

# MILES COMMUNITY COLLEGE STUDENT HANDBOOK

2010-2011

## 2010-2011 ACADEMIC CALENDAR

### FALL 2010

August 19	Nursing Orientation
August 23	Faculty Return
August 24	Fall New Student Orientation
August 25	Classes Begin
September 3	Last Day to Add/Register for Classes
September 3	Last Day to Drop/Withdraw for Full Refund
September 6	Labor Day Holiday/School Closed
October 11	Columbus Day Holiday/No Classes
October 18	Mid-Term
October 18	Intent to Graduate Form Due
October 21 & 22	MCC Educators Conference – No Classes
November 5	Last Day to Withdraw or Drop with No Grade
November 11	Veteran's Day Holiday/School Closed
November 25 & 26	Thanksgiving Holiday/School Closed
December 9	Last Day to Withdraw or Drop from Classes
December 13	Last Day of Classes
December 14 – 16	Final Exams

### SPRING 2011

January 13	Faculty Return
January 18	New Student Orientation
January 19	Classes Begin
January 28	Last Day to Add/Register for Classes
January 28	Last Day to Drop/Withdraw for Full Refund
February 21	President's Day Holiday/School Closed
March 7 – 11	Spring Break
April 7	Last Day to Withdraw or Drop with No Grade
April 22	Spring Day/School Closed
May 4	Last Day to Withdraw or Drop from Classes
May 9	Last Day of Classes
May 10 – 12	Final Exams
May 13	Nurses Pinning
May 14	Graduation

### SUMMER 2011

June 6	Classes Begin
July 4	Independence Day Holiday (Observed)/School Closed
July 29	Last Day of Classes

# GENERAL INFORMATION

## COLLEGE OFFICERS

Dr. Stefani Hicswa, President

Tad Torgerson, Vice President, Administrative Services and Finance

Shelly Weight, Vice President, Academic Affairs

Darren Pitcher, Vice President, Student Success and Institutional Research

## BOARD OF TRUSTEES

### *2010-2011 Members*

Rusty Irion, Chair

Garret McFarland

Sharon Wilcox

Jeff Okerman

Sue Stanton

Jeff Harding

Mark Peterson

## MISSION & STRATEGIC INITIATIVES

### *Mission*

- Miles Community College promotes student success and lifelong learning through accessible, quality programs and community partnerships.

### *Strategic Initiatives:*

Initiative 1: Foster quality leadership

Initiative 2: Provide a quality student experience

Initiative 3: Provide quality academics

Initiative 4: Cultivate quality community relationships

Initiative 5: Recruit and retain students

Initiative 6: Nurture a healthy College environment

Initiative 7: Actively seek sustainable funding

## INFORMATION

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

## ACADEMIC ACCESSIBILITY

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

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

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

## EQUAL OPPORTUNITY

Miles Community College is committed to a program of equal opportunity for education, employment, financial aid, and participation in college activities without regard to race, color,

sex, age, religion, marital status, physical disability, national origin, or because of mental disability unless based on reasonable grounds. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at Miles Community College.

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

## **COLLEGE WEBSITE**

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

## **E-MAIL ADDRESS**

Students may be assigned a College e-mail address their first semester of enrollment if a preferred address is not provided at time of application. College e-mail addresses are [FirstName.LastName@spo.milescc.edu](mailto:FirstName.LastName@spo.milescc.edu).

College faculty and staff will communicate with students regarding assignments, announcements, financial aid concerns, notices from Student Services, and grades using a student's e-mail address. Students who cannot access their college-assigned e-mail account should contact IT Support for assistance.

## **INCLEMENT WEATHER**

Miles Community College operates on the premise that classes will be held on a regularly scheduled basis. In the event of severe weather conditions or emergencies, the College will determine if classes are to be delayed or cancelled. Local media will be notified as soon as a decision is made.

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

## **EMERGENCY NOTIFICATION SYSTEM**

Miles Community College utilizes EventLink, an easy-to-use event reminder and emergency alert system that allows students to receive official communication from MCC. When students sign up for EventLink reminders on [EventLink.com](http://EventLink.com), they will automatically receive emergency alerts such as weather-related cancellations, lock-downs or other important information directly to their choice of cell phone and/or email. Event reminders are customizable for other campus events and activities. Sign up at [EventLink.com](http://EventLink.com).

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

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

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

FERPA grants students access to their educational records, financial aid files (with the

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

**DEFERRED PAYMENT PLAN**

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

- 1. A minimum of \$100.00 must be paid at the time the contract is signed. All payments and/or arrangements are due by Fee Payment (the 15th/16th class day).
- 2. Fifty percent of the total due must be paid within the first 30 days of the semester.
- 3. The full amount due must be paid within the first 60 days of the semester.
- 4. An administrative charge of \$25.00 per semester will be levied.
- 5. A monthly interest charge of 1% (12% annual) will be applied to all outstanding balances. This interest charge will be calculated on the outstanding balance on the last day of the month.
- 6. Any unpaid balance of the deferred obligation must be paid before the student may re-enroll, graduate, or receive transcripts.
- 7. A binding contractual agreement must be completed in the Business Office for any payment arrangements where tuition and fees are not paid in full by Fee Payment.

This deferred payment plan does not pertain to books or supplies and is subject to change.

**REFUND POLICY – CREDIT CLASSES**

The following refund policy applies to all dropped courses or complete withdrawals. If a student withdraws from all classes, the official withdrawal process must be complete before a refund will be processed.

**Fall & Spring Semesters**

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

**Summer Term**

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

**Mini Session Classes**

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

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

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

**STUDENT LIFE/ACTIVITIES**

**ATHLETICS**

***Intercollegiate Athletics***

Athletics provides leadership opportunities that extend from the courts and fields to the classroom and beyond. Miles Community College fields a baseball team for men, and

basketball, cheerleading, golf, and rodeo for men and women.

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

## **ACTIVITIES AND CLUBS**

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

### ***Ag Club***

The Ag Club was established in 2005 to serve as a professional and social organization for Agriculture majors and anyone interested in or having an agriculture background. Optional membership in the national organization, Postsecondary Agriculture Students (PAS), will allow for travel and competition with area colleges and universities. Trips to the PAS national convention will be part of the Ag Club agenda. Varied activities will help students transition into successful college life as well as providing opportunities for resumé development and continued scholarship application.

### ***Campus Ministry***

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

### ***Multicultural Club***

Miles Community College's Multicultural Club incorporates students and faculty from other countries, the Native American population, and any students interested in learning more about other cultures. The club was formed to orient new foreign students to the Miles Community College campus and to share cultural experiences with students and the community. All students may join the Multicultural Club.

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

Phi Theta Kappa is an international honor society for two-year colleges. Membership requirements to join the Beta Theta Gamma Chapter at Miles Community College are based on the number of college-level classes taken, current credit load, and grade-point average. Members meet monthly to organize and plan community service activities, activities for students, and fund raisers to support members attending the Phi Theta Kappa international convention.

### ***Rodeo Club***

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

### ***Student Ambassadors***

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

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

### ***Student Senate***

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

## **STUDENT RESOURCES**

### **COLLEGE RESOURCES**

#### ***Academic Advising***

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

Students intending to transfer to another college or university are strongly advised to contact the transfer institution of their choice to determine specific degree requirements. For information on transfer policies and to access a transfer resource library, students may contact the Transfer Coordinator in Student Services.

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

#### ***Academic Assistance***

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

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

Students with a documented disability should see the Disabilities Coordinator in the Center for Academic Success.

#### ***Career and Placement Center***

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

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

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

#### ***Center for Academic Success***

The Center for Academic Success, located in Room 208, coordinates programs that range

from developmental studies to English as a Second Language to advanced topics.

- The Adult Basic Education/General Educational Development (ABE/GED) program prepares adults to test successfully for the Montana High School Equivalency Certificate and offers free individualized instruction in reading, English, spelling, vocabulary, and mathematics at the pre-college level.
- The Developmental Studies program provides individualized instruction in reading, English, and mathematics for students requiring refresher classes before entering college-level courses.
- The English as a Second Language (ESL) program provides instruction for students having English as their second language. Based on individual need, the ESL curriculum offers skill development in listening, speaking, reading, and writing. All non-credit programs are provided without charge for tuition and materials. All lab courses and English as a Second Language (ESL) are also free of charge unless taken for credit and/or in conjunction with regular college courses.

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

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

Students with disabilities are required to provide documentation of their disability to the Disabilities Coordinator in the Center for Academic Success (located in room 208) in order to arrange for appropriate accommodations.

### ***Bookstore***

Textbooks, lab manuals, workbooks, and most materials needed for classes are available at the Bookstore. Book reserve programs are available each semester for students who will be attending Miles Community College. College sweatshirts, T-shirts, supplies, gift certificates, and novelty items are available. Special book orders may be placed.

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

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

Refunds are given on purchases if returned within the published refund period, which is noted on each sales receipt. Refunds will not be given without the original sales receipt. Generally, textbooks may be returned during the first two weeks of class for semesters and the first three days of class during summer sessions. The Bookstore does not accept returns on computer software, electronic devices, and textbooks that have either been marked or have the shrink wrap removed. If computer software or electronic devices are defective, the purchaser should contact the product's manufacturer.

### ***Book Buy Back***

Book buy back opportunities allow students the option to sell their textbooks back the last week of each semester. Books are bought back by the Bookstore if a) the course instructor will use the book for subsequent courses, b) the book is in good resale condition, and c) if there is not a surplus of books for the course. Students must have their original sales receipt to sell back their books.

### ***Child Care***

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

### ***Computer Labs***

There are four microcomputer labs on campus. These labs are Internet accessible and

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

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

### ***Counseling***

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

### ***Dining Services***

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

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

### ***Housing***

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

Miles Community College offers two different types of housing:

#### ***Pioneer Hall***

A new residence hall was completed in 2003. The hall features free laundry facilities, double rooms (available as singles if space is available), a kitchen, and lounge. Each room features a shared private bathroom for every two rooms, sink, phone lines for each student, cable TV, and Ethernet access.

#### ***Quads***

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

### ***Library***

The College's Judson H. Flower, Jr., Library provides information that supports the instructional programs of the College and reflects its curriculum.

All patrons utilizing any materials or technology in the Library are expected to demonstrate respect for other patrons by conducting themselves in a respectful and dignified manner. Inappropriate use of the Internet will be considered disruptive, disrespectful, and undignified behavior. The Library and the computers are for academic use. Patrons will be asked to shut down offensive materials the first time, the second time will be asked to leave, and the third time will lose the privilege to use the computers in the Library.

A library card is needed in order to use the materials. Holders of a library card are responsible for not lending the card to others; all items borrowed on the card; reporting address changes or card loss; presenting the card when borrowing items; adhering to all

Library rules; and, if card is lost, paying \$1.00 for a replacement card.

The Library is open 65-70 hours a week. For hours, call 874-6194 or 874-6153 or visit the College's website at <http://milescc.edu> and click on *College Services*.

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

The Centra is available to all students, who can participate in activities such as aerobics, handball, racquetball, basketball, volleyball, badminton, weight training, Pilates, yoga, spinning classes, and other types of physical activity. Full time students are allowed free access to the Centra; part-time students pay a discounted rate.

Visit the College's website at <http://milescc.edu> for the Centra's hours of operation and the most up-to-date schedule of classes and activities.

### ***Student ID Cards***

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

### ***Student Services***

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

### ***Tutoring***

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

## **COMMUNITY RESOURCES**

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

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

IRS Federal Tax Information 1-800-829-1040

Medicare 1-800-633-4227

Montana Breast & Cervical Health Program 1-888-803-9343

Montana Legal Aids 1-800-999-4941

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

Rocky Mountain Poison Control Center 1-800-525-5042

Suicide Prevention Hotline 1-800-273-8255

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

2030 North Merrill • Glendive • 406-377-3564

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

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

### ***Alcoholics Anonymous***

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

Meeting schedule is posted in the *Miles City Star*.

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

Monday - 7:00 p.m. @ Ursuline Convent • No phone number

Saturday - 10:00 a.m. @ First United Methodist Church • No phone number

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

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

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

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

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

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

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

1-800-346-5437 (in state)

**Services:** Provides child support enforcement.

### ***Consumer Credit Counseling Services***

1620 Alderson Ave. #27 • Billings • 406-656-4370 • 232-7355 in Miles City

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

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

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

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

### ***Custer County Food Bank***

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

**Services:** Provides emergency food distribution.

### ***Custer County Public Health Department***

2000 Clark St. • Miles City • 874-3377

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

### ***Custer County Public Welfare***

Dept. of Public Health and Human Services • Courthouse • Miles City • 874-3334

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

### ***Custer County Special Education Cooperative***

209 S. Lake • Miles City • 234-3812

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

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

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

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

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

### ***Department of Family Services***

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

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

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

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

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

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

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

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

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

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

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

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

Glasgow: 406-228-9349

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

***Eastern Montana Industries***

805 South Haynes Avenue • Miles City • 234-3740

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

***Gamblers Anonymous***

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

***Getting Through Grief Support Group***

Stevenson and Sons Funeral Home • 232-4457

***Head Start***

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

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

***Indian Development & Educational Alliance (Idea)***

8 North 6th • Miles City • 234-6112 • 1-800-298-4332

**Services:** Offers programs to assist Native Americans adjust to an urban setting. Activities are coordinated with Miles Community College. Services include career training, employment opportunities, information, and referral.

***Lion's Club***

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

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

***Meals on Wheels***

County Health Office • Miles City • 874-3377

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

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

2000 Clark St. • Miles City • 234-0542

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

### ***Montana State Job Service Center***

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

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

### ***Narcotics Anonymous***

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

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

Billings • 1-800-823-5566 • 406-256-1140

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

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

407 Main Street • Miles City • 234-3011

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

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

210 South Winchester • Miles City • 874-5600

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

### ***Vocational Rehabilitation***

232-0583 • 1-877-296-1198

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

### ***WIC Program***

2200 Box Elder • Miles City • 234-6034

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

## **FINANCIAL AID**

### **APPLYING FOR FINANCIAL AID**

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

### ***How to Apply***

Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). Students are greatly encouraged to fill out the application via the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A paper FAFSA, which can be obtained from the Financial Aid Office, can also be submitted. The FAFSA serves as the

universal application in initiating all financial aid at Miles Community College. For assistance in completing the FAFSA, please contact the Financial Aid Office at 406-874-6208 or 800-541-9281. **Don't forget to list the College's Title IV School Code on the FAFSA: 002528.**

### ***When to Apply***

The FAFSA or Renewal Application must be completed every year. March 1 is the Montana priority date for submitting the FAFSA to the Department of Education. Early application is greatly encouraged to ensure that students have full access to all available financial aid programs. Some financial aid funds are limited and will be awarded first to students who submit the FAFSA by March 1. It is highly recommended that families complete their taxes as soon as possible after the first of the year in order to meet the priority date for submitting the FAFSA.

### **FINANCIAL AID PROCESS**

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

- Student submits FAFSA with Miles Community College's school code listed (002528).
- Department of Education processes FAFSA and calculates EFC.
- Student receives SAR, and Miles Community College receives ISIR.
- Miles Community College sends letter to student requesting additional information, which may include verification materials if student is chosen for verification.
- Student returns requested information to Miles Community College.
- Financial Aid Director determines student's financial need and creates a financial aid award package
- Student returns signed award letter.
- Student completes Entrance Counseling online through the financial aid website.
- Student completes a Master Promissory Note (MPN) if student accepted a student loan. The Master Promissory Note is completed online through the financial aid website.
- Students who have been awarded and accept work study must complete employment forms before becoming eligible to work.
- Funding is disbursed to student during fee payment days, which are the 16th and 17th day of each semester. Grant aid and student loans are disbursed by crediting students' accounts at Miles Community College.

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

### **GENERAL ELIGIBILITY REQUIREMENTS**

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

- has a valid Social Security number
- is a U.S. citizen or eligible noncitizen
- if male, is registered with Selective Service
- is a regular student (seeking a degree or certificate)
- is enrolled, or accepted for enrollment, in an eligible program

- if enrolled in a distance education course, the course must be part of an eligible program
- is not enrolled solely in remedial coursework
- has a high school diploma or equivalent (General Educational Development [GED] certificate), or passes an ability to benefit test
- is not enrolled in elementary or secondary school
- has not been convicted under federal or state law for possession or sale of illegal drugs while receiving Title IV Funds (Check with the Financial Aid Office for more information.)
- does not owe a grant or loan overpayment
- is not in default with a Perkins, Stafford, or PLUS Loan
- has not borrowed in excess of loan limits
- maintains satisfactory academic progress (see page 32)
- has need, as defined by individual program requirements (except for Unsubsidized Stafford Loans)
- repays any financial aid received as a result of inaccurate information. Any person who intentionally misrepresents facts on the application is violating federal law and may be subject to a \$10,000 fine and/or imprisonment.

## **STUDENT RESPONSIBILITIES**

The student has several responsibilities related to continuation of financial aid. Many of these are outlined in the financial aid paperwork. This includes reporting certain changes during the year to financial aid. Students should review all paperwork and contact the Financial Aid Office with any and all questions.

## **POLICIES**

### ***Financial Aid Satisfactory Academic Progress Policy (SAP)***

Students receiving financial aid have a legal responsibility to maintain certain academic standards and make satisfactory progress toward a certificate or degree objective. Each semester the Financial Aid Office must determine an applicant's eligibility for financial aid. Regardless of whether or not students have previously received financial aid, their prior academic record will be evaluated before financial aid is awarded. In order for students to receive financial aid, they must be registered for and enrolled in an eligible program of study, be registered in credit courses each semester, and maintain the following academic standards:

#### ***All students***

- Students must maintain a cumulative grade-point average (GPA) of at least 1.75 during the first 30 credits of their program and a cumulative GPA of at least 2.00 thereafter.
- Students whose cumulative GPA drops below 1.75 or 2.00 and/or they do not pass the minimum number of credits on which their aid is based for the semester will be placed on financial aid probation. Two consecutive semesters of probation will result in financial aid suspension.

*Exception:* Students will automatically be placed on financial aid suspension regardless of GPA if:

- they are full-time students and do not pass a minimum of six credits,
- they are less than full time and do not pass at least half of their credits (rounding up),
- they withdraw for any reason (other than first time medical), or

- they do not satisfy conditions outlined in granted suspension appeal.
  - Students on financial aid suspension will not be reconsidered for financial aid until they satisfactorily complete a full semester based upon the greatest number of credits for which they received Federal Title IV financial aid.
  - Students who have lost their financial aid eligibility for failure to maintain satisfactory academic progress have the right of appeal. An Appeal Form may be obtained from the Financial Aid Office.
  - Students entering Miles Community College on academic probation or suspension from another school will automatically be placed on financial aid probation at Miles Community College during their first semester.
  - Students who attend Miles Community College without assistance of federal aid will also be expected to make satisfactory academic progress (as defined above) prior to the awarding of any such aid. They will be evaluated according to their status determined by the number of credits enrolled in the term prior to their first semester of aid.
- Exception:* High school students taking college courses will not be placed on probation or suspension as a result of a failing grade, withdrawal, or incomplete status prior to their official enrollment at Miles Community College.

### ***Privacy Act***

Federal guidelines (FERPA) prevent the sharing of certain types of student information with anyone other than the student. Should the student desire other people or organizations to make requests on their behalf related to financial aid, the student needs to complete the Release of Information Form available in Student Services.

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

Students' aid eligibility is limited to 150% of the required credits for each program of study. Once a student exceeds this limit without earning a degree or certificate they will no longer be eligible for financial aid. Examples of credit limits are listed below:

#### **Credits Required for Credits of Program in Catalog Financial Aid Eligibility**

30 required credits (Certificate) (30 x 150% = 45) 45 attempted credits

60 required credits (Associate Degree) (60 x 150% = 90) 90 attempted credits

72 required credits (Assoc. Deg. Nursing) (72 x 150% = 108) 108 attempted credits

Required credits include prerequisite classes for any program. If extenuating circumstances prevent students from completing their program of study in this time frame, students may submit a written request for extension to the Financial Aid Office.

### ***Professional Judgment***

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

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

### ***Repayment Policy***

Effective July 1, 2000, Miles Community College adopted a return policy that conforms to the updated version of the Higher Education Amendments of 1998 (Section 668.22). Students with Title IV funding who begin the school's official withdrawal process or cease attendance will be subject to the federal return policy. Students begin the school's official withdrawal process by obtaining a withdrawal form from Student Services. Regardless of whether a student returns this withdrawal form, the College is required to

perform a Return to Title IV calculation to determine the amount of Title IV aid the student has earned for that semester up to the date that the official withdrawal process began. Only the amount of the semester's aid that has been earned will be eligible for retention on the student's behalf on or before the 60% point of the semester. Title IV and all other aid is viewed as 100% earned after that point in time. Any aid that is not earned must be returned to its source in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, SEOG, and other state aid. The student is responsible for repaying any applicable financial aid back to its source, and Miles Community College is responsible for repaying any applicable aid back to the source as determined by the return of funds calculation. The student is also responsible for paying any balance due on the student account as a result of Miles Community College having to return funds to the Department of Education or Montana Guaranteed Student Loan Program.

For students who receive Title IV assistance and receive all Fs on their transcript, the Financial Aid Office will contact their instructors to determine the last date of attendance. This becomes the withdrawal date for the return of funds calculation.

Students who withdraw before receiving all the funds that they could have earned might be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students may choose to decline the loan funds so that they don't incur additional debt. Miles Community College will automatically apply grant funds to current charges on the student's account balance. If no balance exists, the student must accept the post-withdrawal grant funds in order for the school to disburse grant funds directly to the student.

There are some Title IV funds that students cannot earn once they withdraw because of other eligibility requirements. For example, if students are a first-time, first-year undergraduate and have not completed the first 30 days of their program before withdrawing, they will not earn any student loan funds that they would have received had they remained enrolled past the 30th day. Also, no portion of a second or subsequent disbursement may be disbursed to students as a post-withdrawal disbursement.

## **ACADEMIC INFORMATION**

### **GENERAL INFORMATION**

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

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

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

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

Students who register for 12 or more credits per semester are classified as full-time students. Students taking 11 or fewer credit hours during a semester are defined as part time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full- and part-time status in the summer.

Students are encouraged to consider their work load, family responsibilities, community commitments, and other demands on their time as they plan their course load.

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

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

credit load.

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

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

### ***Late Registration***

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

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

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

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

Students who want to drop or add a course must obtain the appropriate form from Student Services. **They should then take the form to their advisor who completes the information required. Before the transaction is official, it must be signed by the instructor of the course and the advisor and returned to the Registrar for processing.**

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

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

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

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

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

### ***Auditing Courses***

Students may audit courses for no grade or credit. Full tuition and fees are typically re-

quired when auditing classes. Changing an audit to a letter grade or vice versa is not permitted. Financial aid is not available for audited coursework.

Students who have graduated from Miles Community College and are required to pass certification and/or licensure exams before they are allowed to become employed in the field may audit repeat coursework by paying tuition only. They will not participate in any lab or clinical experiences with the audit and thus will not be charged course or program fees. To receive special consideration:

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

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

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

To receive their final semester grades, students may access their grades through SonisWeb. SonisWeb instructions are available at Student Services.

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

## **ACADEMIC HONORS**

### ***Scholastic Recognition***

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

### ***Honorary Society***

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

### ***Graduation Honors***

Graduates who were full-time students for two years with an overall grade-point average of 3.75 or higher are designated as honor students at the graduation ceremonies.

Students achieving the highest cumulative grade-point average are recognized as the valedictorians of the graduating class. The valedictorians must be full-time students for 2 years.

## **ACADEMIC POLICIES**

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

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

When a program has been reviewed and is to be terminated, personnel and students to be affected shall be notified. Generally, a two-year program will continue for a year after the

decision is made to terminate the program to allow students enrolled at that time to complete the program. Generally, one-year programs may be terminated at the completion of offering sufficient courses to graduate the currently enrolled students. However, a program may be terminated earlier for sufficient reasons.

Students are responsible for knowing policies and meeting requirements in the program and should keep abreast of current degree, curriculum, and course requirements by consulting published materials and the college website. Students should also complete degree audits provided in the SonisWeb student management system to insure they have met all required courses for program completion.

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

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

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

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

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

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

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

### ***Incompletes***

Incompletes, “I” grades, are assigned when illness or unavoidable circumstances prevent students from completing the last 25% of a course during the regularly scheduled semester or course term. Students must consult with their instructor or division Vice President for award of an “I” grade. All “I” grades will remain on official records until such time as

course requirements are completed and a different grade is submitted by the instructor. Incompletes must be completed within eight weeks from the end of the term. If “I’s” are not completed, the grades are automatically changed to “F’s.” The Academic Standards Committee must approve exceptions.

### ***Academic Bankruptcy***

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

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

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

Students who repeat a course will have the most recently earned grade counted toward their grade-point average and graduation requirements. Students will receive financial aid for repeating a course one time only.

## **TRANSFER OF CREDITS**

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

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

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

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

Montana Board of Regents Policy 301.10:

- I. Board Policy

- a. The Montana University System is committed to facilitating the ease of undergraduate student transfer to its campuses, particularly in the area of general education. Therefore, all campuses or the Montana University system will recognize the integrity of general education programs and courses offered by units of the Montana University System, Montana's three publicly supported community colleges, the seven tribal colleges and regionally accredited independent colleges in the State of Montana. All campuses in the MUS shall also recognize the integrity and transferability of the MUS transferable core.
- b. To ensure adequate student preparation for transfer, campuses will exclude any courses from their general education program that are remedial or developmental in nature. Examples would include Introductory of Intermediate Algebra, Reading Improvement, Vocabulary Building, and so on.
- c. The Montana Board of Regents has adopted four (4) important procedures to implement the intent of this policy. Those procedures are set out below.

## II. Procedures

### a. Campus general education programs

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

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

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

### b. The Montana University System Core

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

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

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

c. Other “General Education” Coursework.

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

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

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

d. Associate of Arts and Associate of Science Degrees.

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

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

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

- e. Before the new institution will accept the courses, a student will have to earn a grade of “C-” or better in each of the classes described in the preceding sections.
- f. The Montana University System will establish a General Education Council to oversee the provisions of this policy. The Council will have 12 members. A minimum of four (4) members will be selected from nominations submitted by the faculty governance councils on the campuses. Its responsibilities shall include:
  1. Periodically review and recommend possible revision of the Montana University System Core to the Board of Regents;
  2. Approve by January of each year a list of general education courses, from each of the institutions described in the first paragraph of this policy, that satisfy the Montana University System Core criteria on that campus;
  3. Periodically assess and recommend revision of this policy;
  4. Perform other responsibilities, as assigned by the Montana Board of Regents or the Commissioner of Higher Education.
- g. Each campus of the Montana University System and the publicly supported community colleges will provide the Office of the Commissioner of Higher Education its approved general education program and update that information whenever changes are made. The Commissioner of Higher Education will make this information available to all campuses of the Montana University System.
- h. The tribal colleges and regionally accredited independent colleges in the State of Montana may elect to participate in this reciprocal recognition of general educa-

tion integrity on the same terms as the campuses of the Montana University System. Those electing to do so will provide the appropriate information to the Office of the Commissioner of Higher Education.

### **MONTANA UNIVERSITY SYSTEM CORE**

Natural Sciences 6 semester credits

- At least one of the classes  
must have a laboratory experience

Social Sciences/History 6 semester credits

Mathematics 3 semester credits

Communication 6 semester credits

- Written communication  
and oral communication

Humanities/Fine Arts 6 semester credits

Cultural Diversity 3 semester credits

---

**TOTAL CREDITS 30 semester credits**

### **OTHER PROGRAMS FOR ACHIEVING COLLEGE CREDIT**

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

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

**For more information or to schedule a CLEP exam, contact the Center for Academic Success at 874-6150 or 800-541-9281.**

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

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

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

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

Upon successful completion of the examination, the instructor will place the grade in the student management system for the class in which the student was enrolled that semester. The grade will appear on the student’s transcript at the end of the semester when all grades are finalized.

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

When examinations are not available to demonstrate proficiency in subject areas, degree candidates may submit other forms of evidence through a portfolio process. This evidence must be submitted to the Academic Standards Committee for evaluation. Students must follow the requirements of their program area when submitting a request for credit. Permission from the appropriate division chair and instructor is required. or additional information about experiential/portfolio credit, contact the Associate Academic Dean at 406-874-6212 or 800-541-9281.

## **STUDENT INFORMATION**

Enrollment at Miles Community College is a voluntary entrance to the academic community. By enrolling, students assume obligations and responsibilities of performance and behavior consistent with Miles Community College standards of scholarship and conduct. The policies that govern these standards recognize the College as part of the larger community, bound by federal, state, and local legislation.

### **STUDENT POLICIES AND PROCEDURES**

#### ***Student Code of Conduct***

Students, as citizens, are expected to be familiar and to comply with existing federal, state, and municipal laws governing civil and criminal behavior, both on and off campus. Violations can result in disciplinary action by the College.

The following behaviors are considered unacceptable and can lead to suspension or expulsion from Miles Community College:

1. Deliberate disruption in the classroom or at any college activity or obstructing the orderly flow of college process
2. Cheating, plagiarism, any other form of dishonesty, or knowingly giving false information to the College
3. Forgery, alteration, or falsification of college documents, records, identification, or computer programs of accounts
4. Hazing, tormenting, physically abusing, sexually harassing, or maltreating another student or Miles Community College employee
5. Theft of or damage to college property
6. Failure to follow directions of college officials acting in the performance of their duties, including identification upon request
7. Use/possession of illegal drugs on campus
8. Possession or consumption of alcoholic beverages on campus, except as specifically authorized by the Board of Trustees and student is of legal drinking age
9. Possessing or discharging firearms or any weapons on campus
10. Unauthorized use or occupancy of college facilities or misconduct of any kind which is destructive of college property, detrimental to the College, or which is injurious to the welfare of the student body
11. Computer hacking, intentionally introducing a computer virus, or purposely accessing or attempting to access secure computer files

#### ***Harassment and Intimidation***

Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics shall not be tolerated.

Harassment includes unwelcome verbal or physical conduct when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student standing; or

- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or academic environment.

Examples of prohibited behavior include, but are not limited to: lewd, suggestive or demeaning comments, off-color language or jokes of a sexual or racial nature, sexual or racial slurs, display of sexually explicit or otherwise potentially offensive photos, greeting cards, articles, books, magazines, or cartoons.

A student who believes that he/she has been subjected to a violation of these policies shall immediately report the incident to the Vice President for Student Success. Once the matter has been reported, it shall be investigated and any necessary corrective action shall be taken. All complaints of harassment shall be handled in as discreet and confidential a manner as possible.

Individuals subjected to disciplinary action as the result of a report of harassment may file a grievance under the college grievance policy.

### ***Sexually Explicit Materials***

In keeping with College policy on sexual harassment, Miles Community College strives to create a learning environment for students that is free of sexual harassment and intimidation. Materials such as calendars, posters, post cards, photography, cartoons, or other printed or visual materials that contain sexually explicit images or language can create an intimidating, hostile, or offensive environment and may subject persons of either sex to humiliation, embarrassment, or discomfort because of their gender. Such materials are inappropriate and should be removed. This policy applies to any space provided by the College such as offices, shops, classrooms, hallways, lounges, dormitories, and study carrels.

This policy does not apply to: (1) libraries, resource rooms, research collections; (2) materials related to course content or assignments used in the educational setting; (3) displays and exhibits in galleries and museums; or (4) private rooms from the College.

### ***Student Disciplinary Procedures***

The President or designee shall have charge of all disciplinary action. The President or designee shall confer with the alleged offending student regarding the alleged offense and the fact that the President or designee may impose disciplinary action. The student shall be informed of the "Student Disciplinary Procedures" at this conference. Within five (5) working days thereafter, the President or designee shall inform the student of the proposed disciplinary action, if any, in writing. Also, at that time, the student shall be informed in writing of his right to request a private hearing by the Student Conduct Committee, and such notice will designate a time period during which the student may request such hearing. This time period shall consist of at least two (2) college "work" days after such notice is given.

If the student does not request a hearing within the designated time, or if the student fails to attend the conference called by the President or designee and the proposed discipline does not involve suspension or expulsion, the discipline may be made effective immediately by the President. If the proposed discipline involves suspension or expulsion, the President shall take appropriate action.

### ***Temporary Suspension Pending Hearing***

Subject to the President's authority to impose summary suspension if he should determine that the rights of others or the maintenance of order require immediate suspension, no discipline in the matter shall take place between the time a hearing is requested and the decision of the Student Conduct Committee. If summary suspension is imposed, it

shall not exceed a period of five (5) days, unless within such time the College has begun the formal disciplinary procedure and diligently pursues such procedure until its conclusion, in which event such summary suspension may be continued until such conclusion.

### ***Student Conduct Hearing Procedure***

If the student charged with the misconduct requests a hearing by the Student Conduct Committee within the time allotted (2 days), the following procedure will be observed:

A written statement will be furnished to the student at least seven (7) working days prior to such hearing, stating the specific grounds and nature of the charges upon which the proposed discipline is based, the discipline proposed, and notice of the time and place for the hearing. If the proposed discipline is expulsion or suspension and if the student is a dependent minor, such notice will be given also to the parents or others having custodial care of the student.

The hearing shall be conducted before the Student Conduct Committee that shall be comprised of the following members:

- Chair, appointed by President, nonvoting member
- Vice President for Student Success and Institutional Research
- Vice President for Academic Affairs or designee
- One faculty representative designated by the Vice President
- Two student representatives designated by Student Senate

The hearing shall be conducted in a manner consistent with the orderly conduct of the affairs of the College, and which seems to the Student Conduct Committee most conducive to the determination of the truth. It is not contemplated that the hearing will be conducted with the procedural formalities of a trial in a court of law.

Students shall be afforded the opportunity to present their position, explanations, and evidence (including the presentation of witnesses expected to testify on their behalf).

Students shall be permitted to hear the evidence presented, and may question any witnesses who give evidence against them.

The Student Conduct Committee shall determine the facts solely on the evidence presented and shall state in writing its findings as to whether or not the student charged is guilty of the misconduct charge and the disposition to be made, if any, by way of disciplinary action. No disciplinary action shall be taken on the grounds that are not supported by substantial evidence.

The College shall make a record of the hearing and furnish a copy of the transcript to the student.

The Student Conduct Committee shall have the power to control its proceedings, including requiring those present to conduct themselves in accordance with the dignity of the proceedings and the power to place reasonable restrictions of time and relevancy upon the parties and the witnesses.

The penalty of expulsion or suspension can only be imposed by the President of the College, who will take appropriate action in cases in which such discipline is recommended, based on a review of the record made of the hearing. Expulsion shall be defined as a permanent dismissal from all classes at the College. Suspension shall be defined as a temporary dismissal from classes as determined by the Committee.

Lesser penalties that may be imposed by either the President or designee or by action of the Student Conduct Committee include monetary restitution, curtailment or termination of participation in extracurricular activities, suspension of student privileges, and other types of discipline that may be appropriate to a particular situation.

### ***Student Grievance Procedure***

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

Written policies of the Board of Trustees provide for the adjudication of problems that may arise for Miles Community College students. It is expected that most grievances will be settled through informal discussion.

Grievances must be initiated within twenty (20) working days of the occurrence.

### ***Level 1: Meeting with Vice President for Student Success and Institutional Research***

Students who have a grievance must request a meeting with the Vice President for Student Success and Institutional Research. At this meeting the nature and validity of the grievance will be established and documented. The Student Grievance Form will be initiated and a full-review of the Student Grievance Procedure will take place with the student certifying that he/she understands the entire process. The Vice President and the grievant will discuss possible solutions and options before proceeding to level 2. If the grievance can be solved during this meeting, no further action will take place. Complete documentation of the meeting will remain on file in the Vice President's office for two years.

### ***Level 2: Informal Discussion***

If no suitable solution is attained in Level 1, the Vice President for Student Success will arrange a meeting with the grievant and the faculty, staff, or student against whom they have brought the grievance. The Vice President will mediate the meeting to ensure a fair and civil dialogue. All attempts will be made to solve the grievance at this level. [Faculty may have an association representative accompany them to this meeting.]

### ***Level 3: Formal Grievance Hearing***

If, after Level 2, the Grievant does not feel the grievance has been satisfactorily resolved, the grievant may request a hearing by a student grievance committee. A formal written request for a hearing must be made to the Vice President for Student Success. The Vice President will immediately forward the request to the President or designee to appoint a hearing chairperson.

Within five (5) working days of the formal hearing request, and in consultation with the Vice Presidents, the President shall appoint the Chairperson and Grievance Committee members. Representation on the Grievance Committee shall come from faculty, staff, and students. The Chairperson shall organize and convene a student grievance committee within five (5) working days of the receipt of the request from the President to review the case and set a hearing date.

The Grievance Committee Chairperson shall be appointed for a one-year term, beginning in September of each year.

### ***Grievance Committee Hearing Procedures***

The committee shall consist of five members for any grievance.

1. The Vice President for Student Success shall submit to the Grievance Committee Chairperson a copy of the completed Student Grievance Hearing Form, any other additional information, or pertinent documentation obtained during Level 1 and Level 2 within five (5) working days after the President's appointment of the Chairperson.
2. The Grievance Committee Chairperson shall provide written notification to the persons directly involved in the incident of the hearing date and request them to appear before the Committee. Any other person, even if listed in the complaint, will be considered indirectly involved and may only be called as witness by the Committee.
3. If an incident involves more than one accused student, a separate hearing will be al-

lowed upon request.

4. The persons directly involved in the incident must be allowed to be present at the hearing and may be assisted by an advisor of their choice who may speak to the Committee if requested by the Grievant.
5. The hearing and deliberations will be conducted in a closed session, and are considered confidential. The burden of proof shall rest upon the grievant.
6. All persons directly involved in the incident must be given an opportunity to testify, to present evidence and witnesses, and to question adverse witnesses. Committee members cannot submit evidence.
7. All matters upon which the committee's decision is to be based must be introduced into evidence at the grievance hearing. The decision must be based solely upon such evidence.
8. The process of the hearing shall be:
  - a. The committee chairperson shall present an opening statement regarding the grievance request and the procedures to be followed.
  - b. The Grievant presents their position first, along with any evidence and witnesses. After the Grievant has testified, other persons directly involved in the grievance and committee members may question the Grievant.
  - c. The accused then presents testimony, evidence, and witnesses. After testifying, the accused may be questioned by other persons directly involved and then by the committee members.
  - d. After each witness testifies, other persons directly involved in the grievance and committee members may question the witness.
  - e. Each side may make a concluding statement, after which the parties are all dismissed while the committee deliberates.
9. All materials made available to the committee during the course of the hearing shall be collected and filed with the committee hearing proceedings in the College vault. The Committee Chairperson will not duplicate materials and committee members' personal notes will be destroyed.
10. The decision of the Grievance Committee shall be rendered within five (5) working days of the date of the hearing. The Grievance Committee Chairperson must submit in writing the final decision of the Committee to the Vice President for Student Success and Institutional Research.
11. The Vice President for Student Success and Institutional Research shall provide written notification of the committee's final decision to the persons directly involved in the incident. A sealed copy of the final decision is placed in the student's admissions file.

#### ***Level 4: Appeal to the President***

If the Grievant is not satisfied with the Grievance Committee's decision, the Grievant has the right to appeal to the College President within five (5) working days of the Grievance Committee's final decision.

The Grievant will write an appeal letter to the President, outlining why the Grievance Committee's decision was not deemed appropriate. The Grievant may not introduce any new evidence that the Grievance Committee has not already seen and heard.

The President may confer with the Grievant and any or all of those involved, including witnesses. After reviewing the appeal, the President shall render the final decision within five (5) days. The decision of the President shall be final.

## **ACADEMIC STANDARDS**

The College will make all reasonable efforts to assist students toward academic success. Degree and certificate standards require a cumulative 2.0 (“C”) grade-point average (GPA). Students who do not achieve a minimum 2.0 GPA for any one semester will be notified that their work may jeopardize their degree or certificate objective and will be required to meet with the Dean of Enrollment Services. Two successive semesters of such notification will require a consultation with their advisor and Dean of Enrollment Services to determine the most appropriate course of action and could also result in referral to the Center for Academic Success for additional assistance. A student who does not fulfill their probationary status requirements after a third semester at MCC will lose their privilege of attendance for a period of one year.

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

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

### ***Academic Suspension***

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

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

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

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

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

### ***Procedure for Final Grade Appeal***

Academic freedom is fundamental to the rights of a teacher to teach and a student to learn. While academic freedom supports a teacher’s right and responsibility to seek truth and to communicate it to others, such a freedom presumes respect for the rights and responsibilities of students. Instructors will provide students with a syllabus for the course at the beginning of each semester. Incidents may arise between a teacher and student in respect to grading that requires mediation. In such cases, students should utilize the following procedures:

An attempt to resolve the problem on an informal basis should be made using the following procedure:

1. Speak to the person with whom you have the complaint.
2. If unable to reach a solution, discuss the matter with the Vice President for Academic Affairs.

3. Only after steps 1 and 2 are followed should a formal grievance be filed with the President's Office. Ask the Vice President for Academic Affairs to write a letter saying the grievance cannot be resolved.

Write a letter to the President stating that formal redress is being sought and carefully describe the reason(s) for the complaint. Clearly state what rule has been broken, what policy has been violated, or what circumstance has created a grievable complaint.

Within 14 days of receipt of the written complaint, the President will convene a Grade Appeal Committee and provide the Chair of that committee with the complaint.

The Grade Appeal Committee is an ad hoc committee composed of one Vice President appointed by the President, two faculty members appointed by the Faculty Executive Committee, and two students appointed by Student Senate. The Vice President appointed shall not be the faculty member's supervisor. The Committee shall select its own chair.

At least seven (7) calendar days in advance of the hearing, the Chair of the Committee will notify all parties of the time and place of the hearing, the nature of the complaint, the composition of the Committee, and the right of the individual charged to be present when charges and evidence are presented to the committee and to question and give evidence in rebuttal.

During the hearing, both student and faculty member are permitted to be accompanied by someone for the purpose of support and advice. This person will not be permitted to offer testimony.

At the hearing, committee members, as well as the two parties themselves, may question witnesses to evaluate the facts.

Committee hearings are private. Witnesses will be excused after giving testimony.

The Grade Appeal Committee's decision will include the rationale and the dissenting opinion, if any. Only those committee members who have heard all the evidence may vote.

The Committee's decision is final and ends the grievance process. The Committee's decision shall be forwarded to the parties, the Vice President for Academic Affairs, and to the President within ten (10) calendar days of the hearing.

### ***Academic Regulations***

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

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

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

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

### ***Information Technology Student/Guest Acceptable Use Agreement***

It is the policy of Miles Community College to provide access for our community to local, national and international sources of information and to provide an environment that encourages the free exchange of ideas and sharing of information. Access to the Col-

lege's information technology resources is a privilege and must be utilized in an ethical manner.

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

This policy outlines the standards for acceptable use of Computing Resources, which include, but are not limited to, equipment, software, networks and data whether owned, leased, or otherwise provided by Miles Community College.

This policy applies to all students and guests accessing internal or external network services, such as the Internet via the MCC Campus.

Preserving the access to information resources is a joint effort that requires each member to act responsibly and safeguard against abuses. Therefore, both the group as a whole and each individual user have a responsibility to abide by the following standards of acceptable and ethical computer use:

Use only those computing and information technology resources for which you have authorization.

Use computing and information technology resources only for their intended purpose.

Protect the access and integrity of computing and information technology resources.

Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Respect the privacy and personal rights of others.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property. Any student or guest of the College found using information resources for unethical or unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, withdraw from current course, dismissal from the College, or legal action as may be appropriate.

Miles Community College reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of College policies, contractual agreements, or applicable state and federal laws. Although all students and guests of the College have an expectation of privacy, if a user is suspected of violating this policy, their right to privacy may be superseded by the College's requirement to protect the integrity of information technology resources, the rights of other users and the property of the College. The College, thus, reserves the right to examine material stored on or transmitted through its facilities if there is probable cause to believe that the standards for acceptable and ethical computer use are being violated by a student or guest of the College. A reasonable attempt will be made to notify end users if a violation of these or other College policies is known or suspected before any specific action is taken.

### ***Acceptable Use Agreement Guidelines***

These guidelines are intended to assist the College in the interpretation and administration of the Acceptable Use Agreement for Computing Resources. They outline the responsibilities each member of the College accepts when using computing resources.

This is put forth as a minimum set of standards for all areas of the College and may be supplemented with specific guidelines.

**Use only those computing and information technology resources for which you have authorization.**

For example: it is a violation

- to use resources you have not been specifically authorized to use
- to use someone else's account and password or share your account and password with someone else
- to access files, data or processes without authorization
- to purposely look for or exploit security flaws to gain system or data access

**Use computing and information technology resources only for their intended purposes.**

For example: it is a violation

- to upload, download, or distribute pornography
- to use privileged access for other than official duties
- to use former privileges after graduation or transfer

**Protect the access and integrity of computing resources.**

For example: it is a violation

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to attempt to deliberately degrade performance or deny service
- to alter or destroy information without authorization

**Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.**

For example: it is a violation

- to download, use or distribute pirated software, music, or movies
- to upload, download, distribute or possess child pornography
- to distribute pornography to minors

**Respect the privacy and personal rights of others.**

For example: it is a violation

- to tap a phone line or run a network sniffer
- to access or attempt to access another individual's password or data
- to access or copy another user's electronic mail, data, programs, or other files

### ***Acceptable Use Agreement Policies***

Computer Lab Policies

No food or drinks are allowed in the lab

Do not change the software settings used on the computers

Do not install any programs on the computers

Do not download from the internet onto the computers

Volume is allowed with headphones only

Unsupervised minors are not allowed in the computer labs

Displaying any type of pornography is not allowed

Refrain from viewing inappropriate material

Student doing homework have priority use of the computers

Keep noise to a minimum, the computer lab is a study area

To report problems or request assistance, please see the Instructor if available.

### **External Devices Policy**

The College is not responsible for any damage caused to personal devices including, but not limited to, external hard drives, zip drives, CD drives, cameras, memory, printers, etc., that are connected to College-owned computers or other devices. If users decide to use these devices, they do so at their own risk.

## **Software Policies**

All software installed on MCC computers is licensed for use on MCC workstations only. This software may not be copied to disk or otherwise transferred and installed to personal computers.

Software may not be installed by students on MCC workstations either by downloading or from external media.

## **File Sharing Policy**

Illegal music, movie, and software file sharing and related copyright violations will not be tolerated at Miles Community College. If the College receives a reputable claim of copyright infringement, it will initiate an immediate investigation. If there is evidence that copyright infringement has occurred, access to network services will be terminated until the suspected violator meets with a College official to discuss the matter. If after the individual's computer or other device is examined by College officials and the individual agrees to abide by all laws and College policies related to copyright, network access will be restored.

Violators may also be subject to civil and criminal fines and possible jail sentences. The College is not liable for violations of its Acceptable Use Agreement and Copyright Laws by students or guests of the College and all users of College equipment.

Miles Community College respects copyright laws and will cooperate with court ordered investigations related to possible copyright infringement.

## **Security Camera Policies**

Security cameras may be installed in situations and places where the security of either equipment or people would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. When appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into two main categories:

- 1.) Anti-theft and Vandalism: Where the main intent is to take pictures and store them on a remote device so that if an item is discovered stolen or vandalized, the pictures will show the perpetrator. Examples: an un-staffed computer lab, an un-staffed science lab, or a parking lot.
- 2.) Personal Security: Where the main intent is to take pictures and store them on a remote device so that if a person is assaulted, the picture will show the perpetrator. An authorized MCC employee may also monitor relevant live cameras. Examples: a major hallway or a parking lot.

Information obtained from the cameras will be used exclusively for law and/or policy enforcement. All camera installations are subject to federal and state laws.

Any student found tampering with or vandalizing MCC security cameras has violated this policy and is subject to disciplinary action.

## **Printing Policies**

Network printing is available using shared printers located on the MCC Campus. Students are allocated 500 black and white printed pages for the entire academic year.

Students may supplement their initial allocation by depositing funds for additional printing.

Printing costs are on a per page basis. Students using the printers on campus must only print from their designated user account. The system will then debit the students account accordingly.

Students who exceed 500 prints will be charged the appropriate amount. This charge will be made directly to their student account.

## **Email Policies**

E-mail is an official means for communication within MCC. Therefore, the College has

the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion. For security and privacy reasons, e-mail is not appropriate for transmitting sensitive or confidential information.

The MCC IT Department will assign all students an official College e-mail address. It is to this address that the College will send e-mail. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with College communications. Faculty may determine how e-mail will be used in their classes. Faculty may expect that students' e-mail addresses are being accessed, and faculty may use e-mail for their courses accordingly.

A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address, they may do so, but at their own risk. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to their e-mail address.

It is a violation of this policy to use e-mail for: harassment or to stalk other individuals, to download or distribute pornography, send "hoax messages", to send e-mail to a large numbers of users (SPAM), or to use this address for advertising or commercial purposes.

### **Violations:**

Every member of the College community has an obligation to report suspected violations of the above guidelines. If a suspected violation involves a student, a referral may be made to the Director of Information Technology. In addition to this document, specific computers and labs may have additional rules in association with their use. These rules should be posted clearly at the facility. Violations of those rules are considered violations of the Acceptable Use Agreement.

### **IT Department Responsibilities**

The IT Department Personnel have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Be aware that IT Personnel are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as safeguarding their account and password, not sharing their account or passwords with others, taking full advantage of file security mechanisms, backing up critical data and promptly reporting any misuse or violations of the policy.

### **Cooperation with IT Personnel**

From time to time activities may interfere with operation of the system, even though they may not clearly be prohibited by the Acceptable Use Agreement. In such cases, a person from the IT Department or other College staff person may contact you and ask you to stop or postpone doing something. You are expected to comply with such instructions. Once you have received such a warning, any further activity of the same kind will be treated as a violation of the Acceptable Use Agreement. If you think the IT Personnel staff member has acted inappropriately in asking you to stop something, you may file a grievance using the Grievance Procedure outlined in the Student Handbook. However, you will be expected to comply with the ruling of the staff while this review occurs.

To report infractions involving MCC computer resources or to this Acceptable Use Agreement, please contact the Director of Information Technology.

### **Student Acknowledgement of Miles Community College Acceptable Use Agreement**

All students are required to read and sign the MCC IT Acceptable Use Agreement, which

will then be kept in the student's admissions file. In signing the agreement, students indicate their understanding that any violation of the Acceptable Use Agreement is unethical and may constitute a criminal offense. Should a student commit any violation, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. Failure to sign the acceptable use agreement will result in a registration hold.