll free) at 1.877.557.2575.

#### How Financial Aid is Disbursed: (Where's my check?)

Aid will be disbursed to your account in the Business Office twice during each semester. You can review your account balance and when disbursements are posted to your account through your MyHC account under Student Services-- Payment and Account Information.

#### **Disbursement #1 will take place 7 – 10 business days after the 15th class day and will consist of:**

- All Grants for the term
- All Scholarships for the term
- ½ of Student Loans for the term

*Note: If you are a first-time student loan borrower, your first loan disbursement will be 30 calendar days after the start of the term.*

After all charges are satisfied on your Business Office account, you should receive the remainder in the form of a check in your mailbox. Please ensure your mailing address is up-to-date on your MyHC account.

#### **Disbursement #2 will take place 7 – 10 business days after successful mid-term grades have been posted and will consist of:**

- ½ of Student Loans for the term

After all charges are satisfied on your Business Office account, you should receive the remainder in the form of a check in your mailbox.

All requirements must be completed and your bill must be finalized online. You can view the amount of your check on your MyHC account under Payment and Account Information. Ensure your mailing address is current in MyHC as checks are mailed to the address on file. Helena College is not responsible for mail issues.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

#### **REQUIREMENTS AND PURPOSE**

Federal regulations require that students make satisfactory progress toward attainment of a degree, diploma, or certificate objective in order to participate in federal student assistance programs. Helena College interprets federal intent of the satisfactory progress regulations as a means to prevent abuse of federal student assistance programs versus placing limitations on students.

Helena College's financial aid satisfactory academic progress policy is provided to ensure compliance with federal regulations and to prevent abuse of federal student assistance programs while supporting students' efforts to attain educational objectives. These standards represent minimum performance requirements based on federal statutes and regulations and do not necessarily coincide with academic program requirements. In addition to meeting these standards, a student must fulfill all other requirements to receive financial aid.

#### **INDICATORS OF PROGRESS**

- Financial aid Satisfactory Academic Progress (SAP) is measured 'qualitatively' and 'quantitatively'.
- Quality of work is measured by cumulative grade point average (GPA) resulting from classes completed with Helena College only. GPA is calculated utilizing the formula as outlined in page 48 of the college catalog. Remedial and repeated coursework for which a student received credit multiple times is treated as any other coursework. If repeating a course, the most recent grade shall be the one counted in computing GPA. Incompletes are considered failed for GPA until completion of the course and a letter grade other than F has been assigned. Withdrawn courses do not count in computing GPA; however, the course is deemed as attempted and the credits are calculated in the quantitative measurement of SAP.
- Quantity of work is measured against a maximum time frame in which the student must complete the educational objective. The quantitative measurement requires designation of a minimum amount of work a student must successfully complete (credit hours earned) by the end of designated periods of enrollment (full-time equivalent se-

mesters). The quantitative measure is cumulative for all periods of enrollment and for all transfer credits, including periods of enrollment in which students did not receive federal student financial assistance.

## **ENROLLMENT STATUS**

Student status is based on the following:

- Full time (FT) – Attempting 12 or more credits
- Three-quarter time (QT) – Attempting 9-11 credits
- Half-Time (HT) – Attempting 6-8 credits
- Less-than-half-time (LTHT) – Attempting 5 or fewer credits

For financial aid offers and satisfactory academic progress purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the 15th instructional day of the term for the majority of students. Financial aid will not be adjusted to reflect credit hours added after that date. Students who are registered for a class on the first day of the term but never attend the class cannot include those credits in determining enrollment status for financial aid purposes. Financial aid will be adjusted if students are reported as never having started attendance in one or more of their classes. All summer sessions jointly are considered one term.

## **STUDENTS SUBJECT TO SAP MEASUREMENT**

Students currently enrolled and readmits are subject to SAP measurement. In most instances, a financial aid package will be provided before grades are posted. If SAP standards have not been met, the financial aid package is voided, pending appeal.

New students, including transfer students, while subject to SAP, are not measured for satisfactory progress until first semester grades at Helena College are posted.

## **SAP MEASUREMENT DATE**

SAP measurement is made after completion of each semester.

## **MEASUREMENT STANDARDS OF SAP**

### Qualitative Measurement

A student must possess a cumulative GPA of 2.0 or higher. A student must meet the qualitative standard in addition to the quantitative standards discussed.

### Quantitative Measurement

Students must pass 70% of the cumulative credits attempted at Helena College in their degree/certificate program. Attempted credits will be based on a student's credit load at the end of the add period for each term. Audit and non-credit remedial work are not considered in the measurement of SAP. Remedial and repeated course work for which a student received credit multiple times is treated as any other course work. Incompletes are considered as credits attempted when considering maximum time frames. Transfer credits are also considered when determining maximum time frames. If a student withdrew from a class or classes after the 15th instructional day of the term, the student is considered to have attempted those classes, even though the student did not receive any earned credits for the classes. Withdrawal from classes has a negative impact on SAP measurement.

## **DURATION OF ELIGIBILITY**

Students are expected to complete their program of study within a reasonable time period. A student's maximum time frame is based on the total credit hours attempted at Helena College plus any transfer credits accepted towards the program of study. These limits apply regardless of whether or not the student has previously received financial assistance. Students are eligible to receive aid for up to 150% of the published number of credit hours required for a program of study (See program descriptions in the College catalog).

Example: If a program of study requires 60 credit hours to graduate, the maximum credit limit a student could take and receive financial aid would be 90 credits (60 X 150 percent). All credit hours attempted are counted.

At the end of each semester, the total number of attempted credit hours will be counted to determine if the student has reached the maximum number of credit hours for their program. All credit hours are counted and includes:

- Credit hours attempted in semester's student did not receive financial aid.
- Credit hours attempted prior to a change in program of study if those hours are applicable to student's new degree/certificate. A student will be allowed to change their program of study prior to receiving a degree/ certificate and must inform the Financial Aid Office of each change.
- Credit hours transferred from another institution into student's program of study at Helena College.

## **CONSEQUENCES**

### Financial Aid Warning

A student will be placed on financial aid warning if he/she either:

- Fails to maintain a cumulative GPA of at least 2.0

- or -

- Fails to complete 70% of cumulative attempted credit hours.

Helena College determines the student should be able to make satisfactory academic progress during the subsequent semester and meet the College's satisfactory academic progress standards at the end of the semester

During a warning semester, the student may still receive financial aid. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student completes the required number of credit hours to reach the 70% cumulative pace measure and has a cumulative GPA of 2.0 or higher, the student will be removed from financial aid warning status and restored to good standing. If, however, the student again fails to meet one or both of those requirements, the student will have their financial aid terminated.

## **FINANCIAL AID TERMINATION**

A student will have their financial aid terminated if he/she:

- Fails to meet both qualitative and quantitative SAP requirements and has been determined unable to make satisfactory academic progress during the subsequent semester.
- Fails to meet the academic progress requirements at the end of a warning semester.
- Has been determined to have exceeded the maximum time frame OR has been determined unable to mathematically finish the program in the maximum time frame.

## **STUDENT NOTIFICATION OF SAP DECISIONS**

The Financial Aid Office will, in most instances, measure SAP after developing a financial aid package for a student. In this case, the student will be notified in writing if he/she has not met SAP standards and that the financial aid package is cancelled. At the same time, the student will be notified of the appeal process (described below).

## **EXCEPTIONS/APPEALS**

A student who is notified of failure to meet SAP standards may appeal the conclusion reached by the Financial Aid Office and/or request that he/she be granted an exception to the policy. The Registrar's Office must grant academic reinstatement to students on academic suspension before the Financial Aid Office will consider an appeal for financial aid eligibility reinstatement.

## **APPEAL REQUIREMENTS**

The student must respond in writing to the notification of failure to meet SAP standards. The response must be directed to the Financial Aid Appeals Committee at Helena College. The response must describe in specific terms why Helena College should grant an exception to its established SAP policy. At a minimum, the response must include the following:

1. A typed personal statement, plus supporting documentation, as appropriate, explaining the circumstances that led to failure to meet established SAP standards.
  - a. The nature and timing of the circumstances (e.g., injury, illness, or death of a loved one). A student with a maximum credit hour violation must address the circumstances that prevented their graduation within the applicable credit limit.

- b. How the circumstances affected the student's ability to meet the standards. If more than one enrollment period was affected, each enrollment period and the relevant circumstances must be specifically addressed.
  - c. How the circumstances have been resolved or managed to permit the student to meet the standards.
2. The statement should also include a typed academic plan outlining how the student expects to meet the SAP standards, as well as the time frame in which the student expects to be back in compliance with such standards.
3. Copy of student's unofficial Helena College transcripts.
4. Copy of student's loan debt from the National Student Loan Database System (<https://nslds.ed.gov>).

#### **APPEAL DEADLINES AND PROCESSING**

Appeals for financial aid eligibility reinstatement must be received in the Financial Aid Office no later than two weeks prior to the start of the term for which the student desires aid. Appeals will be reviewed by the Financial Aid Appeals Committee on a case-by-case basis as soon as possible and may take two weeks or more for an answer depending on the appeal volume at the time submitted. There will be no appeals accepted for financial aid reinstatement for the summer term.

The Executive Director of Compliance & Financial Aid and the Financial Aid Appeals Committee will review the student's response to make a decision on the appeal. Two actions may result on the appeal:

1. The Financial Aid Appeals Committee may deny the appeal. The Financial Aid Director is the final authority regarding SAP decisions. The student will be notified, in writing, of action on the appeal in a timely manner.
2. The Financial Aid Appeals Committee may approve the appeal. If so, the student will receive written notice of the approval along with conditions to be met in the future, if appropriate. A student may be approved in one of two statuses:
  - a. Probation: Helena College determines that the student should be able to make satisfactory academic progress during the subsequent semester and meet the College's satisfactory academic progress standards at the end of the semester.
  - b. Academic Recovery Plan: The Financial Aid Appeals committee refers the student to a supplemental advisor. The student and advisor develop a plan that, if followed, will ensure the student is able to meet the institution's satisfactory academic progress standards by a specific point in time prior to completion of program.

Students approved for an Academic Recovery Plan will complete and sign a contract and plan with the Academic Coach. Both of these documents will be recorded in the Financial Aid Office and will be monitored by the Financial Aid Appeals Committee after every term. If a student is not academically progressing as planned, financial aid will be terminated.

The Academic Recovery Plan will require students to meet with the Academic Coach on a regular basis, as well as require certain activities. These activities could include, but are not limited to tutoring, limiting credit load, career counseling, taking the MCIS or CISS survey, attending workshops, or completing MONEY MATTERS (a financial literacy module). The purpose of the plan is to support the student in a holistic manner to promote academic success and provide a clear pathway to completion.

#### **REQUALIFICATION FOR FEDERAL STUDENT FINANCIAL ASSISTANCE AFTER FAILING TO MEET SAP STANDARDS**

A student who is disqualified from participation in college, state, and federal student financial assistance programs may regain eligibility by satisfying the established SAP standards. This can be done by attending college without financial assistance. If a student is deemed not to be making satisfactory progress, but later meets the standards, his or her eligibility for aid is reinstated. The other option is the student can pay for and pass at least 6 credits on their own and re-submit a Financial Aid Reinstatement Appeal. This, however, is not a guarantee of financial aid reinstatement. A student may be paid for the semester in which he/she regains satisfactory progress, but may not be paid for any semesters in which the student did not meet the standards.



## ADDITIONAL INFORMATION

- **Additional Degree:** Students who have obtained an Associate degree and wish to return to Helena College for a subsequent degree may not necessarily be eligible for Financial Aid. Changes from A.A.S. to A.S. or A.A. degrees will receive consideration as they are separate and distinct degree programs. The request for a subsequent degree must be submitted to the Executive Director of Compliance & Financial Aid with a degree audit from the Registrar. If approved for a new degree or certificate, the student will be required to take only courses required for the new degree or certificate. It is the student's responsibility to only take courses for the program. Failing to do so may result in financial aid termination.
- **Challenged Courses:** Students may not receive financial aid for credits they successfully challenged.
- **Changed and Late Grades:** The student must notify the Financial Aid Office of grade changes, including updates for incomplete or missing grades. Grades must be officially changed in the Registrar's Office before financial aid will be reviewed.
- **Evaluation Time Frame:** Helena College will evaluate a student's satisfactory academic progress at the end of each semester: fall, spring, and summer. A student placed on financial aid warning or termination will be notified via U.S. mail to the current mailing or permanent address on record. It is the responsibility of the student to ensure addresses are correct via MyHC.
- **Incomplete:** An incomplete course is one for which no term credits were earned. It is construed as an "F" until a positive letter grade is recorded by the Registrar. A student who is placed on warning or termination because of incomplete credits may request that the Financial Aid Office to review their status upon course completion.
- **Remedial Courses:** Certain sub-100 remedial courses, which do not apply toward graduation requirements, may be included as part of a credit load for determining enrollment status each term. These courses cannot exceed 30 credits.
- **Return of Federal Title IV Funds:** Federal regulations require colleges to recalculate a student's financial aid for those who officially or unofficially withdraw from classes prior to completing 60% of a semester to determine the amount of aid that was earned and unearned. The unearned portion will be returned to the Department of Education.

## MARKETING

**Abigail Rausch**, Director of Marketing, Communication, & Alumni Relations  
406.447.6954  
[abigail.rausch@helenacollege.edu](mailto:abigail.rausch@helenacollege.edu)

Marketing carries out communication efforts and activities designed to inform and engage the campus community and the general public with regard to the college's mission, programs and services.

## REGISTRAR'S OFFICE

**Sarah Dellwo**, Executive Director of Enrollment  
406.447.6908  
[sarah.dellwo@helenacollege.edu](mailto:sarah.dellwo@helenacollege.edu)

**Marika Adamek**, Assistant Registrar  
406.447.6909/10  
[marika.adamek@HelenaCollege.edu](mailto:marika.adamek@HelenaCollege.edu)

The Registrar's Office maintains and ensures the integrity of all academic records. In order to meet the needs of students and the Helena College community, they provide the following core services in an efficient and courteous manner:

- Complete and accurate academic histories
- Requests for transcripts and enrollment verifications
- Effective methods of course registration including add/drop and withdrawals
- Verification and awarding of degrees and certificates

- Communication and administration of academic policies, past and present
- Publication of semester course schedules
- Scheduling of classrooms
- Compliance with Family Educational Rights to Privacy Act (FERPA), which ensures the student’s right to privacy

Transcripts may be ordered by completing a “Request for Official Transcripts” form at the Registrar’s Office or through the [HC Website](#). There is a \$3 fee for official transcripts. Please expect 3-5 days for processing.

## **HEALTH INSURANCE**

Students enrolled in 6 credits or more each semester are required to have and maintain medical insurance while attending Helena College. The college makes coverage available for students through the Montana University System Student Insurance Plan (MUSSIP) provided by Blue Cross Blue Shield of Montana (BCBSMT). The insurance plan provides major medical and prescription coverage including hospitalizations, outpatient surgery, and emergency services. The plan does not cover vision or dental insurance. High school students participating in dual enrollment or on-campus experience programs are not eligible for the insurance plan.

The student insurance plan is elected or waived during registration for the fall and spring semesters and students must purchase or refuse the coverage each semester by the 15th day of instruction. Students having major medical insurance coverage may waive the student insurance plan. Coverage begins on the first day of the semester provided payment is made as required within the enrollment period and continues through the day before the beginning of next semester. Spring semester coverage for eligible students extends through July 31<sup>st</sup>, provided payment is made as required within the enrollment period. Students who elect coverage and then withdraw before the 15th day of instruction will receive a full refund of the premium cost for that semester. There are no refunds after the 15th day of instruction. Students who withdraw or drop below 6 credits after the 15th day of instruction will be fully charged for and covered by the student insurance plan for the duration of the policy period applicable to each semester. Students will not be allowed to enroll in the student insurance plan after the 15th class day unless proof is furnished that the student was dropped from their other insurance coverage during the 30 days immediately preceding the date of the request to join the student insurance plan. In such cases, the premium will not be prorated, and the cost will be the same as the beginning of the semester. For more information visit:

- [HC Website](#)
- [Student BCBS](#)
- [hcestudentaffairs@helenacollege.edu](mailto:hcestudentaffairs@helenacollege.edu).

## **IDENTIFICATION CARDS**

All enrolled students must acquire a Helena College identification card as the card can be presented as a valid form of photo identification for all transactions. All new students must wait 48 hours after finalizing their bill to acquiring their initial identification card. The fee of the identification card is included in the initial scheduled tuition bill. Identification cards can be secured at the Welcome Center located in Room 101 at the Donaldson Campus or at the main office on the Airport Campus. Students must show a valid photo identification to acquire their card. There is a \$15.00 fee for a replacement card. Students should immediately report lost or stolen identification cards to the Welcome Center.

## **INFORMATION TECHNOLOGY**

Donaldson Campus, Room 004  
406.447.6960

Students requesting computer support may visit the IT Department.

Your NetID will be your username needed to access college resources such as Student Email, Moodle, MyHC, and network access on campus computers (computer login). A Students NetID is created when the student is admitted to the college. You must “Activate” your NetID before it can be used to access campus resources. During NetID activation students will set their initial password and choose forgotten password questions and answers.

## STUDENT EMAIL

Helena College creates student emails when they are admitted to the college and utilizes Microsoft Office 365 for hosting Student Email. With Office 365, students will have two separate accounts:

1. Office 365 account (Managed by Helena College) and accessible through NetID login.
  - a. Access your email, contacts, and calendar from anywhere including a broad range of ActiveSync enabled phones (examples: Windows Phone, iPhone, Android).
  - b. Office Web Apps - Create and edit Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft OneNote documents using your favorite web browser.
  - c. Teams Sites - Share files and documents with classmates. Create team, study group, or club sites.
2. Personal Microsoft account (Managed by Student).
  - a. Used to access to all OneDrive content and other Microsoft services.
  - b. Personal Microsoft account is kept after graduation.

Student email addresses correspond to `firstname.lastname@mail.helenacollege.edu`. Students should check their email accounts regularly for important college communications including the weekly campus bulletin. In most cases email accounts allow forwarding so that students can have their student emails forwarded to their personal email accounts.

## Wi-Fi

Wireless network coverage is available at both the Donaldson and Airport Campuses. Wireless network coverage is available for personal laptop computers in most areas at both the Donaldson and Airport Campuses.

Wi-Fi: Eduroam, `NetID@helenacollege.edu` (username) & MyHC (password)

Wi-Fi: HCGuest – NON-SECURE, Enter email address as prompted

## STUDENT PRINTING

All Helena College students receive a \$20.00 printing quota each semester they are enrolled. This quota may be used for black and white printing (\$0.05/single-sided page, \$0.10/double-sided page) or color printing (\$0.25/single-sided page, \$0.50/double-sided page). The print quota cannot be used to pay for photocopies (photocopying available in the Library Learning Hub, paid in cash or with a card). Black and white printing is available in all computer labs, the Library Learning Hub and the East End Advising Center. Color printing is available in the Library Learning Hub. Students may print wirelessly from their devices by signing into Web Print on the Student Portal. If students exhaust their quota, they may purchase more credit at the Cashier. The \$20.00 print quota has no cash value; there are no refunds or transfers to other students for unused quotas. Unused quotas or purchased credit will not roll over to the next semester. Quotas are made available at the start of each semester cycle and students receive quotas each year according to the following schedule:

<b>Period:</b>	<b>Dates:</b>
Quota Cycle 1 .....	Fall Semester through December 31
Quota Cycle 2 .....	Spring Semester through May 20
Quota Cycle 3 .....	Summer Semester through August 20

Upon complete withdrawal from courses, graduation, or re-admission after a break in enrollment, students' quota will be deleted regardless of the remaining balance.

### General Printing Guidelines for Students:

- **Shared Pool:** Your print quota is shared by all labs. If you print in multiple labs, all printing is drawn off the same quota total.
- **Usage Restrictions:** Your printing quota is intended for your personal, academic use only. You may not use your quota to print other's work or sell your unused quota. You may not use your printing quota for commercial purposes. You are also restricted to a maximum of 100 pages per printed document.
- **Conserve Your Quota:** Your printing quota is intended to be used until your graduation. It is a good practice to conserve your printing so you will be able to print your work towards the end of the semester. This is particularly important when your coursework requires significant printing for final reports or projects.

- **No Refunds for User Errors:** Please preview your job before printing to avoid unwanted blank pages or other errors. You will be charged for these pages and there are no refunds. If you use the color printer, review your document and settings carefully. You will be charged for the print regardless of any errors.
- **Refunds Due to Printer Errors:** Page refunds are issued only for problems due to defective equipment, such as paper jams or missing ink/toner. Refunds consist of replacement pages only. Quotas have no cash value. Please allow a 24-hour turnaround time (instructional days only) for any refunds.

## LIBRARY LEARNING HUB

Donaldson Campus, Room 140  
406.447.6943

**Della Dubbe**, Director of Library Learning Hub  
406.447.6942  
[della.dubbe@helenacollege.edu](mailto:della.dubbe@helenacollege.edu)

**Mary Ann George**, Library Technician  
406.447.6943  
[maryann.george@helenacollege.edu](mailto:maryann.george@helenacollege.edu)

**Kim Caldwell**, Academic Coach and Tutoring Coordinator  
406.447.6957  
[kimberly.caldwell@helenacollege.edu](mailto:kimberly.caldwell@helenacollege.edu)

## LIBRARY

The Helena College Library has two locations, the main library on the Donaldson Campus, and the branch library on the Airport Campus. The libraries strengthen your educational experience with print books and journals, online databases of electronic books and journal articles, and laptop checkout, and access to materials from our Treasure State Academic Information and Library Services (TRAILS) Consortium. Through interlibrary loan, students may also borrow materials from libraries throughout the United States.

The main library offers onsite reference and research help 8 a.m. to 5 p.m. Monday through Friday.

Students on both campuses may schedule an appointment for library and research assistance by using [Office 365 booking link](#). You can call us, chat with us, text us, or email us by using the [“Ask a Librarian” link](#). In both libraries, you will find computers and printers, and in the main library, you will find a color printer, a scanner, a high-speed scanner, and group study rooms. Group study rooms may be booked through all contact options available above.

The library’s online collection, which includes thousands of electronic books and over 300,000 journal titles, is available on campus from any personal internet device or campus computer and is available off-campus for all registered students using their NetID and password.

## TUTORING

Donaldson Campus, Room 140  
406.447.6943

**Kim Caldwell**, Academic Coach & Tutor Coordinator  
406.447.6957  
[kim.caldwell@helenacollege.edu](mailto:kim.caldwell@helenacollege.edu)

Tutoring and Academic Coaching are available free to all Helena College students. One-on-one Tutoring is available onsite and online on both campuses and in most subject areas. It is supplemented by TutorMe, a 24/7 online tutoring service found in Moodle. An academic coach helps students identify their strengths and weaknesses, develop better time-management and study skills, and provides support to access resources. Meetings are private and may be limited or ongoing as desired for accountability and support. For more information about academic coaching and tutoring, Contact [Kim Caldwell](#), or click on the [Office 365 Booking link](#) to make an appointment with a tutor or academic coach.

## **DISABILITY RESOURCES, LIBRARY LEARNING HUB**

Donaldson Campus, Enter through Room 140 to Office 139  
406.447.6943

**Kimberly Feig**, Disabilities Resource Coordinator  
406.447.6952  
[kimberly.feig@helenacollege.edu](mailto:kimberly.feig@helenacollege.edu)

Services for students with disabilities are provided according to Section 504 of the Rehabilitation Act of 1973 and the amended Americans with Disabilities Act of 1990 and 2008.

- Students are encouraged to contact the Disability Resources Office to arrange for accommodations.
- It is the student's choice and responsibility to disclose any disability and to request accommodations.
- Certain individuals may qualify for assistance through Montana Vocational Rehabilitation and should contact that service at 406.444.1710 for more information.
- More information about Disability Resources can be found at the [HC Disability Webpage](#).

Students, faculty, and staff are required to understand this policy and utilize its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the delay or denial of services. Accommodation requests and services are not retroactive.

## **PHYSICAL PLANT/CAMPUS FACILITIES**

Donaldson Campus, Room 006, Suite 004

John Rutherford, Director of Facilities and Maintenance  
406.447.6917  
[john.rutherford@helenacollege.edu](mailto:john.rutherford@helenacollege.edu)

Tommi Haikka, Assistant Director of Facilities and Maintenance  
406.447.6935  
[tommi.haikka@helenacollege.edu](mailto:tommi.haikka@helenacollege.edu)

The physical plant is responsible for the care and maintenance of all facilities and grounds to provide a clean, safe, and secure campus environment. To report facilities or security issues, students should call maintenance personnel. In the event of an emergency, always call 911.

## **COLLEGE POLICIES AND PROCEDURES**

It is the expectation of all Helena College community members to know and abide by published college policies. While some policies directly related to you are listed here, all institutional policies may be found on the college website [helenacollege.edu](http://helenacollege.edu) and in the Welcome Center.

## **COMPUTER REQUIREMENT**

Student ownership of and/or permanent access to a computing device is required at Helena College. Students benefit greatly from the ability to work and access online information and services at any time and from any place. For specific program requirements and additional information, please visit the [HC Requirement Webpage](#).

## **ACCEPTABLE USE OF ELECTRONIC RESOURCES**

As an institution of higher education, Helena College endeavors to develop resources and provide services that meet its students' educational needs. It is within this context that the college provides students with access to computers, along with access to a wide variety of online material.

Students may find some of the material available online to be inaccurate, incomplete or outdated; they may find other material sexually explicit or offensive. Helena College does not guide, monitor, or censor students' computer research. However, the college does restrict the use of computers, computer files, or network resources in the following ways:

1. Students are prohibited from violating copyright law and from engaging in theft or file theft with regard to college computers.
2. Students may not use college computers to violate others' privacy, to harass or intimidate others, to send abusive or patently offensive and unwanted material to others, or to interfere with the work of others. As students distribute or make materials available to others, they need to be aware of people's sensitivities towards information or graphics that may seem offensive.
3. Students may not deliberately crash, or otherwise impair workstations or computer systems at the college, modify files without authorization, damage files, alter data, introduce viruses, penetrate or harm operating systems, resell bandwidth, or engage in other illegal acts promulgated from or targeting the college's computers.
4. Students are prohibited from concealing or misrepresenting their names or affiliations to mask irresponsible, offensive, or illegal behavior.
5. Students are prohibited from sharing their Helena College network username and password with other students or family members.

Misuse of computer or network resources may constitute trespass, disruptive behavior, or sexual harassment and will not be tolerated by Helena College. Failure to comply with these guidelines may result in the loss of electronic access, expulsion from a course or the college, and/or legal prosecution.

### **ALCOHOL SALE, POSSESSION AND/OR CONSUMPTION ON COLLEGE PROPERTY (HELENA COLLEGE POLICY 600.6)**

It is the policy of Helena College to comply with the applicable laws pertaining to the sale, possession, and/or consumption of alcoholic beverages on college property and to foster responsible attitudes toward alcohol among the members of the college community, including students, faculty, staff, and visitors. No event involving the sale, possession, and/or consumption of alcoholic beverages may take place on college property without written approval of Helena College's Dean/CEO.

Montana Board of Regents Policy 503.1 prohibits the consumption of alcoholic beverages on property belonging to the Montana University System except as expressly permitted or authorized by Helena College's Dean/CEO.

### **CLASS ATTENDANCE/ABSENCE**

Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. Instructors may excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance, or participation in a College-sponsored activity. (College-sponsored activities may include required course field trips, ASHC service, or other institutionally supported service.)

Instructors must excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member, and/or death of immediate family member. To petition for an excused absence, the student must contact the instructor of the course and the Division Chair(s) responsible for the applicable course(s) as soon as possible, but no more than 5 days following the absence. Contact information for Executive Directors of Gen Ed, CTE, or Director of Nursing can be found on course syllabi. Each request will be handled on a case-by-case basis using all available information and documentation to make an informed decision. Part of this determination will be based on whether or not the student can successfully complete the course following the absence. In some cases, class and/or discipline requirements may preclude the possibility of successful completion of the course. Course requirements including assignments, lab work, quizzes, and exams cannot be removed; however, when appropriate, extensions to due dates may be granted. If the student does not agree with the determination of the Executive Directors, they may appeal to the Dean/CEO.

Instructors may establish absence policies to conform to the educational goals and requirements of their courses. Such policies will be set out in the course syllabus. Customarily, the course syllabi will describe the procedures for giving timely notice of absences, explain how work missed because of an excused absence may be made up, and stipulate any penalty to be assessed for absences.

### **DRUG FREE SCHOOLS & COMMUNITIES ACT (HELENA COLLEGE POLICY 400.4)**

In accordance with the Drug Free Schools & Communities Act of 1989, the illegal use, possession, or distribution of any controlled substance by students or employees on college premises or at college-sponsored activities is prohibited. All students and employees are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as detailed under the Student Code of Conduct in this handbook.

The Helena community has a number of excellent resources available to assist students and/or staff who are having difficulty with drug and/or alcohol abuse. Information and resources can be found online or in the Director of Student Life office located near the student center on the Donaldson campus. If an individual is reluctant to approach college personnel, information about assistance programs may be obtained by calling the toll free 24-hour Community Addiction Referral Network at 800.577.4393.

### **FACILITIES USE POLICY (HELENA COLLEGE POLICY 600.7)**

All property of Helena College including the buildings and improvements thereof is the property of the State of Montana and is under the jurisdiction and control of the Montana Board of Regents. All Helena College property is managed for the specific purpose of fulfilling the educational purpose of Helena College as a state supported institution of higher education applicable to state and federal law, the policies of the Board of Regents, and the policies of Helena College. Use and cost for the use of campus facilities by any campus or off-campus group or organization is governed by this policy.

#### **PRIORITY OF USE**

1. Regularly scheduled college programs and activities: Any programs, activities, or events that have been recurring or regularly scheduled by those administrators responsible for scheduling of the particular property or facilities required and that are reasonably related to the educational mission of Helena College.
2. Student Organizations: Any activity or event sponsored by any Helena College recognized student organization providing it is consistent with the stated objectives of the organization or the educational mission of Helena College. Proceeds from activity/event are to be used to defray the expenses of the activity or event, to generate a reserve to meet the organization's stated objective, or to contribute to the educational mission of Helena College.
3. Faculty or Staff Organizations: Any activity or event sponsored by faculty or staff that is appropriately scheduled and is consistent with the stated objectives of the organization or the educational mission of Helena College. Proceeds from the activity/event are to be used to defray the expenses of the activity or event, to generate a reserve to meet the organization's stated objective, or to contribute to the educational mission of Helena College.
4. Helena College Affiliated Organizations: Any activities or events sponsored by organizations affiliated with Helena College by approval of the Dean/CEO, such as the University of Montana system, UM Alumni Association, Board of Regents, etc.
5. Private Individual or Organization: Any appropriately scheduled activity or event sponsored by private individuals or organizations when it is established that the activity or event is a community service contributing to the cultural, social, educational or economic development of the community, or of the State.

#### **LIMITATIONS ON SCHEDULING**

Helena College reserves the right to deny scheduling, reschedule an event, or cancel any reservation without notice. The college will make every attempt to provide as much notice as possible. No person or organization may regard approval of a requested schedule as a guarantee of availability of the scheduled facility for the purpose requested. These rights are reserved to protect the college against the emergencies or exigencies not known at the time of the scheduling or against violations of regulations, abuse of facilities, or breach of agreements by users of college property or facilities.

College facilities and areas may not be used in ways which obstruct, conflict with or impair teaching, administration or other college activities or operations, or any other authorized activities on the college campus; impede or prevent others

from entering, using, or leaving the college facility, service or activity; expose persons or property to substantial risk or injury; or is otherwise unlawful.

Priority among requests for use of the same facility at the same time shall be determined by application of the following criteria: (1) Academic use shall take precedence over any other purpose in academic facilities. (2) Student use shall take precedence over any other non-college purpose. (3) Academic use of auxiliary enterprise facilities will not be scheduled unless necessary. (4) In the absence of one of the above priority considerations, priority shall be given on a first come, first served basis as received by request from the appropriate office. Any requests for approval to “bump” an already scheduled event shall be made to the Dean/CEO.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA, HELENA COLLEGE POLICY 300.2)**

The College shall interpret and develop procedures for implementation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and Montana Statutes specifically as they apply to Helena College for affording students certain rights with respect to their education records.

### **DEFINITION OF A STUDENT EDUCATION RECORD**

Records directly related to a student and that are maintained by an educational agency or institution or by a party acting for that agency or institution.

Education records do not include instructor’s or staff’s personal notes on a student which are in the sole possession of the maker, employment records (except work-study records), records created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals, library records, and alumni records.

### **RIGHTS AFFORDED TO STUDENTS UNDER FERPA**

Students have specific rights concerning their education record:

1. The right to inspect and review their education record.
2. The right to request amendment of the student’s education records to ensure they are not inaccurate, misleading, or in violation of the student’s privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file complaints with the Family Policy Compliance Office concerning alleged failures of Helena College to comply with the requirements of FERPA. Written complaints should be directed to:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-5920  
Email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

### **DISCLOSURES MADE WITHOUT STUDENT’S CONSENT**

Helena College may disclose student information under the following circumstances in accordance with FERPA:

- To employees with a legitimate educational interest. Legitimate educational interest is defined as needing the records to carry out employee responsibilities.
- To authorized representatives of the United States Comptroller General, Attorney General, Secretary of Education, or state and local educational authorities.
- In connection with the application or receipt of financial aid when the information is necessary to determine eligibility, amount of the aid, determine the conditions of the aid, and enforce the conditions of the aid.
- To other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.
- To state and local juvenile justice systems or their officials.



- To organizations conducting educational studies.
- To contractors, consultants, or volunteers providing the institution services.
- To accrediting organizations carrying out their accrediting functions.
- In compliance with a judicial order or lawfully issued subpoena.
- To appropriate parties in an emergency if the information will help assist in resolving the emergency.
- To victims of an alleged perpetrator of a crime, disciplinary records maintained by colleges concerning the alleged crime.
- In connection with a disciplinary proceeding at the college.
- To parents of a student under 21 in connection with alcohol or controlled substances violations at the college.
- If designated as directory information (and the student has not opted out).

### **FEDERAL AND STATE DATA COLLECTION AND USE**

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **DIRECTORY INFORMATION**

Helena College has defined the following as directory information and may release it to the public without notifying the student:

- Name
- Telephone Number
- Major Field of Study
- Participation in officially recognized activities
- College assigned student email address
- Most recent educational agency/institution attended
- Address
- Date and place of birth
- Enrollment Status (full-time, part-time)
- Dates of Attendance
- Photographic, video, or electronic images
- Degrees and academic awards (e.g. dean’s list, honor roll, graduation honors)

Students may request that directory information not be released without their consent. Requests for non-disclosure need to be made through the Registrar’s Office. They are in effect the date the student makes the request and will only be revoked if the student requests it in writing. Students should be aware that if they choose this option, Helena College will not provide enrollment or graduation verifications without the student’s written consent.

## **DISCLOSURE TO PARENTS (LEGAL GUARDIANS, SPOUSE, OTHER INDIVIDUALS)**

In accordance with Montana Statute §20-25-515, MCA Helena College will not give out information to parents, legal guardians, spouse or others unless the student has provided written permission. If students would like to provide access to their parent(s), legal guardians, spouse or others, they need to sign a Release of Information Form at the Registrar's Office. This permission may be rescinded at any time through the Registrar's office.

## **DISCLOSURE OF RECORDS TO STUDENTS**

Helena College requires students to present their picture identification for all transactions. Any student wishing to receive information over the phone or via e-mail will need to fill out a Release of Information Form at the Registrar's Office. Students will be required to know a password and their student identification number to receive information over the phone or via e-mail.

## **DISCLOSURE TO POTENTIAL EMPLOYERS**

Helena College discloses graduation dates and dates of attendance as part of its directory information. Students interested in a specific job reference from a faculty member, including performance in courses, must complete the Student Release for Job Referral/Reference form with the appropriate faculty member. This form can be obtained at the Registrar's office.

## **ACCESS TO RECORDS**

Students may access their records by providing a written request to the office where the records are held. The office will make arrangements to provide access to the records within 45 days of the request. Students may not have access to the following records:

- Financial information submitted by parents.
- Confidential letters and statements of recommendation, which the student has waived the right to review.
- Education Records containing information about another student, however the student will have access to the parts of the record that only concern the student requesting the information.

## **FEES FOR COPIES OF RECORDS**

There is a \$3 fee for official academic transcripts. A copy of all other records are provided free of charge.

## **RIGHT OF HELENA COLLEGE TO REFUSE COPIES OF RECORDS**

Helena College reserves the right to refuse students copies of their student records, including their transcript, if the student has an outstanding financial obligation to the school or an unresolved disciplinary action against the student.

## **COMPLIANCE**

Students should address questions, concerns, or problems concerning this policy to the Registrar's Office, Donaldson Campus, 1115 North Roberts, Helena, MT 59601.

## **FIREARMS AND DANGEROUS WEAPONS (HELENA COLLEGE POLICY 800.2)**

Helena College restricts the possession and use of firearms, prohibited knives, or dangerous weapons on the campuses of the College. Individuals authorized to carry firearms without prior approval from the Dean/CEO include:

- Peace officers
- Federal authorities that are empowered by federal law to be armed

Helena College enforces all provisions of the state Criminal Code including those prohibiting possession of firearms as provided by MCA 20-25-308, 20-25-321, 20-25-321, 20-25-323, 20-25-324, 7-32-303, 45-2-101(53) and 46-1-202(16) as well as Board of Regents Policy 1006.

## **DEFINITIONS**

**Firearms:** Any rifle, shotgun, pistol or revolver or any other firearm from which a shot or shots are discharged by an explosive.

**Prohibited knives:** Include, but are not limited to, any knife with a blade length of more than four inches, any knife with

a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement.

**Dangerous weapons:** Any gas, liquid or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

**Facilities and premises:** Real property and immovable property under the authority or control of the State of Montana or Board of Regents of the State of Montana. This includes all parking lots, parking areas, sidewalks and walkways, and Helena College owned/leased vehicles and equipment or any off-site premises where Helena College is conducting any activity sponsored by the college.

#### **WEAPONS ON CAMPUS**

No firearm, forbidden knives, explosive device, or any unlawful weapon of any kind is permitted on college property or in any college facility or at any college function without proper authority unless one or more of the following conditions applies:

- In the possession of a peace officer in the performance of their duties.
- Prior approval has been obtained in writing from the Dean/CEO.

All requests that involve firearms on campus will be submitted to Executive Director of Compliance & Financial Aid for Dean/CEO's approval 72 hours in advance. Requests, which may include but are not limited to, include the following:

- Use in hunter safety courses
- Classroom or special classes on firearms
- A public demonstration or re-enactment, which would involve the use of BLANK ammunition ONLY.
- A theatrical production under the direction of an academic department.
- Gun show promotions or exhibits that have been approved for rental of college space.
- Other than the Dean/CEO, no Helena College officer, faculty or staff member has the authority to grant verbal extensions to this policy.

#### **VIOLATION OF POLICY**

Any person(s) violating this policy will be required to leave college premises immediately and will be subject to further disciplinary sanctions as deemed appropriate by federal and/or state law, Board of Regent, and college policy. Any employee found to be in violation of this policy will be subject to discipline, including immediate termination.

#### **NON-TOBACCO USE, SMOKE-FREE WORKPLACE AND FACILITIES (HELENA COLLEGE POLICY 600.1)**

Helena College has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff, and visitors. Consistent with these concerns and with Montana Code Annotated (MCA), Title 50 (Health and Safety); Chapter 40 (Smoking in Public Places); and Part 1 (Montana Clean Indoor Air Act), a tobacco free environment has been established to prohibit the use of tobacco products on all campus properties owned, operated, or leased by Helena College. This policy shall prohibit any financial connection to the tobacco industry or related corporate sponsorship. This policy applies to all Helena College students, faculty, staff, and visitors.

Helena College Policy 600.1 has been developed to comply with Montana Code Annotated (MCA), Title 50 (Health and Safety); Chapter 40 (Smoking in Public Places); Part 1 (Montana Clean Indoor Air Act), the purpose of which is:

1. to protect the public health and welfare by prohibiting smoking in public places and places of employment;
2. to recognize the right of nonsmokers to breathe smoke-free air; and
3. to recognize that the need to breathe smoke-free air has priority over the desire to smoke (MCA, Sections 50-40-101-102).

The purpose of the policy is not only to protect others from secondhand smoke, but to also provide a space that will encourage each individual to make healthy choices.

## DEFINITIONS

**Tobacco Products:** The policy prohibits the use of all tobacco products, including but not limited to, cigarettes, e-cigarettes, smokeless tobacco, chewing tobacco, pipes, snus, snuff and any other tobacco product.

**Prohibited Areas:** The prohibited areas are defined as:

- All buildings owned and/or maintained by Helena College;
- All outdoor areas owned and/or maintained by Helena College including walkways/parking lots;
- Private vehicles, parked on Helena College property.

**Financial Connections:** Prohibited financial connections to the tobacco industry or related corporate sponsors include, but are not limited to:

- The sale of tobacco products on campus;
- Distribution of tobacco industry promotions, advertising, and marketing;
- Sponsorship of campus groups, events, individuals, or departments;
- Investment in tobacco company stocks or holdings;
- Any and all direct funding from tobacco companies or related corporate sponsors.

**Sign Requirements:** Signs showing Helena College as being a “Tobacco-Free Campus” will be clearly posted where applicable.

## ENFORCEMENT

Enforcement of this policy will be a combined effort and responsibility of staff, faculty and students. Violation may be cause for disciplinary action in accordance with employee and student disciplinary policies as stated in union agreements and the Student Handbook respectively.

## STATEMENT ON USE OF MARIJUANA

Although Montana state law permits the use of recreational and medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, the Drug Free Schools & Communities Act, the Drug Free Workplace Act, as well as other federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession or cultivation of marijuana for any purpose is therefore not allowed in any Helena College buildings or on any other college property; nor is it allowed at any college-sponsored event or activity off campus and will be subject to student code of conduct and/or employee discipline.

## SCHOLASTIC REQUIREMENTS

**Academic Warning:** Students will be placed on Academic Warning at the end of a term when they have a total (cumulative) GPA of a 2.00 and a term GPA of less than a 2.00. This is designed to let students know that they may soon be placed on probation if they have more terms with less than a 2.00. Students are strongly encouraged to make an appointment with the Academic Coach to go over study skills and time management. They should also talk to their advisor about additional resources on campus that may help them to be more successful next semester.

**Academic Probation:** Students will be placed on academic or continued probation, at the end of any term (including summer session) if their cumulative GPA drops below or remains below 2.00. All students on Academic Probation are encouraged to make an appointment with the Academic Coach to discuss study skills and time management. They should also continue to work with their advisor on understanding the college resources available for their benefit. Students can make an appointment with their advisor by calling 406-447-6900.

**Academic Suspension:** Students will be academically suspended at the end of any semester if they were placed on academic probation in their last semester of attendance and they failed to earn a term GPA of 2.00.

Students placed on academic suspension status may not enroll at Helena College during the next semester (fall or spring, whichever applies) nor summer session if a student is suspended at the end of spring semester. That is, a student who has been academically suspended from Helena College for the first time must “sit out” one regular semester (plus summer session, if a student is suspended at the end of spring semester).

An “Academic Suspension” notation is posted to a student’s permanent Helena College academic record. For more information regarding Academic Probation, please refer to the Helena College Catalog.

## **STUDENTS WITH DISABILITIES (HELENA COLLEGE POLICY 300.3)**

Helena College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as required by law in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 as amended (2008).

**Kimberly Feig**, Disabilities Resource Coordinator DON140

406.447.6952

[kimberly.feig@helenacollege.edu](mailto:kimberly.feig@helenacollege.edu) or [HCDisabilityresources@helenacollege.edu](mailto:HCDisabilityresources@helenacollege.edu)

Services for students with disabilities are provided according to Section 504 of the Rehabilitation Act of 1973 and the amended Americans with Disabilities Act of 1990 and 2008.

- Students are encouraged to contact the Disability Resources Office to arrange for accommodations.
- It is the student's choice and responsibility to disclose any disability and to request accommodations.
- Certain individuals may qualify for assistance through Montana Vocational Rehabilitation and should contact that service at 406.444.1710 for more information.
- More information about Disability Resources can be found at the [HC Website](#).
- If a student has grievances regarding these services, contact [Emily Schuff](#), Director of Student Life at 406-447-6962.

Students, faculty, and staff are required to understand this policy and utilize its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the delay or denial of services. Accommodation requests and services are not retroactive.

### **DEFINITIONS**

The term disability means a physical or mental impairment that substantially limits one or more life activities, which may include, but is not limited to, seeing, hearing, speaking, walking, learning, reading, thinking, communicating, concentrating, and performing manual tasks. Major life activities also include the functions of major body systems.

Reasonable accommodations are those adaptations that allow a student with a disability access to an academic program or offering at the college. Accommodations include but are not limited to the provision of interpreters, extended testing time, note takers, recorded lectures, etc. Accommodations are not considered reasonable if they pose a direct threat to the health or safety of others; if they change the essential elements of the curriculum; or if they pose an undue financial or administrative burden.

*Service Animal* is a dog individually trained to provide assistance to an individual with a disability. (§49-4-203(2), MCA) Service animals include, but are not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service animals for people with physical disabilities and seizure disorders. Service animals/service dogs are not considered "pets" and are explicitly permitted under state and federal civil rights laws. (See Montana Code Annotated, Title 49 Human Rights: § 49-4-214, MCA. Right To Be Accompanied By Service Animal—Identification For Service Animals In Training.) Helena College may require documentation that an animal used in campus facilities is a service animal that falls under the protections of federal and state laws. Service animals in training must be appropriately marked. See § 49-4-214(4), MCA.

*Therapy Animal* is an animal owned by an individual and selected to play an integral part of a person's treatment process that demonstrates a good temperament and reliable, predictable behavior. A therapy animal is prescribed to an individual with a disability by a healthcare or mental health professional. A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

*Companion Animal* is a pet owned by an individual with a disability. A companion animal is not a service animal and unlike service animals, in some cases, companion animals will not need to accompany the individual with the disability at all times.

## **PROCEDURES FOR SEEKING ACCOMMODATIONS**

In order to initiate the accommodation process, the following procedures must be followed:

The student must contact the Office of Disability Resources, fill out a request for services, and provide documentation of the disability. As appropriate, documentation should provide the following:

- **A clearly stated diagnosis of the disability;**
- **The student's functional limitations in an academic environment;**
- **Signature, printed name, title and professional credentials of the evaluator;**
- **Date of the evaluation.**

Requests for accommodations should be made in a timely manner. Generally speaking, requests that are made three weeks prior to the date needed will ensure appropriate delivery of services, except for long-term interpreting needs.

Upon receipt of documentation, a representative of the Disability Resources Office will review the documentation with the student and appropriate accommodations will be discussed for the upcoming academic term.

Students may pick up a letter of accommodation prior to the beginning of the term from the Disability Resources Office. It is the student's responsibility to deliver the letter of accommodation to the instructor of each class in which the accommodations are needed. The student is encouraged to discuss with the instructor how each accommodation will be implemented in the class.

The Disability Resources Office will work with faculty and staff throughout the college in order to assist with implementation of accommodations in the classroom. Faculty may not offer accommodations to students without documentation or consultation with the Disability Resources Office.

Guidelines for the provision of interpreters, service animals on campus, course substitutions, more detailed documentation requirements and other general information may be found on the [HC Disability Webpage](#).

I might need accommodations for a disability:

Contact the [Disabilities Resource Coordinator](#) located in the Library Learning Hub, Donaldson 140.

## **WITHDRAWAL**

Withdrawal from the College is the student's responsibility. In order to withdraw from all classes, a student must meet with their advisor or a representative from the East End Advising Center and complete the withdrawal form. The form must be completed, signed by the student, and collected by the East End Advising Center. If a student withdraws from the College after the first 15 instructional days and prior to three weeks before the end of the course, a "W" (withdraw) will be assigned. During the last three weeks of the semester, a student may not officially withdraw and will receive a letter grade from the instructor based on an evaluation of the total work done by the student in the course. It is important to note that a complete withdrawal cannot be done online, but can be done via the telephone.

## **RETROACTIVE WITHDRAWAL**

After a term has ended, a student who left the College for extenuating circumstances without an official withdrawal during the term of departure may apply for a Retroactive Withdrawal. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance attributed to extenuating circumstances shall constitute consideration for retroactive withdrawal. A student need not be enrolled at Helena College at the time the application for retroactive withdrawal is submitted.

Procedure:

1. Provide a written statement that outlines the nature of your request for a Retroactive Withdrawal and the reasons you believe your appeal merits approval.
2. Submit a letter(s) of support from an academic administrator, faculty member, advisor, or other college professional who is familiar with your situation. If the extenuating circumstance involves medical reasons, it is not necessary for the letter(s) of support to contain details of the medical condition.

**SUBMIT THE COMPLETED FORM AND REQUIRED DOCUMENTATION TO THE EXECUTIVE DIRECTOR OF ENROLLMENT.**

# **STUDENT CODE OF CONDUCT**

## **INTRODUCTION**

Students as citizens of local, state, and national governments, and members of an academic community, are expected to conduct themselves in a law-abiding manner at all times. Admission to Helena College carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. Accordingly, the college has developed regulations and policies pertaining to students and to student organizations outlined in this Student Code of Conduct. These regulations are necessary to provide an environment that is conducive to the intellectual and personal development of all members of the campus community. Students or organizations accused of violating the Code have certain substantive and procedural rights that are cited in this document. Any student or organization found to be in violation of an established policy or regulation of the college is subject to misconduct action according to the provisions outlined in the Code.

In recognition of the special relationship that exists between Helena College and the academic community, which it seeks to serve, the Montana Board of Regents has delegated the authority to take such action as may be necessary to preserve the integrity of the institution and its educational environment to the Dean/CEO of the college. The Executive Director of Compliance & Financial Aid is responsible for the procedural administration of the Student Code of Conduct for all general and academic conduct.

## **ADMINISTRATIVE VS. LEGAL PROCEEDING**

The procedures described in this Code are administrative procedures designed to create opportunities for members of the campus community to evaluate alleged violations and determine appropriate sanctions if necessary. They are not legal proceedings. Although many elements of the law (such as due process) influence and inform our campus disciplinary proceedings, our procedures do not follow all the rules and procedures of a formal legal proceeding, nor are they intended to.

## **RELATIONSHIP OF HELENA COLLEGE CONDUCT PROCESS TO THE LEGAL/CRIMINAL JUSTICE PROCESS**

All members of the Helena College University of Montana community are also accountable to relevant state and federal laws applicable to our larger community and society. Alleged violations of Helena College Student Conduct Code that are also violations of state or federal laws can be prosecuted separately through the legal system and, if the student is found guilty, can result in civil or criminal penalties such as probation, fines, jail, and/or prison.

The Helena College conduct process, however, operates separately and independently from the criminal justice process. This means that the College does not need to wait for a student to be charged and/or convicted in a court of law before pursuing its own investigation through the Conduct Code and imposing relevant College sanctions when applicable. Helena College makes no attempt to shield members of the campus community from the law, nor does it automatically intervene in legal proceedings against members of the College community. Because Helena College's proceedings are administrative and not legal proceedings, the College may use information from third party sources, such as law enforcement agencies, the courts, and other witnesses to help determine whether the Conduct Code has been violated.

When a complaint is filed with an appropriate Helena College official alleging a violation of the Student Conduct Code, the College is responsible for conducting an investigation, initiating charges, determining whether violations occurred, and imposing appropriate sanctions if necessary. In cases where one student (the "complainant") files a complaint against another student (the "respondent"), the College may proceed with the case on the basis of other evidence and testimony, even if the complainant does not wish to participate or continue in the process.

## **JURISDICTION OF HELENA COLLEGE AND APPLICATION OF THE CODE OF CONDUCT TO OFF-CAMPUS OFFENSES**

The jurisdiction of Helena College is generally limited to conduct that occurs on College premises or at College-sponsored activities. In some circumstances, proceedings under the Student Conduct Code may be initiated when a student is alleged to have engaged in behavior off-campus that directly or seriously threatens the health or safety of members of the campus community, and/or constitutes a criminal offense under Montana or federal criminal laws.

The Executive Director of Compliance & Financial Aid or designee, with the advice and counsel of other appropriate administrative officials, submits a recommendation to the Campus Dean/CEO who decides whether an off-campus case will be pursued.

## DEFINITIONS

**College** shall mean Helena College.

**Student** shall mean any person who is enrolled at the college for any academic term, whether full or part-time, pursuing undergraduate studies or a person accepted for admission or readmission to the college. A person who has completed an academic term and who can be reasonably expected to enroll for the following term or a person under suspension from the college shall also be considered a student.

**College community** shall include the faculty, staff, and students of Helena College and all property and equipment of the college.

## STUDENT RIGHTS

Helena College recognizes that its students retain the rights provided by the United States and Montana Constitutions, federal and state statutes, and other applicable college policy, while attending the college. The provisions of the Student Code of Conduct are intended to be consistent with these rights and to limit or restrict only conduct that exceeds the responsible exercise of rights recognized by law. The following rights are specifically recognized and implemented in the Code:

### Student Academic Freedom

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility and adhering to the current Helena College policies and procedures.

Students are afforded freedom of expression, protection against improper academic evaluation and disclosure of records. Students are free to associate and develop community, expressions and inquiry. Students are free to participate in institutional governance and develop publications free from censorship. Students have the rights of citizenship within the community and the rights afforded to all citizens. Lastly, students have the rights to published code of conduct, disciplinary procedural fairness, knowledge of such procedures and the ability to appeal disciplinary outcomes.

Students believing their academic freedom has been violated should contact the Executive Director of Compliance & Financial Aid.

### Right to Confidentiality

Helena College complies with the principles of privacy found in the Montana Constitution, Montana Code Annotated, and the Family Educational Rights and Privacy Act (FERPA). A student's name and other identifying information including address, telephone number, date and place of birth, enrollment status, major field of study, participation in officially recognized activities, dates of attendance, degrees awarded, and honors received may be considered public information unless the student requests in writing for the college to hold the information in confidence.

A student's rights in a proceeding involving the Student Code of Conduct include the following:

1. All disciplinary proceedings are closed to the public.
2. The college, including individuals involved in a disciplinary proceeding, will not disclose information to anyone not connected with the proceeding. The fact that there is a disciplinary proceeding concerning the incident may be disclosed; however, the identity of individual students will not be disclosed.
3. The college, including individuals involved in a disciplinary proceeding, will disclose the results of the proceedings, including sanctions imposed, only to those who need to know the results for the purposes of record keeping, enforcement of the sanctions, further proceedings, or compliance with federal or state law. The fact that a disciplinary proceeding has been concluded and appropriate action taken may be disclosed. The Campus Security Act of 1990 allows, but does not require, the college to disclose the results to an alleged victim of a violent crime.

### Right to Due Process

**The Accused:** A student accused of violating the Student Code of Conduct has certain rights:

1. The right to be advised that an alleged violation is being investigated and a right to be advised of the potential charges.



2. The right to review the evidence.
3. The right to decline to make statements.
4. The right to submit a written account relating to the alleged charges.
5. The right to know the identity of individuals who will be present at an administrative conference or hearing.
6. The right to have a person of choice, including legal counsel, present throughout any and all proceedings provided for in this Code.
7. The right to a period of time to prepare for a hearing and the right to request a delay of the hearing for exigent circumstances.
8. The right to present relevant evidence and witnesses.
9. The right to a timely adjudication of the charges as provided in this Code.

**The Alleged Victim:** Some violations of the Student Code of Conduct involve a person who is an alleged victim of the violent crime. Violent crime may include acts such as robbery, vandalism, aggravated assault, sexual assault, harassment, and acts, which endanger another person's safety. When a member of the campus community files a complaint and is identified as an alleged victim of a violent crime, that individual is entitled to certain rights in the disciplinary process. An alleged victim of a violent crime is entitled to the following:

1. The right to meet with the designated administrative officer to discuss the various aspects of the disciplinary process.
2. The right to submit a written account of the incident and a statement discussing the effect of the alleged misconduct.
3. The right to have a person of choice, including legal counsel, present throughout any and all of the proceedings provided for in the Code.
4. The right to be informed of the date, time and location of the administrative conference or hearing, and the right to be present at all stages of the proceedings except the private deliberations of the designated administrative officer. If not present, the alleged victim has the right to be informed immediately of the outcome of the disciplinary proceedings.
5. The right to have past conduct that is irrelevant to the case not discussed during the proceedings. In the case of rape and sexual assault, this is specifically provided for in Montana Law.

**Illegal, Dangerous or Disruptive Conduct:** Helena College is concerned about the safety, health and well-being of its students. The college believes that all students have a responsibility for conducting themselves in a manner that is not violent or disruptive. Any behavior that may threaten the safety, health and well-being of Helena College students, staff and/or faculty will be dealt with in a sensitive and appropriate manner.

As an institution of higher learning, Helena College strives to balance concern for the health and safety of all individuals within the campus community. When a student's behavior constitutes a disruption or danger to the learning environment, which the college seeks to create, the college will intervene.

This process addresses conduct by Helena College students that may constitute disruption or interference with the safety, health and well-being of the campus community. Examples of behavior that may be deemed disruptive or dangerous include, but are not limited to, the following:

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

- d. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures or other Helena College activities, or of other authorized activities on Helena College premises.
- e. Failure to comply with directions of law enforcement officers and Helena College officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested.
- f. Failure to comply with any authorized Code of Student Conduct sanction(s)/ condition(s).
- g. Trespassing or unauthorized entry into Helena College buildings or property.

### **STUDENT CODE OF CONDUCT AND DISCIPLINARY SANCTIONS**

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the college community. Students must act as responsible members of the academic community; respect the rights, privileges, and dignity of others; and refrain from activities, which interfere with normal college functions. Helena College has developed the following regulations, which are intended to govern student conduct on the campuses under its jurisdiction:

### **STUDENT CODE OF CONDUCT COMPLAINTS**

Helena College expects all students to conduct themselves in a law-abiding manner at all times, and to respect the rights of other students, staff, faculty, and the public to use and participate in the college's facilities and programs. Any conduct that violates the personal, educational or property rights of others is prohibited and may be subject to disciplinary sanction as outlined in the Student Code of Conduct.

If a student, staff, or faculty member has reason to believe a student has violated the Student Code of Conduct, a complaint may be initiated. A formal written complaint may be submitted to the Executive Director of Compliance & Financial Aid. The written complaint must contain at a minimum the name of the student alleged to have violated the Student Code of Conduct, the date and location of the violation, and a description of the incident, which provides sufficient detail to establish that a possible conduct violation occurred. The Executive Director of Compliance & Financial Aid will complete an investigation to determine if the alleged violation occurred and what, if any, sanctions may be imposed according to the disciplinary procedure outlined in the Student Code of Conduct.

### **GENERAL MISCONDUCT**

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct, excluding academic misconduct, which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property. Individual or organizational misconduct, which is subject to disciplinary sanction, includes:

1. Forgery, falsification, or fraudulent misuse of college documents, records or identification cards.
2. Furnishing false information to the college or members of the college community who are performing their official duties.
3. Causing false information to be presented before any judicial proceeding of the college or intentionally destroying evidence important to such a proceeding.
4. Theft of property or services on college premises or at college sponsored activities, or knowingly possessing stolen property on college premises or at college-sponsored activities.
5. Unauthorized use, destruction, or damage of college property or the property of others on college premises or at college-sponsored activities. "Unauthorized" means entry, use, or occupancy of property of which the student is not authorized by virtue of his or her enrollment, class schedule, and/or legal or Student Code of Conduct action.
6. Unauthorized or fraudulent use of the college's facilities, telephone system, mail system, or computers, or use of any of the above for any illegal act.
7. Unauthorized entry, use or occupancy of college facilities.
8. Failure to comply with the directions of college officials acting in the performance of their duties within the scope of their authority.

9. Violation of published college regulations or policies.
10. Participation in any act described as academic misconduct.
11. Intentional obstruction or disruption of normal college or college sponsored activities, including but not limited to studying, teaching, research, administration and disciplinary procedures, or fire, police or emergency services.
12. Use, possession, or distribution of alcoholic beverages on college premises or at college sponsored activities except as permitted under college policies (Helena College Policy 600.6 Alcohol Sale, Possession, and/or Consumption on College Property).
13. Disorderly or indecent conduct on college-owned or controlled property or at college sponsored events.
14. Interfering with freedom of expression of others on college premises or at college sponsored events.
15. 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.
16. Malicious intimidation or harassment of another which occurs when a student, with intent to terrify, intimidate, threaten, harass, annoy, or offend, (1) causes bodily injury to another, (2) causes reasonable apprehension of bodily injury in another, (3) damages, destroys, or defaces any property of another or any public property, or (4) makes repeated communications anonymously or at extremely inconvenient hours or in offensively coarse language.
17. Any form of illegal gambling or wagering.
18. Misuse of electronic devices. Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption to instruction, the library, or other services and facilities owned or operated by the college. Use of cellular devices with photographic capabilities for activities that violate the Academic or General Code of Student Conduct 34 is prohibited. Photographing individuals in secured areas such as bathrooms or where there is a reasonable expectation of privacy, and/or taking photographs of individuals without express permission is prohibited.
19. Misuse or abuse of computer equipment, programs or data.
20. Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
21. Illegal use, possession, or distribution of any controlled substance on College premises or at college-sponsored activities.
22. Use of tobacco products on all campus properties owned, operated, or leased by Helena College. (Helena College Policy 600.1 Non-Tobacco Use, Smoke-Free Workplace and Facilities).
23. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or other noxious substances on college premises.
24. Sexual intercourse without consent (rape) or sexual contact without consent (sexual assault). See Section on Sexual Abuse/Harassment for more information.
25. Homicide, assault, aggravated or felony assault, or threat of the same, to any person on college-owned or controlled property or at college sponsored activities, or conduct which threatens or endangers the health or safety of any such person.
26. Retaliation against a person for filing a complaint or acts of intimidation directed towards a person to drop a complaint.
27. Attempts and complicity. Any attempt to commit acts prohibited by the General Student Code of Conduct, or the aiding and abetting of the commission of any prohibited act.
28. Violation of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

29. Violation of the terms of any disciplinary sanction imposed in accordance with this Code.

## **ACADEMIC AND CLASSROOM CONDUCT**

### **ACADEMIC INTEGRITY**

Helena College expects its students to adhere to a high standard of academic integrity. It is a violation of academic integrity standards and the student code of conduct to present the ideas, designs, works, or words of another person as one's own efforts, or to permit another person to do so. The following guidelines are intended to clarify these issues for students, faculty, and administration.

The College will regard the following acts as violations of academic integrity constituting academic dishonesty. Although the list and descriptions are not intended to be exhaustive of all types or instances of academic dishonesty, they are presented as examples of behavior to avoid. It is explicitly the student's responsibility to avoid academic dishonesty of all kinds, and each student is required to seek guidance in advance of taking any questionable action, including but not limited to those enumerated, below.

**Plagiarism:** A student will be considered in violation of standards for academic integrity if they submit an assignment in any form (written, oral, graphic, or computer-generated, etc.) which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit. A similar violation would occur in cases where a student submits a paper or other project/assignment for one course that was originally created for another course even if that student was the originator of the paper/project/assignment in the first instance. Similarly, using facts, figures, graphs, charts or information without acknowledging the source constitutes plagiarism, which may occur verbally, in written form, through computer programs and files, research methods, designs, particular distinctive words or phrases, ideas and images or any other information that was created by another person without acknowledgement of that person's role in its creation. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

**Copying/Cheating:** A student will be considered in violation of academic integrity standards if they gain, or attempts to gain, credit for work by dishonest or deceptive means. Examples include the use of crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given explicit permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying. It is the policy of the College to prohibit phones, smart watches, and other similar devices during examinations. Prior to administering an examination, instructors will require all such devices are turned off and stored in an inaccessible place. Failure to comply with this policy will constitute a violation of the academic integrity policy. If a student is found in possession of such a device during an examination, they will be assigned a score of 0 for the examination. Further examples include: copying assignments from another source (classmate, etc.); working with others on exams or homework that is not explicitly permitted by the instructor to be collaborative; looking at another student's paper or screen during an exam or assignment; disclosing exam content to others during an exam, or after completion of an exam, including allowing such information to be disclosed to you; and/or attempting to or allowing another person to complete assignments for another person (such as in an online course). The above examples are meant to illustrate violations of the principle of academic integrity, and are not intended to be all-inclusive. Additional instances of dishonesty that are not explicitly identified in the above list will nevertheless be treated as violations.

**Contributing to Academic Dishonesty:** A student will be considered in violation of academic integrity standards if they willfully assist another student in an act of academic dishonesty.

**Academic dishonesty** will not be tolerated. Academic sanctions for a first violation are at the discretion of the instructor and range from a failing grade for the assignment to a failing grade in the course in which the academic dishonesty occurs. When a faculty member assigns a failing grade based on academic dishonesty, they shall notify the affected student(s) and the appropriate Division Director of the violation and provide all supporting documentation to the Division Director. Record of the infraction will be kept on file in the office of the Division Director, although no further official action will be taken unless/until a second infraction is reported. In cases of repeated offenses, the Executive Director of Compliance and Financial Aid will be notified and will administer a range of disciplinary sanctions up to and including expulsion from the College. Students retain their right to due process and may refer to the Student Handbook or the Executive Director of Compliance and Financial Aid regarding any disciplinary sanctions.

## **PENALTIES FOR ACADEMIC MISCONDUCT**

Depending on the severity of the academic misconduct, a student may incur one or more of the following penalties:

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

Faculty must report all violations of academic integrity to the student involved, the appropriate Department Chair(s), and to the Executive Director of Gen Ed, Executive Director of CTE, or Director of Nursing; in cases of repeated offenses, the Executive Director of Gen Ed, Executive Director of CTE, or Director of Nursing will recommend disciplinary sanctions. Students retain their right to due process and may refer to the Student Handbook regarding any academic or disciplinary sanctions.

If a student has reason to believe he or she has been wrongly accused of academic misconduct, and if a final grade has been lowered as a result, he or she may appeal the grade through the office of the Executive Director of Enrollment following the established grade appeal process.

## **STUDENT APPEAL OF ACADEMIC PENALTIES**

If the student denies the charge(s) and/or does not accept the College sanction and/or academic penalty imposed by the course instructor the student may appeal. A request for appeal with supporting evidence must be presented in writing to the Executive Director of Gen Ed, Executive Director of CTE, or Director of Nursing within ten (10) working days after the student is informed by the instructor of the imposed academic penalty or within ten (10) working days after receiving the notice of a College sanction, whichever occurs later.

## **DISCIPLINARY SANCTIONS**

Upon a determination that a student or organization has violated the Student Code of General Misconduct, the following disciplinary sanctions may be imposed, either singularly or in combination:

## **SANCTION DEFINITIONS**

If the accused is found responsible for the charge(s) against him/her, one or more of the following sanctions may be imposed upon the accused:

1. **Verbal Reprimand:** Such action shall be a reprimand for failure to maintain standards of conduct expected of a Helena College student. Documentation of the verbal reprimand will be maintained in the student's disciplinary file.
2. **Referral:** Referral to a licensed counselor or medical professional with a recommendation of counseling, assessment, and/or specified behavior modifications.
3. **Written Reprimand/Disciplinary Warning:** Such action shall constitute a determination that the misconduct was of a moderate nature and the student is placed in a status of warning for a specified period of time. Occurrence of any further misconduct during the stated period may constitute grounds for probation, suspension or expulsion. The duration of the probation period will be in proportion to the degree of seriousness attached to the misconduct, as determined by the Executive Director of Compliance & Financial Aid.
4. **Written Reprimand/Disciplinary Probation:** Such action shall constitute a determination that the misconduct was of a serious nature and the student is placed in a status of probation for a specified period of time. Occurrence of any further misconduct during the stated period may constitute grounds for probation, suspension or expulsion. The duration of the probation period will be in proportion to the degree of seriousness attached to the misconduct, as determined by the Executive Director of Compliance & Financial Aid..
5. **Disqualification:** This action may be utilized to direct the loss or limitation of privileges, rights, or services which students normally enjoy on the campus or other instructional sites with regard to the use of facilities or participation in College activities. The disqualification shall be for a stated period of time in proportion to the seriousness of the offense. Failure to comply with disqualification may constitute grounds for suspension or expulsion.
6. **Restitution:** Such action is appropriate in any case in which the conduct has caused loss or damage to property or injury to a person or in which reparation for a particular act of misconduct may reasonably be made by payment of money or the performance of services. Restitution as a sanction may not be made a part of a disciplinary action

unless the offender agrees to accept the sanction OR damage to or theft of College property is involved.

7. **Interim Action:** The temporary suspension or termination of a Respondent's privileges on an interim basis before a final determination. Such actions include Interim Suspensions, separation of parties, and changing of class schedules. If imposed, the student is denied access to campus, classes, and College activities and privileges until the charges are resolved. These conditions may warrant interim suspension:
  - a. To ensure the safety and well-being of College members
  - b. To ensure the student's own safety and well-being
  - c. To preserve College property
  - d. To prevent disruption or interference with normal College operations
8. **Suspension:** A suspension terminates the individual's status as a student for a stated period of time in proportion to the seriousness of the offense. A suspension for misconduct may not be affected until so ordered by the College Judicial Officer. Suspension shall be system-wide. A student who is suspended may not enroll at the College for the duration of the suspension.
9. **Readmission:** Following suspension for general misconduct, readmission to the College is dependent upon the student's compliance with the conditions designated at the time of suspension and the student's fitness to return to the campus community. These decisions are made by the Dean/CEO upon consultation with appropriate professional staff on campus and/or in the community. Appropriate documentation, depending upon the nature of the original violation and the conditions of suspension, is required. Upon readmission, the student is placed on disciplinary probation for a designated period of time with required conditions and expectations of behavior monitored by a designated campus professional(s).
10. **Expulsion:** Expulsion constitutes a final termination of all opportunity for the offender to continue as a student at the College. Expulsion for misconduct may not be affected until so ordered by the Dean/CEO as recommended by the Executive Director of Compliance & Financial Aid or Dean/CEO. A student who is expelled may not enroll at the Helena College in the future.

Repeated or aggravated violation of this Code may result in more severe disciplinary sanctions than any individual action may warrant, and notification of any sanction imposed is provided to appropriate College officials. The Dean/CEO is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases. Notification of any sanction imposed is sent to appropriate college officials.

Following suspension for general misconduct, readmission to the college is dependent upon the student's compliance with the conditions designated at the time of suspension and the student's fitness to return to the college community. Those decisions are made by the Executive Director of Compliance & Financial Aid upon consultation with the appropriate professional staff on campus and/or in the community. Appropriate documentation, depending upon the nature of the original violation and the conditions of suspension, may be required. Upon readmission the student is placed upon disciplinary probation for a designated period of time with required conditions and expectations of behavior to be monitored by a designated college official.

## **INTERIM ACTION**

The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the college community.

1. A student may be temporarily suspended from the college by the Executive Director of Compliance & Financial Aid pending disciplinary or criminal proceedings, upon evidence that the continued presence of the student on campus constitutes an immediate threat to the physical safety and well-being of the accused, or to any other member of the college community or its guests, destruction of property or substantial disruption of classroom or other college activities. When such a determination is made, the temporary suspension is effective immediately without prior notice. The student shall be given an opportunity to contest the suspension with the Executive Director of Compliance & Financial Aid within five (5) instructional days from the effective date of the temporary suspension if there are disputed issues of fact or cause and effect.
2. Faculty members have the authority to exclude a student from any class session in which the student displays disruptive behavior that threatens the learning environment or safety and well-being of others in the classroom. Students are eligible to return to the next class session. Faculty members maintain the authority to remove students

from each class session during which a student is disruptive. A student may be suspended permanently from a class upon recommendation of the Executive Director of Compliance & Financial Aid following the disciplinary procedure outlined in this Code.

### **DISCIPLINARY RECORDS**

If disciplinary action is taken against a student under the procedures outlined above and a sanction imposed, a record of the action will be kept by the Executive Director of Compliance & Financial Aid for a period of 5 years. Record of non-academic disciplinary sanctions will not, however, appear on the charged student's transcript, but a copy will be maintained in the student's disciplinary file. Only expulsion will be recorded on a student's college transcript.

Disciplinary actions are not part of the education records of the student and, consequently, are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student's nonacademic disciplinary record, except as required by law or prior written permission from the student has been received.

Sanctions of suspension and expulsion affect a student's academic status and are entered as notations in the student's permanent academic record maintained by the Registrar during such time as the imposed sanctions are in effect.

### **PROCESS FOR ADDRESSING DISRUPTIVE OR DANGEROUS BEHAVIORS**

Nationally, college campuses are seeing growing trends regarding more serious mental health issues and increased unsafe behaviors leading to harm or death. As a result, Helena College has created a CARE team, or Crisis Assessment Risk Evaluation. In order to promote the safety and wellness of the University community, and the CARE team addresses behaviors that are disruptive or concerning, which may include mental health and/or safety issues.

The CARE team is a multi-disciplinary team comprised of College officials with the responsibility of discussing, assessing, and responding to reports of students who are demonstrating disruptive or concerning behaviors. The CARE team utilizes a core group of members who meet and assess issues of safety and welfare. The CARE team is designed to be a centralized entity that is proactive in providing swift, coordinated, caring, and developmental intervention to members of the campus community prior to, or following crisis.

Referrals to the CARE team can be made by any faculty, staff, student, or community member who has a concern for a person's safety or welfare.

If necessary, reports can be taken anonymously. In the case of a report of imminent or unusually high risk, members of the CARE team may be called to meet immediately to conduct an assessment, or it may be dealt with directly by law enforcement. In the event of an emergency, please call 911. [Make a CARE Referral.](#)

Contact for the HC CARE Team:

[Emily Schuff](#)

Director of Student Life

406-447-6962

### **CODE OF CONDUCT DISCIPLINARY APPEAL PROCEDURES**

The purpose of a disciplinary proceeding is to determine if a violation of the Student Code of Conduct, General Misconduct has occurred, and if so, to determine appropriate sanctions. The principle of due process in student discipline is assured at Helena College. Administrative proceedings are informal and do not follow formal rules of evidence applicable in judicial proceedings; however, the college has the burden of proof to establish a violation by clear and convincing evidence. The following procedures apply in adjudicating charges of general misconduct:

1. Whenever an allegation occurs that a student may have violated the Student Code of Conduct, General Misconduct, the Executive Director of Compliance & Financial Aid will conduct an investigation of the incident. The student will be advised in writing of the alleged violation(s), the investigation, and General Student Code of Conduct procedures. The investigation shall determine the facts of the incident through interviews, reports, and other forms of evidence. As part of the investigation, the student will be afforded the opportunity to respond to the allegation and evidence gathered. The Executive Director of Compliance & Financial Aid will review the evidence to determine if any violation of the Code of Conduct occurred and propose the appropriate disciplinary sanction(s). The student shall be notified in writing of the charges and sanctions and be provided the opportunity to respond through a meeting with the Executive Director of Compliance & Financial Aid within five (5) instructional days.

If the student accepts the charges by signing the notice of charges and sanctions, a copy will be provided to the student, the proceedings are concluded and the sanctions are implemented. If the student does not accept the charges and/or the sanctions, the student will be informed of the right to an administrative conference. If a student fails to respond to a notice of charges and sanctions within five (5) instructional days, the college will accept the charge(s) and impose the specified disciplinary sanction(s).

2. If a student denies charges and/or does not accept sanctions imposed as a result of the investigation conducted by the Executive Director of Compliance & Financial Aid, the investigation, charges, and sanctions are reported in writing to the Executive Director of Compliance & Financial Aid within five (5) days of meeting with the student. The Executive Director of Compliance & Financial Aid shall designate a committee to review the report to include an impartial student and faculty member. If the administrative committee determines that no violation has occurred or that the evidence is insufficient to support further action, a recommendation is sent to the Executive Director of Compliance & Financial Aid with a copy to the student. If the committee concludes that a probable violation has occurred and that evidence supports the sanctions, the Executive Director of Compliance & Financial Aid will convene a conference to include the student, the Executive Director of Compliance & Financial Aid, and the review committee to inform the student of the committee's findings and provide the student with a final opportunity to respond. Written notice of the meeting will be provided informing the student of the right to be accompanied by a parent, guardian, appropriate witness, or legal counsel. The role of legal counsel at the conference is limited to consultation with the student only, and the student must notify the Executive Director of Compliance & Financial Aid of the intent to bring legal counsel at least three (3) instructional days before the time of the conference. If the student accepts the charges by signing the notice of the conference to review charges and sanctions, a copy will be provided to the student and the Executive Director of Compliance & Financial Aid, the proceedings are concluded and the sanctions are implemented. If the student does not accept the charges and/or the sanctions, the student will be informed of the right to appeal the decision with the Dean/CEO of the College. If a student fails to appear at the conference, the College will accept the charge(s) and impose the specified disciplinary sanction(s).
3. In the event a student denies the charges and/or does not accept the disciplinary sanctions as determined through the administrative conference, the investigation, charges and sanctions are reported in writing to the Dean/CEO within five (5) instructional days of the conference. The Dean/CEO will review the report within ten (10) instructional days and make a final determination as to the charges and sanctions. The Dean/CEO may call a meeting with the student and may amend, modify, reverse, or accept the charges and/or sanctions. Notice of the final determination will be provided by the Dean/CEO to the student with copies to the Executive Director of Compliance & Financial Aid.
4. A student may seek further administrative review through the Commissioner of Higher Education, P.O. Box 203201, Helena, MT 59620-3201; and the Board of Regents in accordance with Montana Board of Regents of Higher Education Policy 203.5.2.

## **DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, STALKING AND RETALIATION**

The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Any person believing that she or he have been subjected to discrimination or harassment on any of these bases may file a complaint or report with Helena College University of Montana. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy (hereinafter referred to as "Policy Violations"). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

State and federal laws and regulations prohibit certain kinds of discrimination in employment and in educational services. This policy is intended to comply with the following laws and regulations: Titles IV, VI, and VII of the Civil Rights Act of 1964; 34 C.F.R. pt. 100; Title IX; 28 C.F.R. pt. 54 and 34 C.F.R. pt. 106; Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104; Age Discrimination Act of 1975; 34 C.F.R. pt. 110; and Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35; Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code An-



notated.

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

## **BYSTANDER INTERVENTION**

**When an incident of sexual or relationship violence is about to take place, bystanders can intervene and often change the outcome.** Some positive ways to intervene include but are not limited to:

- Provide a distraction
- Get police or authorities involved
- Ask if the person is okay or wants to leave
- Help remove the person from the situation
- Directly engage one or more of the individuals
- Tell someone else to get help
- Make sure the person gets home safely
- Provide options and a listening ear

## **DEFINITIONS**

**Discrimination:** Conduct that is based on an individual's color, religion, national origin, creed, service in the federally or state defined uniform services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation which excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, or participation in a Helena College program or activity. This includes failing to provide a reasonable accommodation, consistent with state and federal law, to person with disabilities.

**Harassment:** Behaviors or actions which may be considered harassment take many forms and may include name-calling, graphic or written statements, or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment and non-sexual harassment based on stereotypical notions of what is female/feminine versus male/masculine or failure to conform to those gender stereotypes.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. Consistent with the law, there are two types of sexual harassment:

**Tangible Employment or Educational Action (Quid Pro Quo):** This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, or participation in College activity is conditioned upon either explicit or implicit submission to or rejection of unwelcomed sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, or participation in a College program or activity. Generally, perpetrators will be agents or employees with some authority of the College.

## **HOSTILE ENVIRONMENT**

Sexual Harassment may create a hostile environment as defined in section below.

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

- is severe, pervasive or persistent and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities; or,

- when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment.

**Sexual Misconduct** includes, inducing incapacitation for sexual purposes, sexual assault, sexual harassment, stalking, and sexual exploitation.

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

1. Involvement in any sexual act when the victim is unable to give consent;
2. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast);
3. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism;
4. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.”

**Inducing incapacitation for sexual purposes** includes, using drugs, alcohol, or other means with the intent to remove the ability of an individual to provide consent to sexual contact.

**Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses.

**Consent** is informed, freely given, and mutually understood. If coercion, intimidation, threats, and/or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent.

**Relationship Violence** is abuse or violence between partners or former partners involving one or more of the following elements:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephonic, electronic, or other forms of communication, directly or anonymously, made with the intent to intimidate, terrify, harass, or threaten.

**Stalking** includes repeated following, harassing, threatening, or intimidating another by telephone, mail, e-mail, social media, or any other method that purposely or knowingly causes emotional distress or reasonable fear of bodily injury or death.

**Retaliation** is action taken by an accused individual or allied third party, toward or against such individuals who has opposed any practices forbidden under this policy or because he or she has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop sexual misconduct. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices forbidden under this policy.

**Preponderance of the evidence** is the greater weight of the evidence required in a civil (non-criminal) complaint to decide in favor of one side or the other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.

**Beyond reasonable doubt** is a more severe test of evidence required to convict in a criminal trial.

**Responsible Employee** is a Helena College employee who has the duty or authority to act and assist students with a policy complaint.

## **MANDATORY EMPLOYEE REPORTING OF SEX-BASED DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL MISCONDUCT INVOLVING STUDENTS**

In order to enable Helena College to respond effectively and to proactively stop instances of sex-based discrimination, sexual harassment and sexual misconduct at the College, all employees of Helena College are required to report information they have about such prohibited activities involving students to the Title IX Coordinator, The Executive Director of Compliance & Financial Aid. Employees are not required to report victims' names if they have requested that their names be kept confidential. Upon receiving a report of sex-based discrimination, sexual harassment and/or sexual misconduct, the appropriate individual will evaluate the information received and determine what further action should be taken and will follow the procedures accompanying this policy. The appropriate individual will take steps either directly or through a reporting employee to inform a victim of available health and advocacy resources, as well as options for criminal reporting should the victim wish to pursue such a direction. Employees who are exempt from these reporting requirements include health care professionals and any other employees who are statutorily prohibited from reporting.

[Submit a report of Sexual Misconduct or Discrimination.](#)

### **SAFE HARBOR FOR DRUG OR ALCOHOL VIOLATIONS**

Helena College strongly encourages students and employees to report instances of sexual misconduct. Therefore, students or employees who report information to the appropriate individual about sexual misconduct involving students or employees will not be sanctioned by the College for any violation of Helena College's drug or alcohol policies in which they might have engaged in connection with the reported incident.

### **COMPLAINTS AND REPORTING**

Complaints of Policy violation must be made to a Responsible Employee within 120 days after the most recent incident. There are different reporting locations based on Policy Violation. If the complaint or violation involves students, the complaint should be made to the Executive Director of Compliance & Financial Aid, Title IX Coordinator. If the violation or complaint involves employees or third-party reports of discrimination, including Policy Violations, the complaint should be filed with the Human Resources and the Title IX Coordinator. All staff members are trained to help you find the resources you might need to explain all reporting options and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for all parties is listed below.

**Title IX Coordinator** - 406.447.6913

**Valerie Curtin**, Executive Director of Compliance and Financial Aid  
Helena College University of Montana, Airport Campus  
2300 Airport Road, Helena, MT 59601

**Mary Twardos, Human Resource Generalist** - 406.447.6925

Helena College University of Montana, Donaldson Campus  
1115 N. Roberts Street, Helena, MT 59601

Complaints and reports should be made as soon as possible after an incident. The appropriate staff member coordinates and tracks all complaints and reports under this procedure.

There are several avenues available for submitting a complaint or report [here](#).

- Leave a private voice message for the appropriate staff member;
- File a complaint or report on the form contained on the website;
- Send a private email to the appropriate staff member;
- Mail a letter to the appropriate staff member;
- Visit one of the appropriate staff members (it is best to make an appointment first to ensure availability).
- Make or submit a report to a 'Responsible Employee' as identified in the Policy. This individual is required under policy to report the incident.

If there is a complaint about the Title IX Coordinator or if a staff member of Human Resources has a complaint, that complaint should be filed with the Dean/CEO of Helena College. The Dean/CEO will appoint another trained individual to take the place of the staff member for purposes of the complaint.

## **CRIMINAL REPORTING**

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to the Helena Police Department (406.442.3233). Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

## **CONFIDENTIALITY OF COMPLAINTS AND REPORTS**

Parties in these processes, including the Complainant, the individual accused of a Policy Violation (“Respondent”), and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The appropriate staff member will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other Helena College University of Montana officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the Helena College University of Montana’s compliance with federal law. The investigation report and any written decision from the investigation will be disclosed only to the Complainant, Respondent, Discipline Authority as necessary, and Helena College University of Montana officials as necessary to prepare for subsequent proceedings (e.g., Helena College Dean/CEO, University of Montana President and University Legal Counsel). Members of the Discrimination Grievance Committee have the same strict obligations to keep all information they learn confidential, subject to the limited exception when necessary to protect health, welfare or safety. Information about complaints and reports, absent personally identifiable information, may be reported to Helena College officials and external entities for statistical and analysis purposes pursuant to federal and state law and college policy.

## **ANONYMOUS AND THIRD PARTY REPORTING**

The appropriate staff member accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report (Reporter) is encouraged to provide as much detailed information as possible to allow the staff member to investigate and respond as appropriate. The appropriate staff member may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to conduct a meaningful and fair investigation.

In the case of employees, the Discipline Authority is the Helena College Administrator with the authority to impose sanctions in accordance with applicable employment policies, procedures and collective bargaining agreements. In the case of Academics, the Discipline Authority is the Executive Director of General Education or CTE. In the case of students, the Discipline Authority is the Executive Director of Compliance and Financial Aid.

Disciplinary records for Discrimination and Harassment violations are maintained in the same manner as other disciplinary records under the Student Conduct Code.

## **JURISDICTION AND COOPERATION WITH LAW ENFORCEMENT AGENCIES**

Generally, the jurisdiction of the Code is limited to student conduct occurring on property owned, leased, or otherwise controlled by the college. In exceptional circumstances, jurisdiction may be asserted off-campus when conduct impairs, interferes with, or obstructs college activities or the mission and functions of the institution, or poses a substantial threat to the health and safety of the campus community. As members of the larger community of which the college is a part, students are subject to all national, state and local laws and ordinances. While the laws of the larger community and the Student Code of Conduct may overlap, they operate independently and do not substitute for each other. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the college may enforce its own regulations, regardless of any legal proceedings either pending or underway by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution, whether or not such conduct is simultaneously a violation of local, state, or national laws. Further, the college makes no

attempt to shield members of the campus community from the law, nor does it automatically intervene in legal proceedings against members of the campus community. The college will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

The full policy of the complaint process for Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation (Helena College Policy 100.3).

## **STUDENT COMPLAINT PROCEDURES**

A complaint is any expression of dissatisfaction with the performance of a college employee or procedure. Any student who has a concern about the actions of a particular staff or faculty member or student or with a college procedure has the right to have his or her complaint heard in a logical and orderly manner. Helena College emphasizes the importance of direct, courteous and respectful communication to informally resolve student concerns and complaints. The college has identified specific procedures for various types of complaints as outlined on the following pages.

Students are advised to consult with the Director of Student Life for advice in proceeding with a complaint. The Director of Student Life may act as an advocate who will assist the student in the completion of the appropriate complaint procedure. A student may waive the right to an advocate.

### **TIME LIMITS FOR FILING COMPLAINTS**

The appropriate administrative officer may suspend or extend the time limits specified in the various steps of the General Complaint procedure under exceptional circumstances such as extended illness, sabbatical leave, or the absence of one or both parties to the complaint. In the event that a formal complaint is suspended or the timeframe for resolution is extended, the administrator will notify both parties to the complaint in writing. If the complaint involves a discrimination issue, the time limits in the appropriate policy or regulation shall apply.

When either party of the complaint is no longer at the College and does not expect to return, the appropriate administrator shall give reasonable opportunity for either party to respond before making a decision to dismiss or provide resolution to the complaint as necessary.

### **COMPLAINT PROCEDURES**

The college has established procedures for each of the following types of complaints:

#### **GENERAL COMPLAINT PROCEDURE**

When there is good cause to believe a student has a complaint and a satisfactory resolution cannot be obtained through direct communication with the staff or faculty member, the following procedure should be utilized:

**Step One:** If no satisfactory resolution is reached through discussion with the faculty or staff member against whom the complaint exists, or if the student determines that the complaint may be resolved more appropriately without the faculty or staff member involved, the student should attempt to resolve the complaint through a meeting with the appropriate academic division chair or immediate supervisor. This meeting must occur within five (5) instructional days of the attempt to directly resolve the complaint informally or the situation or circumstance that gave rise to the complaint if the student determines the complaint may be resolved more appropriately without the faculty or staff member involved.

**Step Two:** If a satisfactory resolution cannot be obtained through the Step 1 meeting, a student may proceed with a formal written complaint. The student shall outline in writing the complaint, identifying dates and persons involved, why previous attempts at informal resolution failed, and the desired resolution to the complaint. The written complaint must be submitted to five (5) instructional days of the Step 1 meeting. When the formal complaint is received it shall be forwarded by the appropriate senior administrator (Executive Directors of Compliance, Gen Ed, CTE, and/or Director of Nursing) to the faculty or staff member and other appropriate parties concerned for a written response within ten (10) instructional days. The appropriate senior administrator shall keep all written documentation associated with the complaint as a record of the proceedings. The senior administrator shall inform the student of the nature of the written response from the parties. If the written response fails to resolve the complaint to the satisfaction of the student, the appropriate senior administrator (Executive Directors of Compliance, Gen Ed, CTE, and/or Director of Nursing) will convene a conference of all the parties to the complaint within ten (10) instructional days for the purpose of bringing the complaint to resolution.

**Step Three:** In the event the administrative conference fails to resolve the complaint, the written complaint, along with any records of proceedings, and a recommendation for resolution will be provided to the Dean/CEO for a final resolution within ten (10) instructional days. The Dean/CEO will review the complaint and may amend, modify, reverse or accept the recommendation, advising all affected parties of the final resolution to be implemented.

If a student is not satisfied with the resolution implemented by the Dean/CEO, the student may address his or her complaint in writing to the Commissioner of Higher Education, PO Box 203201, Helena, MT 59620-3201, in accordance with Montana Board of Regents of Higher Education 203.5.2.

A complaint against a faculty or staff member shall not result in the forfeiture of said faculty or staff member's rights as protected under the Collective Bargaining Agreement between the Helena Teacher's Union, MEA-MFT, NEA, AFT, AFL-CIO and the Montana Board of Regents of Higher Education or the Montana Public Employees Association and the Montana University System.

## **COURSE COMPLAINTS**

### **Final Course Grade Appeal**

Every student has the right to appeal the final grade in a course, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student or the student's agent/representative, who has been identified in writing, no later than commencement of subsequent semester. Spring grades will normally be appealed in the following fall semester. The initiating student should begin with the INFORMAL process outlined in Section A, and may then pursue the FORMAL process in Section B if satisfaction is not obtained informally. Once a formal appeal has been initiated, the process will conclude within two weeks whenever possible.

#### **Section A – Preliminary Procedure:**

Student initiated INFORMAL Process

1. Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Visit with the division chair who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student may; Elect to file a formal written Grade Appeal with the Executive Director of Enrollment.
3. The Executive Director of Enrollment records the official filing of the appeal and then refers it to the Peer Review Committee. A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed. It is recommended that students present documentation that may shed light on the appeal. The Grade Appeal form is available at the Registrar's Office.

#### **Section B – Formal Process:**

Conditions under which grade may be appealed:

1. If there is a dispute over the numerical calculation of the grade OR
2. If the grade assigned appears arbitrary, capricious, or inconsistent with syllabus assessment /grading policy.

#### **Faculty Peer Review Committee**

Upon receipt of a student's written Grade Appeal, the Executive Director of Enrollment shall then convene a hearing of the Peer Review Committee. The committee will be formed ad hoc and consist of:

1. A Division Director from OUTSIDE of the division where the course is offered. This chairperson is nonvoting and serves only to facilitate the process.

Four faculty members who shall be selected by the Executive Director of Enrollment, with two from the Airport Campus and two from the Donaldson Campus.

2. The student who has filed the appeal must be in attendance or else waive their right to attend the meeting in writing prior to its being scheduled.
3. The involved faculty member may attend or send written comments at their discretion.

4. The institutional Registrar may be invited to provide information or as a committee resource.

The purpose of the Peer Review Committee is to determine whether or not the grade should be changed. If the Peer Review Committee finds that the grade assigned was miscalculated, or appears arbitrary or capricious or inconsistent with syllabus assessment/grading policy, the Committee shall make a recommendation as to the appropriate grade to the Executive Director of Enrollment who will have final decision authority.

### **ASSIGNMENT GRADE DISPUTE**

Every student has the right to appeal a grade while the course is in progress, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student no later than TEN working days after the assignment grade in question is delivered or posted. It is important to note there is NO FORMAL PROCESS for appealing a grade while the course is in progress.

#### **Section A**

Student initiated INFORMAL Process

1. Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
2. Visit with the administrator who supervises faculty teaching the course to discuss the issue. If the concern still remains unresolved, the student must wait to;

File a formal written Grade Appeal with the Executive Director of Enrollment according to the process outlined above AFTER the final grade for the course has been posted. The Executive Director records the official filing of the appeal and then refers it to the Peer Review Committee. It is recommended that students present documentation that may shed light on the appeal.

## **2022-2023 STUDENT CALENDAR**

\* Orientation, registration, book buyback dates subject to change

### **FALL 2022**

August 1 .....	Priority Application Date
August 19 .....	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied. ( <b>Application Deadline for fall semester</b> )
August 25 .....	Orientation Airport Campus
August 26 .....	Orientation Donaldson Campus
August 29 .....	<b>Fall Semester Starts, First Block Classes Begin</b>
August 30 .....	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
August 31 .....	Last day to add classes through MyHC - An add form, instructor approval, will be required after today. Students registered on or after this day will be assessed a \$40 late fee. Second Deferred Payment Due
September 2 .....	Last day to drop First Block Classes without record and receive a refund.
September 5 .....	<b>Labor Day - No Classes, College Closed</b>
September 8 .....	Last day to add classes - An add form, and instructor approval required.
September 11 .....	Last day to drop first half only classes; grade reflected will be a "W".
September 19 .....	15th class day - Last day to drop full semester courses online without a grade of "W" and receive a refund. Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
September 26 .....	Last day to drop First Block Classes; grade recorded will be a "W".
September 30 .....	<b>End of First Block</b>
October 1 .....	Third deferred payment due
October 3 .....	<b>Start of Second Block Classes</b>
October 10 .....	<b>Columbus Day – College OPEN and classes are in session</b>
October 7 .....	Last day to drop second Block Classes; without record and receive a refund.
October 17 .....	Registration for spring/summer semester begins for current students.
October 19 .....	First half semester classes end
October 20 .....	Second half semester classes start
October 25 .....	Midterm grades posted to My HC
October 31 .....	Last day to drop second Block Classes; grade recorded will be a "W".
November 1 .....	Final deferred payment due
November 4 .....	<b>End of Second Block Classes</b>
November 7 .....	<b>Start of Third Block Classes</b>
November 8 .....	<b>Election Day - No Classes, College Closed</b>
November 11 .....	<b>Veteran's Day - No Classes, College Closed</b>
November 14 .....	Registration begins for new students
November 15 .....	Last day to drop Third Block Classes without record and receive



	a refund.
November 23 .....	<b>Thanksgiving Break – No Classes, College OPEN</b>
November 24-25 .....	<b>Thanksgiving Break - College Closed</b>
November 28 .....	Last day to drop classes
December 1.....	Graduation Application for Spring/Summer 2023 graduates due.
December 7.....	Last day to drop second half only classes; grade reflected will be a "W".
December 12.....	Last day to drop Third Block Classes; grade recorded will be a "W".
December 16.....	<b>Last day of Fall Semester &amp; Third Block, Priority Application Date</b>
December 17 .....	Fall Graduation
December 20.....	Grades Due
December 23.....	Grades posted to MyHC
December 26.....	<b>Christmas Day - College Closed</b>

**SPRING 2023**

November 14, 2022 .....	Registration begins for new students
December 16, 2022.....	Priority Application Date
January 2, 2023.....	<b>New Year's Day - College Closed</b>
January 6.....	Final Application Deadline.
January 6.....	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
January .....	Spring Orientation TBD
January 16.....	<b>Martin Luther King Day - No Classes, College Closed</b>
January 17.....	<b>Spring Semester Classes Begin, First Block Classes Begin</b>
January 18.....	Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
January 19.....	Last day to add classes without instructor permission.
January 23.....	Last day to drop First Block classes with record and receive a refund.
January 26.....	Last day to add classes using an add form and instructor approval required.
February 1 .....	Second deferred payment due
February 6.....	Last day to drop without record and receive a partial refund.
February 6.....	Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
February 13.....	Last Day to drop First Block
February 17.....	<b>End of First Block Classes</b>
February 20.....	<b>President's Day - No Classes, College Closed</b>
February 22.....	<b>Second Block Classes Begin</b>
February 28.....	Last day to drop Second Block without record and receive a refund.
February 28.....	Last day to drop first half only class.
March 1 .....	Third deferred payment due.
March 9.....	<b>First Half Semester Classes End</b>
March 10.....	<b>Second Half Semester Classes Begin</b>
March 13.....	Mid-Term Grades Due
March 16-17 .....	<b>Spring Break - No Classes, College Open</b>
March 24.....	Last day to drop Second Block Classes; grade received will be a "W"

March 27.....	Registration begins for current students
March 30.....	<b>End of Second Block</b>
March 31.....	<b>Start of Third Block</b>
April 1 .....	Final deferred payment due
April 6.....	Last day to drop Third Block Classes without record and receive a refund
April 14.....	No Classes – College OPEN
April 17.....	Last Day to Drop Classes
April 25.....	Last day to drop second half only class
May 1.....	Last day to drop Third Block Classes; grade received will be a “W”
May 1.....	Registration for fall 2023 semester begins for new students.
May 1.....	Graduation applications are due for fall 2023 graduates.
May 5.....	<b>Last day of Spring Semester. End of Third Block Classes</b>
May 5.....	Airport Campus Graduation
May 6.....	Donaldson Campus Graduation
May 9.....	Spring grades due
May 12.....	Spring grades posted to MyHC

### SUMMER 2023

May 15.....	<b>Beginning of Aviation Summer Session</b>
May 22.....	<b>Beginning of first 5-week session and 10-week sessions</b>
May 23.....	Last day to add first 5-week session classes without instructor permission. Payment due for students registered in 5-week, 6-week, or 10-week sessions for summer
May 24.....	Last day to add 10-week session classes without instructor permission
May 25.....	Last day to add first 5-week session classes (instructor permission required)
May 26.....	Last day to add 10-week session classes (instructor permission required)
May 26.....	Last day to drop first 5-week session classes without record and receive partial refund
May 29.....	<b>Memorial Day - No classes, College Closed</b>
June 5 .....	Last day to drop first 10-week session classes without record and receive partial refund
June 16.....	Last day to drop first 5-week session classes
June 19.....	<b>Beginning of 6-week Session</b>
June 20.....	Last day to add 6-week session classes without instructor permission
June 22.....	Last day to add 6-week session classes. (instructor permission required)
June 23.....	End of first 5-week session
June 26.....	Last day to drop 6-week session classes without instructor permission
June 26.....	<b>Beginning of second 5-week session</b>
June 27.....	Last day to add second 5-week session classes without instructor permission
June 29.....	Last day to add second 5-week session classes (instructor permission required)
June 30 .....	Last day to drop second 5-week session classes without record and receive partial refund
July 4 .....	<b>Independence Day - No classes, College Closed</b>
July 14.....	Last day to drop 10-week session classes; grade received will

July 20 ..... be a "W"  
Last day to drop 6-week session classes; grade received will be a "W"  
July 21 ..... Last day to drop second 5-week session classes; grade received will be a "W"  
July 28 ..... End of 10-week, 6-week and second 5-week sessions  
August 11 ..... End of Aviation summer session

## WHERE DO I GO IF...

### **I need tutoring**

Free tutoring is available at the Library Learning Hub, located in Room 140 at the Donaldson Campus and the Airport Campus by [appointment](#).

### **I've lost or found something**

Lost and found items are held in the Welcome Center, Room 101 at the Donaldson Campus. Please check at the main desk.

### **I have something of campus-wide interest to announce**

Contact [Abigail Rausch](#) at 406.447.6954 for more information.

### **I want scholarship information**

The Financial Aid Office in the Welcome Center has information on scholarships, grants, loans, and work-study positions. Scholarship and work study positions information can also be accessed on the [HC Financial Aid Webpage](#).

### **I need a college catalog**

In recognition of the need to promote the sustainable use of natural resources, as well as to better accommodate frequent updates and revisions, the [catalog](#) is made available electronically.

### **I lost my Helena College Student I.D. card**

Student I.D. cards are issued in the Welcome Center at the Donaldson Campus. There is a \$15 fee for replacement cards.

### **I am looking for employment on or off-campus**

Work-study position information can be obtained from the Financial Aid Office in the Welcome Center at the Donaldson Campus. Contact Career Services for information about non-work-study employment. Work-study and employment listing for students are also posted on the [HC Work-study/Employment Webpage](#).

### **I need to make a photocopy**

The Library Learning Hub has a self-service photocopier/color printer for student use. Copies are \$.05 each and color copies are \$.25 each.

### **I need help with a research project**

Schedule a one-on-one appointment with the librarian using this [Office 365 Bookings link](#) to make appointment. Appointments are available online through Microsoft Teams or onsite in the Library. The librarian can help you focus your topic, identify and evaluate resources, format your paper, and cite your sources correctly. A librarian is also available 8 to 5 Monday - Friday by phone, 406-447-6942 or 6943, campus chat, or email, [library@helenacollege.edu](mailto:library@helenacollege.edu).

### **I need to add or drop a class**

Staff in the Registrar's Office or the East End Advising Center at the Donaldson Campus can help with schedule changes. It is also important to check with the Financial Aid Office to determine the impact changes to your class schedule may have on your financial aid offer.

### **I need to know who my academic advisor is**

The Registrar's Office or the East End Advising Center at the Donaldson Campus can provide this information.

### **I would like to talk to a counselor**

Helena College students can access resources for mental health by using the [You at College app](#), accessing [Thriving Campus](#), or scheduling a non-clinical appointment with the Director of Student Life, [Emily Schuff](#). The Director of Student life can assist students with identifying and connecting with Helena resources who can provide counseling services.

### **I might need accommodations for a disability**

Contact the [Disability Services Coordinator](#) located in the Library Learning Hub, Donaldson 140

**I need assistance accessing my online class**

Contact the Helena College Office of eLearning at 406.447.6364 for guidance associated with online education.

**I might need accommodations for a disability**

Contact the Disability Services Coordinator located in the Library Learning Hub, Donaldson 140

**I need assistance accessing my online class**

Contact the Helena College Office of eLearning at 406.447.6364 for guidance associated with online education.