

MILES COMMUNITY COLLEGE
Board Policy & Procedure Handbook

SECTION 500: STUDENT SERVICES

The College shall provide services for students in the following areas:

- A. Admissions
- B. Financial Aid
- C. Registration and Transcripts
- D. Housing
- E. Advising
- F. Career Planning
- G. Academic Support
- H. Disability Services
- I. Transfer
- J. Student Organizations and Activities
- K. Intercollegiate Athletics
- L. Veteran Affairs
- M. International Student Affairs

Policy History

Revised 3/24/2008, 3/28/2016

Reviewed 1/2013, 7/2021

500.1 Student Records

The College shall maintain and secure accurate and adequate student records, and student record procedures consistent with the requirements of applicable state and federal laws and guidelines. All employees, including College-employed students, are required to complete the Family Educational Rights and Privacy Act (FERPA) training.

The Dean of Enrollment Management and Educational Support Services shall be responsible for student record maintenance. Student transcripts, as part of the permanent academic record, shall remain on file permanently. All other admissions, enrollment, registration, and academic records will be maintained according to the Montana University System's General Record Retention Schedule.

Appropriate employee access to student records, including electronic student records in the student information system and learning management system, shall be managed through a formal process involving the Dean of Enrollment Management and Educational Support Services or designee, the Vice President of Academic Affairs or designee, Information Technology, Human Resources, and relevant department managers. Physical student records containing personally identifiable information and non-directory student information shall be stored securely in a locked cabinet or office, or in one of the College secure storage vaults, with vault access granted by the Dean of Enrollment Management, College Registrar, or designee.

Policy History

Revised 3/24/2008, 3/28/2016, 9/27/2021

Reviewed 1/2013

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500.2 Dismissal of Students

Any student who fails to comply with established academic probation and suspension requirements and the student code of conduct may be subject to dismissal from the College.

Policy History
Moved & Revised 1/28/2008, 3/28/2016, 9/27/2021
Reviewed 1/2013

500.3 Admission and Registration Authority

With the exception of admission policies established by the MUS Board of Regents (Section 301-301.1), MCC Board of Trustees have sole authority to establish policies impacting students' abilities to 1. Be admitted to MCC and 2. Be registered in courses during their time of enrollment at MCC.

Policy History
Adopted 3/28/2016
Reviewed 7/2021

500.4 Standard of Conduct

Students at Miles Community College are expected to maintain a high standard of personal conduct, both on and off campus. Students who violate Code of Conduct Standards shall be subject to disciplinary action as outlined in the *Student Handbook*. Students living in residence halls shall also be provided with a *Residence Hall Handbook* to ensure their mutual safety and well-being. Student Athletes must also agree to the *Athletic Code of Conduct* and are subject to sanctions for non-compliance. Nursing students are responsible for additional expectations and requirements identified in the *Nursing Handbook* and are subject to sanctions for non-compliance.

Policy History
Revised 3/24/2008, 2/24/2020
Reviewed 1/2013, 7/2021

500.5 Mandatory Residence Hall Policy

Students meeting any of the following criteria must live in the residence halls:

- A. Students under 21 years of age having fewer than 30 earned credit hours;
- B. Recipients of Miles Community College room and board scholarships;
- C. Intercollegiate athletes.
- D. Enrolled in nine (9) or more credits

Persons meeting the following criteria may not live in the residence halls:

- A. Individuals with criminal records who may pose a threat to the safety of the residents
- B. Un-emancipated minors
- C. Minor children of students

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Students requesting an exemption to this Mandatory Residence Hall Policy must adhere to the exemption policy outlined in the *Student Housing Policy Handbook*. Exemptions to this policy are based on the following criteria:

- A. Students under age 21 and living with their parents, grandparents, or legal guardians
- B. Married students
- C. Students with dependents
- D. Extenuating circumstances approved by the Dean of Student Engagement and Auxiliary Services
- E. Students who are solely registered for Distance Education courses or programs

Students requesting an exemption must complete a notarized exemption request form or sign in front of a Student Services or Housing staff professional and submit to the Dean of Student Engagement or designee. Supporting documents may be requested to consider requests (i.e. letter from parent, grandparent or legal guardian, marriage license, birth certificate, transcript, etc.)

Policy History
Revised 10/20/2003, 3/24/2008, 3/24/2014, 3/28/2016, 3/28/2016, 8/24/2020
Reviewed 1/2013, 7/2021

500.6 Room and Board

Room and board rates are set during the annual budget process.

The Food Service offers meal plan options. Students living in the residence halls are required to purchase a meal plan (excluding those students approved to live in the apartment at the Ag Advancement Center). No refunds are given to students after the 60% point of the semester. Food plan balances cannot be carried over from fall to spring semester or year to year. Any remaining balance at the end of either fall or spring semester is forfeited.

- A. During emergency situations that affects most students (i.e. acts of nature, national or state disasters, etc.) the College may consider issuing refunds or credit vouchers prior to the 60% of the semester. These refunds or credit vouchers may be a prorated amount based on the time that the emergency occurs for both housing and dining charges to ensure unit overhead charges are covered.
- B. The meal plan cost includes an administrative overhead cost of \$200/semester that is not refundable once any amount of the meal plan has been utilized.

Policy History
Revised 3/24/2008, 3/28/2016, 8/24/2020
Reviewed 1/2013, 7/2021

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500.7 Student Activities

The College shall provide opportunities for student activities, including, but not limited to:

- A. Intercollegiate athletics
- B. Associated Students of Miles Community College -sponsored clubs and activities
- C. Intramurals and other Centra related programming
- D. Residence Hall programs and events

Policy History
Reviewed 1/2013, 7/2021
Revised 8/24/2020

500.7.1 Supervision of Student Organizations

Advisors to student organizations are expected to be in attendance at all of the organization's meetings and functions and to assist in carrying out and achieving its purposes and goals. Advisors are encouraged to develop leadership, decision-making, and active participation by student members of the organization. It is not intended that advisors should assume decision-making responsibilities for the organization, or that they should shoulder the burden of carrying out the functions of the group. Advisors should, however, take appropriate steps to ensure that all actions and activities of the organization conform to college policy and regulation; and to Associated Student of Miles Community College (ASMCC) rules and regulations relating to student organizations. Alcohol consumption shall not be permitted at Student Organization sponsored events and activities, whether on or off campus.

Advisors to student organizations shall take all steps necessary to ensure that accurate records are maintained and that established college accounting procedures are followed in the financial affairs of the organization. Records, including a list of officers, membership roster, minutes of meetings, community service activities and annual budgets shall be submitted to the Dean of Student Engagement and Auxiliary Services.

Policy History
Revised 3/24/2008, 7/27/2009, 8/24/2020
Reviewed 1/2013, 7/2021

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500.8 Campus Crime and Security

The College shall comply fully with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics* and shall take all necessary precautions and actions.

The College shall prepare, publish, and distribute statistical reports in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. These Annual Security Reports (ASR) are published on the college website annually. Additionally, information on where to access the report shall be distributed to all students and employees (including prospective students and employees), and all administrators annually.

Policy History

Adopted 10/12/1992

Revised on: 8/9/1993,

Revised on: 2/15/99 (all of the chapter), 1/22/2001 (all of chapter), 3/24/2008, 3/28/2016, 8/24/2020

Reviewed 1/2013, 7/2021

500.8.1 Missing Persons

In accordance with the Higher Education Act of 2008, all students living on campus must register a confidential contact with the College that will serve as the missing person contact. Access to this information is restricted to authorized campus officials and law enforcement officers actively involved in the furtherance of a missing person investigation.

The confidential contact person may be different than the person's emergency contact person(s). This individual is the person who will be contacted by the Dean of Student Engagement or designee or a police department within 24 hours of determination that a student is reported missing. Additionally, this individual will be updated as to the progress of the investigation. In the event that the student is under 18 years of age, and has not been legally emancipated, the student's parents or guardian will also be contacted within 24 hours of the determination that the student is reported missing.

The contacts for all students living on campus will be maintained by the Coordinator of Student Life and College Housing.

Policy History

Adopted 11/23/2020

Reviewed 7/2021

500.9 Senior Citizens Golden Pioneer Card

Custer County residents sixty-two (62) years of age or older may obtain a Miles Community College Golden Pioneer Card at Student Services. Cardholders are allowed to attend College-sponsored athletic and cultural events at no charge. Golden Pioneers who enroll in a college credit class shall receive a tuition waiver and pay general, course-specific, and distance fees only.

Policy History

Adopted March 27, 2000

Revised 10/20/2003 (all of the chapter), 4/25/2005, 9/19/2005, 3/24/2008

Reviewed 1/2013, 7/2021

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500.10 Mandatory Placement

Miles Community College has a mandatory placement policy—students may only enroll into the courses that align with their placement. MCC uses multiple measures to determine the most appropriate placement for each student including high school GPA, previous college course work, ACCUPLACER scores, and/or ACT/SAT scores. The placement test scores shall not prevent any potential student from entering college; however, placement results are mandatory. Students who have taken the ACT or SAT test may be exempt from placement testing if the test has been taken within a three-year period and their scores meet minimum placement standards as published in the catalog. Students who have successfully completed college-level mathematics and written communications courses at an accredited college or university are exempt from this policy.

Policy History
Revised 3/24/2008, 3/28/2016, 9/27/2021
Reviewed 1/2013

500.11 Credit by Examination

The College awards credit toward graduation for successful performance in certain subject examinations of the College Level Examination Program (CLEP) conducted by the College Entrance Examination Board.

The College will accept up to a maximum of 30 semester credits for satisfactory scores on the subject examinations. CLEP courses will be recorded as “P” grades on official transcripts. Scores below the passing level will not be entered on transcripts.

Policy History
Adopted 11/17/2003
Revised 7/24/2006, 9/25/2007
Reviewed 1/2013, 7/2021

500.12 Accommodations Policy

The College believes that every student should succeed and works closely with students to meet their needs. Miles Community College has a policy of providing reasonable accommodations to qualified students with a documented disability. Students whose disabilities may require accommodations, are encouraged to contact the Director of Student Success and Retention in the Learning Center as soon as possible.

The College abides by federal and state regulations provided by the Americans with Disabilities Act in reference to service animals. Students seeking accommodations for support animals shall work with the Disability Support Services office for approval.

Policy History
Adopted 11/15/2004
Revised 3/28/2016, 1/22/2018
Reviewed 1/2013, 7/2021

500.13 Freedom of Expression

The College recognizes that the freedom of expression is integral to the purpose and process of the college, whose primary goal is education. Therefore, no College policy or rule shall infringe upon this constitutional right.

The College supports and encourages diverse points of view, though they may sometimes seem distasteful or offensive, as this is the nature of the College's educational responsibility and is safeguarded by the freedom of expression.

The College recognizes the First Amendment rights to expression. These rights include individual and group activities including but not limited to:

- A. Assembling,
- B. Demonstrating,
- C. Signing,
- D. Pamphleting,
- E. Structuring, and
- F. Political campaigning.

The right to freedom of speech includes exercising it responsibly, including abiding by the following:

- A. The use of violence, or credible threats of violence, is strictly prohibited.
- B. Activities which infringe upon the rights of another person are prohibited.
- C. Activities shall not obstruct the free flow of vehicular or pedestrian traffic on campus.
- D. Activities shall not use sound amplification except with prior written approval from the Dean of Student Engagement and Auxiliary Services or designee.
- E. Activities shall not block the entrances or exits to any campus building or facility.
 - a. A distance of 50 feet from any building or facility must be kept to alleviate the interruption of the flow of campus community traffic.
 - b. To exercise expression at closer than this buffer area, permission must be granted in writing by the Dean of Student Engagement and Auxiliary Services or designee.
 - c. No expression activities shall be allowed within any college buildings, facilities, or temporary event facilities such as tents etc., unless the facility use is duly approved by the Dean of Student Engagement and Auxiliary Services or designee.
- F. Printed materials, writing, or other tangible means of expression shall not be attached to College property, including sidewalks, trees, walls, or other property (including on vehicles parked on campus).
- G. Printed materials, writings, or other tangible means of expression shall not be placed on any interior surface of any college building without the written permission of the Dean of Student Engagement and Auxiliary Services or designee.

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- H. Activities shall not disrupt, block, or physically displace performers/programs that have reserved a venue or facility.
- I. Individuals or groups shall not permanently occupy land areas or permanently place signs and posters. This prohibition includes but is not limited to the erection of permanent structures, shelters, or camps.
- J. Activities shall not interfere with classes, college work, arts and cultural activities, research, or scheduled events.
- K. Individuals and organizations shall be responsible for cleanup and for any cleanup costs resulting to the college from their activities.
- L. Individuals and organizations shall be responsible for the content of any signage, pamphlets, or structure that they post, distribute, or erect on campus. Furthermore, the college reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.
- M. No political campaign activities shall be allowed inside any college buildings, facilities, or temporary facilities such as tents, except by approval of the Dean of Student Engagement and Auxiliary Services or designee.

Policy History
Adopted 5/19/2014
Reviewed 7/2021