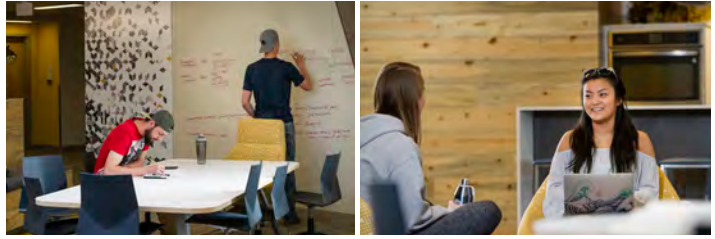


RESIDENCE HALL HANDBOOK

2018-2019



Frequently Used Phone Numbers

ASK US	4636 (INFO)
ASMSU	2933
Bookstore	2811
Business Office	2701
Cat Card	2273
Crimestoppers	586-1131
Exponent	2611
Family & Graduate Housing	3730
Financial Aid	2845
Food Services	
Miller	4270
Rendezvous	1357
Hannon Hall Front Desk	2821
Hapner Hall Front Desk	3101
Health Service	2311
Johnstone Hall Front Desk	3481
KGLT	3001
Langford Hall Front Desk	3291
North Hedges Hall Front Desk	3131
Operator, Campus0
Quads (through Hannon Front Desk)	2821
Registrar	2601
Residence Life and University Food Services	2661
ResNet Helpdesk	1929
Road Condition Report	800-226-7623
Roskie Hall Front Desk	3581
Outdoor Recreation	3621
South Hedges Hall Front Desk	3281
Student Success (Dean of Student's Office)	2828
Student Employment Office	4353
SUB Main Desk	3081
Yellowstone Hall Front Desk	2966
University Police (for Emergencies / open 24 hours a day)	2121

Welcome—or welcome back—to the Montana State University-Bozeman residence halls. The Residence Hall Handbook is prepared to acquaint you with the general information, Student Code of Conduct, housing regulations, and services available to you as a member of the on-campus community. If you have any questions or concerns after reading this publication, please contact your Resident Advisor, the Resident Director, or the Residence Life Office for additional information or clarification.

Living in the residence halls is a critical piece of the total college experience. It can be rewarding and exciting and/or challenging and frustrating. The quality of your experience has a great deal to do with the effort that you put into your community and its membership. By being involved, you will enhance the education you receive while attending MSU.

- Make an effort to get to know the people who live around you. Each person is someone you can learn from and who can learn from you. This is an awesome opportunity to share life experiences with others who have traveled a different path on their way to MSU.
- Attend activities and programs offered through Hall Council and your RA. This is a great way to meet others, as well as gain exposure to some new ideas, experiences and friends.
- Get involved in your floor and/or Residence Hall Association to help make decisions that affect you, to learn leadership skills, and to work with others to create a living environment that is fun and productive.
- The residence halls are intended to be your "home away from home" and to balance social components in an environment that is conducive to academic success. This is a challenging balance to achieve; therefore, we ask for your help and cooperation throughout the year.
- Be assertive about your needs and those of others in order to learn how to live together cooperatively. Keep in mind that everybody who lives on your floor and in your hall comes from different backgrounds, with various ideas on what is "acceptable" in their home. If you find yourself concerned by the actions and/or attitudes of others within your living environment, communicate with them. Students work to set the expectations of cleanliness, floor pride, and mutual respect for one another helping, the living environment will be enjoyable for all who live there.

My hope is that living on campus and being a part of the community is one of the most enjoyable experiences that you have during your academic career. If any of the Residence Life staff can be of assistance to you, please let us know.

Have a great year!

Jeff Bondy
Director of Residence Life

Contents

Frequently Used Phone Numbers	Inside Cover
Welcome by Director of Residence Life	i
Overview of the Residence Halls	1
CONTRACT	1
ELIGIBILITY	1
LIVING OPTIONS	1
Co-ed Floors	1
Residence Life Apartments	1
Living Learning Communities	1
Honors Housing Program	1
Headwaters Complex	1
Roskie Deluxe Singles	2
Sophomore Above Floors	2
Twenty-One and Older Housing	2
Twelve Month Contract	2
Summer School Housing	2
Sense of Place	2
Mixed Gender Housing	2
Who's Who	3
STAFF	3
Resident Director	3
Assistant Resident Director	3
Resident Advisor	3
Program Coordinator	3
Desk Clerks	3
YOUR ROOMMATE	3
Hall Features	6
Residence Life Procedures	7
CHECKING IN/CHECKING OUT	7
CANCELLATION OF CONTRACT	7
CONSOLIDATION	7
SPRING CONFIRMATION & CONTRACT MODIFICATION	8
MEAL PLANS	8
OCCUPANCY PERIODS	8
SINGLE ROOMS	9
REFUNDS	10
University Withdrawal	10
ROOM CHARGES	10
Residence Hall Services	10
CABLE TV	10
CATCARD	10
COMMUNITY DEVELOPMENT	11
COMPUTERS	11
Computer Access	11
Printers	11
ResNet	11
MSU RESNET WIRED & WIRELESS ACCEPTABLE USE POLICY	12
AUP Enforcement	13

CONFLICT RESOLUTION	13
CUSTODIAL	13
Bathrooms	14
ELEVATORS	14, 26
CULINARY SERVICES	14
Sick Trays	14
HALL FRONT DESK	14
KEY CHECK-OUT/REPLACEMENT	15
KITCHENS	15
LAUNDRY FACILITIES	15
LINEN SERVICE	15
MAIL	16
MAINTENANCE	16
Our Responsibility	16
Your Responsibility	16
RECREATION FACILITIES	17
REFRIGERATORS	17
STORAGE	17
SUSTAINABILTY EFFORTS	17
TELEPHONES	18
General Telephone Information	18
Information	18
Calling Procedures	18
Call Waiting	18
UNIVERSITY POLICE	18
VENDING MACHINES	19
Student Involvement Opportunities	19
RESIDENCE HALL ASSOCIATION (RHA)	19
The Basics	19
The Big Picture	19
National Residence Hall Honorary	20
Where to Start	20
Additional RHA Opportunities	20
Getting Involved	20
STUDENT EMPLOYMENT	20
Residence Life	20
Culinary Services	20
Family and Graduate Housing	21
Residence Hall Regulations & Policies	21
ABANDONED PROPERTY	21
AIR CONDITIONERS	21
ALCOHOL, TOBACCO AND DRUGS	21
ARSON	22
ASSAULT	22
BEDS	22
BICYCLES	23
Storage	23
Safety	23
BREAK HOUSING	23
CANDLES	23

CEILING TILES	24
CHEMICALS & EXPLOSIVES	24
CLEANLINESS	24
COMMERCIAL USE	24
COOKING IN ROOMS	24
DAMAGE CHARGES	24
DART BOARDS	24
DECORATIONS/ROOM DISPLAYS	25
DINING HALL BEHAVIOR	25
DISRUPTIVE BEHAVIOR	25
ELEVATORS	14, 26
EXTENSION CORDS AND POWER STRIPS	26
FILMING	26
FIRE DRILLS AND EQUIPMENT	26
Emergency Evacuation Locations	26
Policies	26
Procedures	26
FURNITURE AND FURNISHINGS	27
GAMBLING	27
GUESTS AND VISITATION	27
General Information	27
Guests	28
Escort Policy	28
HALOGEN LAMPS, LAVA LAMPS AND SPACE HEATERS	29
HARASSMENT	29
INCENSE	29
KEYS & LOCKS	29
NOISE	30
Courtesy Hours	30
Musical Instruments, Stereos and Other Audio Equipment	30
Quiet Hours	31
Finals Week Noise	31
PARKING	31
PASSIVE INVOLVEMENT	31
PETS	31
ROOM DAMAGE	32
ROOM ENTRY	32
SAFETY & SECURITY	33
Accessing Restricted Areas	33
Hall Security	33
Liability	33
Persona Non Grata	33
Propped Doors	33
Security Cameras	33
Syringe Disposal	34
Unauthorized Entry	34
SCREENS	34
SIGNS	34
SKATEBOARDS / ROLLERBLADES / ETC.	34
SOLICITATION	34

Campaigning	34
Sales	35
Posted Information	35
Mailboxes	35
SPORTS	35
SPRINKLER SYSTEMS	35
TELEVISIONS	35
THEFT.	35
VANDALISM	36
VIDEO POLICY	36
HOT TUBS	36
WEAPONS	37
Policy	37
Procedures	37
Weapon Storage and Maintenance	37
Code of Student Conduct	40
610.00 Judicial Authority and Jurisdiction.	40
620.00 Proscribed Conduct.	41
621.00 Acts of Dishonesty	41
622.00 Harassment, Hazing and Bystanding	41
623.00 Assault and Harm to Persons	41
624.00 Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence and Stalking Policy	42
625.00 Alcohol and Drug Offenses	42
626.00 Firearms, Explosives, and Weapons Offenses	42
627.00 Illegal and Disruptive Conduct	42
628.00 Theft/Misuse of Property	42
629.00 Other Proscribed Conduct	42
630.00 Student Conduct Programs	43
631.00 Residence Life Student Conduct Program	43
632.00 Department of Athletics	43
633.00 Office of the Dean of Students	43
634.00 Composition of University Student Conduct Hearing Board	43
640.00 Investigation and Adjudication of Allegations of Discrimination, Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy Violation Offenses	44
650.00 Student Conduct Adjudication Procedures	44
651.00 Filing of Charges.	44
652.00 Preliminary Investigation and Administrative Adjudication Procedures	45
653.00 Notice	45
654.00 Pre-Hearing Conference.	46
655.00 Hearing Procedures	46
660.00 Sanctions.	47
670.00 Appeals	48
680.00 Interim Restrictions	49
690.00 Records and Confidentiality	49
Academic Calendar 2018–2019	Inside Back Cover



Overview of the Residence Halls

Contract

This guide is a supplement to the Residence Hall Contract. When a resident signs the application they understand that they accept a legal contract and are responsible to be familiar with and adhere to the policies, regulations and procedures which are contained in this handbook and which have been established to promote a positive environment for all residents. **Residents are responsible for knowing and adhering to both the information in this handbook and the information on the contract.** If there are any questions, residents can ask their Resident Advisor (RA) for clarification.

Eligibility

The Student must be enrolled as a student of the University and must take no fewer than 12 undergraduate or 9 graduate credits to live in the residence halls. All students taking 9 to 11 credits will be placed on Residence Hall probation. Any student taking 6 to 9 credits will need to request permission from the Director of Residence Life to live in the residence halls and, if approved, will be placed on Residence Hall probation. If a student is taking less than 6 credits or is no longer enrolled in the University, this contract will be terminated and the student will be required to vacate the residence hall within 72 hours, unless special permission has been obtained from the Director of Residence Life.

Living Options

MSU currently offers a variety of living options in addition to single-gender and coed living halls. Some of the options include:

Coed Floors

Located in North and South Hedges and Yellowstone Hall, the coed floors feature highly energetic and social atmospheres. Men and women live in different sections of the same floor.

Residence Life Apartments

Residence Life Apartments are single gender apartments in the Julia Martin complex situated near Miller Commons and the Hedges Complex. Residence Life Apartments offer the independence and space of an apartment with the convenience, RA staff support, and programming of a traditional residence hall.

Living Learning Communities (LLC)

A Living Learning Community floor provides students with similar interests the opportunity to live together on the same floor and receive career planning and academic enhancement programming. In the fall of 2018 Residence Life will offer the following Living Learning Communities: Creative Arts, Business, Engineering, Emerging Leaders, Honors, Sense of Place and Well-Being.

Honors Housing

Reserved for members of the University Honors College, the Quads, 3rd floor South Hedges, and some rooms in Langford and Hannon Halls offer a home like environment and an opportunity to pursue an intensive academic program. Special seminars and lectures are a common theme in Honors Housing.

Headwaters Complex

Housing in Jefferson and Gallatin Halls is available only to students who are classified by the University as Sophomores and above, and have lived in residence halls a minimum of one academic year. Housing is available in Madison Hall for those students that are interested to live in the Mixed Gender Housing option. In addition the residents of Gallatin Hall must have attained a 2.0 GPA or higher and community contribution and past discipline record will be considered by the Director of Residence Life to determine student eligibility to live in Gallatin Hall. Any discipline violation is cause for eviction from Jefferson or Gallatin Halls.

Roskie Deluxe Singles

On the 10th and 11th floors of Roskie, Residence Life offers deluxe single rooms for students with sophomore standing or above. These rooms are the size of standard double rooms but only hold one occupant. Roskie Deluxe Singles feature carpet, moveable furniture and among the best views on campus.

Twenty-One & Older Housing

Similar to the Sophomore and Above living option, this option is for students who are 21 years of age or older and are interested in living around students who are around the similar age. All rooms are carpeted and offered as single and double rooms and most rooms have a sink in the Johnstone Complex. This option provides a community with programs and activities that are focused on the non-traditional aged student. As with all residence hall students, meal plan participation is required.

Year Round Housing

Year round housing is available for students wishing to stay in the residence halls year round. During summer months, students will be assigned to summer school housing.

Summer School Housing

Housing is offered to students who will be attending MSU during the Summer Sessions or who are on a 12-month contract. To reserve a room, visit the Residence Life website: www.montana.edu/reslife.

During the summer only, the meal plan is optional. Students may purchase a block meal plan for the summer through the Cashier's Office located in the Residence Life Office or online at www.montana.edu/ufs.

Interim Housing will be available between summer sessions and until the halls open for fall semester occupancy. Limited services are provided and residents pay a daily charge prior to check-in. Limited storage space is available for students who will be continuing in the fall as Residence Hall students.

Sense of Place

The Sense of Place Living Learning Community is a new community which focuses on residents establishing an understanding of their-self and their place in the world. This community was developed for students unsure about what they want to study and what their futures hold. This living option is co-educational. **Students living on the floor must enroll in a special section of US 103 during the spring semester.**

Mixed Gender Housing

Montana State University is committed to creating a culture of intellectual and personal growth. Because learning is enhanced when topics are examined from diverse perspectives and because individuals possess unique outlooks which reflect the world around us, Montana State University is dedicated to creating an inclusive community that embraces a rich mix in the composition of its student body, staff, and faculty. We have listed some details below about the living option:

- Mixed Gender Housing (MGH) for the 2018-19 academic year is a new pilot program at Montana State University that allows students to live in a suite, regardless of their sex or gender. This means that you may be in a suite with another student who identifies as a man, a woman, or any other gender identity.
- Students will have the opportunity to participate in a number of hall and campus programs including Safe Zone Training, American Indian Heritage Day, Black History Month, India Night, Coming Out Day, International Food Bazaar as well as a number of other campus programs that are hosted throughout the year.
- The community will have more optional programs and resources provided throughout the year around various topics of diversity including race, gender, age, language, socioeconomic status, religion, political affiliation, geographical background, gender identity, sexual orientation, national origin, and ability status.

Who's Who

Staff

Area Coordinators

Area Coordinators (ACs) directly supervise a group of residence halls from around campus. This position directly supervises three Resident Directors. In addition to their area responsibilities, ACs maintain collateral duties for the Residence Life Department. This position is supervised by the Assistant Director of Residential Education.

Resident Director

The Resident Director (RD) is a full-time employee who oversees the activities of the entire hall by supervising the RA staff and managing the hall front desk operations. In addition, the RD is responsible for handling student discipline in the hall.

Assistant Resident Director

An Assistant Resident Director (ARD) is a Resident Advisor who has extra responsibilities within the residence hall. The ARD advises the Hall Council, the hall's government, and assumes the building management responsibilities in the absence of the RD.

Resident Advisor

Each floor is assigned an Resident Advisor who is a student employed by the Residence Life Office and who is knowledgeable about MSU. They are responsible to help maintain a healthy environment that is conducive to academic success. They can serve as a resource for any questions and concerns. RAs will help organize the floor election and/or selection of floor government representatives (Hall Council representatives) and will aid in planning various social and educational activities.

Academic Peer Mentors

Academic Peer Mentors are a student leadership position offered through the Department of Residence Life for sophomore and above students. This position creates opportunities to help students achieve academic success in the residence halls through programming, tutoring, study groups, and one-on-one conversations. Academic Peer Mentors are assigned a residence hall to focus their efforts towards, but are have a responsibility towards the success of all Montana State University students. Academic Peer Mentors are required to live on-campus, but not in the residence hall that they work in.

Program Coordinator

Many of the hall's clerical responsibilities are handled by the Program Coordinator (PC) who works at the hall front desk during business hours Monday through Friday. This person coordinates many residential services including: handling the mail; processing work order requests; checking out equipment; facilitating room changes; and co-supervising the student desk clerks. As a full-time staff member, the PC is the link between the Residence Life Office and the residence hall.

Desk Clerks

Each hall employs students to work at the hall front desks providing customer service. Under the direction of the hall RD and PC, the Desk Clerks (DC) work up to 20 hours per week and have the opportunity to interact with their peers through various administrative tasks. DCs assist in mail delivery and pickup, checking out equipment, and room key checkouts. They are a crucial factor in maintaining our buildings' security. For more information please visit the hall front desk.

Roommates

One of the first people a new resident meets after arrival is his/her roommate. Roommates will share a special relationship because they will share part of their lives with each other. However, they may not ALWAYS get along with each other or care to spend time together outside of the room. Since roommates will be living together, it is important that they take the time to get to know each other. Communication is key. "Sharing space" and learning to live with

and appreciate a roommate can be one of the most challenging and beneficial experiences of a resident's college years. Residents will grow, share, and learn with their roommates. All roommate experiences may not be ideal, but have the potential to be successful. Learning how to establish relationships with others is essential knowledge for any career or activity.

Some Things to Remember Living with a Roommate

- Set guidelines and expectations **right away**—an RA can help with a roommate if residents request one.
- Talk about ideas and feelings as well as things that may not be going well.
- Be honest about feelings, likes, and dislikes.
- Roommates should be willing to compromise, but each resident needs to know what they are willing to compromise and what is important and not negotiable.
- Residents should give their roommate the respect, consideration and understanding they expect in return.
- Set the tone for talking—five minutes before class is not the time to have a heart-to-heart discussion.
- Roommates should discuss problems with each other (or the hall staff) and not just with anyone who happens to be walking by.
- Values, feelings, and ideas change, and that's okay—residents should not feel betrayed if their roommate seems different after a while.

Roommates may be complete strangers or they may be friends from their hometown.



Regardless of their familiarity with each other, each resident in is a new situation and a different experience. The new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. Roommates will have to communicate to provide these things for each other.

Questions for New Roommates to Ask Each Other and Themselves

- How does each roommate feel about guests dropping by? How often? How late? Weekend visitors?
- What time does each roommate go to sleep? What time do they get up? Are they a heavy or light sleeper? Do they snore?
- How much does each roommate study? When do they study? How quiet does the room have to be for each person to be able to study?
- What is the preferred temperature of the room?
- What kind of music does each roommate like? How loud?
- How clean and neat does each roommate want the room? How are roommates going to decide who cleans what and when in the room?
- Which items of each roommate's property are acceptable to borrow? Which are off limits?
- How will the living space be set up and arranged?

Tips for New Roommates

- Discuss "Questions to Ask Each Other" as soon as possible.
- Be realistic: roommates should not expect to be each other's best friend and constant companion. Continuous close contact can strain even the best of friendships.
- Complete a roommate agreement and review periodically.
- Keep the lines of communication open.
- Discuss potential areas of conflict (before they arise if possible). Be open to compromise.
- If one roommate does something the other roommate does not like, talk about it right away.
- If the things the roommates agree upon at the beginning change, be sure to let each other know.
- Be considerate of each other's privacy.
- Should a resident's roommate or friend be missing, please inform an RA or RD immediately.
- Roommates should never assume their roommate is just like them. Each resident has unique differences.
- Always ask permission. Don't just use the stereo or eat the cookies without asking.
- Roommates should appreciate one another and never take each other for granted.
- Avoid being judgmental.
- Residents should be honest, assertive, and stand up for themselves.
- Ask an RA for help. He/she is trained to help mediate conflicts. If the RA can't help, contact the RD.

Residents who have problems that they cannot seem to work out with their roommates should start by talking to their Resident Advisor. An RA can help mediate a solution and if one cannot be reached, the RA may be able to work with hall staff members such as the Program Coordinator and/or Resident Director to look into a room change.

If a resident plans to leave the hall overnight or longer, it is a good idea to let their roommate or RA know where they are going and how they can be reached in an emergency. If a resident is taking advantage of Bozeman's outdoor recreational opportunities (hunting, fishing, camping, hiking) it's especially important to let someone know the general area where the resident is headed in case of an accident. Should a resident's roommate or friend be missing, please inform an RA or RD immediately.

Hall Features

Most residence hall rooms are designed for double occupancy. A few single rooms are available. Each room has a XL twin bed (Quads and Roskie have regular twin bed), drawer and closet space, a study desk and a chair for each resident. Beyond the basic furnishings, most of the residence halls have many special features as described in the following chart.

	Headwaters Complex	North Hedges Hall	South Hedges Hall	Langford Hall	Johnstone Center	Pryor & Colter Wings	Johnstone Center	Mullan Wing	Hapner Hall	Hannon Hall	The Quads	Roskie	Residence Life Apartments	Yellowstone
Halls														
Hall Capacity	200	640	575	425	328	150	300	300	125	400	300	400		
Co-Ed Halls	x	x	x		x	x				x	x		x	x
Men's Hall				x										
Women's Hall							x	x						
Floor Options														
Sophomore & Above	x		x		x						x			
21 and Older					x									
Co-Ed Floors	x	x	x											x
Deluxe Single Rooms (Roskie)											x			
Honor Students			x	x				x	x					
Living Learning Communities			x	x				x						x
Features														
Modified Accessible Rooms	x		x	x	x			x						x
Cable TV	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Carpeted Rooms	x				x					x	x		x	
Sinks in Rooms	x				x		x	x	x			x		x
Student Mailboxes	x	x	x	x	x	x	x	x	x	x	x			x
Game Rooms		x	x	x	x	x			x	x				
Kitchens	x		x	x	x	x	x	x	x	x	x		x	x
Floor Lounges	x	x	x	x	x	x	x	x	x	x	x			x
Ski Wax Rooms		x	x	x							x			
TV Lounge	x	x	x	x	x	x	x	x	x	x	x			x
Computer Rooms/kiosks		x	x	x	x	x	x	x			x			x
Weight/Exercise Rooms			x	x	x	x	x	x						
Lobby Piano		x	x	x	x	x	x	x	x	x				
Elevators	x	x	x					x		x				x
Linen Exchange	x	x	x	x	x	x	x	x	x	x	x		x	x
Vending Machines	x	x	x	x	x	x	x	x		x				x
Refrigerator Rental	x	x	x	x	x	x	x	x	x	x				x
ResNet/Wireless	x	x	x	x	x	x	x	x	x	x	x		x	x
Recycling	x	x	x	x	x	x	x	x	x	x	x		x	x
Ski Lockers								x						x
Lofted beds	x	x	x	x				x	x		x	x		x

All students taking six or more credit hours, with less than 30 credit hours accomplished in a residence hall setting, are required to live in the Residence Halls.

Residence Life Procedures

Checking In/Checking Out

Residents must claim their room in their assigned hall by the first hour of class for the semester, or they will forfeit their residence hall space. When residents check in at their hall desk, they are issued a room key, and they are responsible for that key. **Acceptance of a room key obligates the residents to the residence hall contract for the entire contract period.**

Before residents move in, Residence Life staff has inspected the rooms and have recorded any damage, along with an inventory of furnishings, on a Room Condition Card. **When residents move into their room they will be given this card and it is their responsibility to verify and sign the card. If for any reason a resident does not agree with the information on the Room Condition Card, they must notify their RA immediately. It is in the resident's best interest to review and sign the Room Condition Card to avoid any damage penalties.** As the year progresses, the RA will note any changes in the condition of the room during facility checks. (See Room Entry).

Please remember that residents sign a contract for the academic year. This contract can only be broken under exceptional circumstances, with the approval of the Director of Residence Life or designee. To determine if a resident is eligible for a contract release, contact the Residence Life Office for more information.

If a resident moves (withdrawal, dismissal, suspension, moving off campus, moving to another room or hall, or not returning at semester), the resident must check out through an RA before leaving. To ensure staff availability Residence Life asks that residents sign-up at least 24 hours prior to their desired check out time. Residents will be held financially responsible if any facility damage is found since the original Room Condition Card was signed or if keys are unaccounted for. When a resident checks out, the RA will inspect the room and assess the room's condition and cleanliness and collect the room key. The resident will be asked to complete a satisfaction survey and informed how to update their address upon check out. In an effort to maintain an academic atmosphere, Residence Life asks that students who finish finals earlier in finals week to vacate the halls within 24 hours of their last test.

Improper Check Out

Residents must notify Residence Life Staff of their decision to leave the residence hall and will need to process the necessary paperwork (contract release etc.). Failure to do so will result in a continued room and board charge until date of contract release. Residents must also check out with their RA as described above. Failure to do so will result in an improper check out fee (\$100) in addition to being billed for damages, missing furnishings, keys, cleaning, any outstanding University fees, and for the removal of the resident's belongings.

Cancellation

Cancellation after agreeing to the residence hall contract and before acceptance of a room key will result in forfeiture of the \$300 residence hall prepayment.

Current residents wishing to cancel their contracts should contact their hall Resident Director to discuss the process. Please remember that residents sign a contract for the academic year. This contract can only be broken under exceptional circumstances, with the approval of the Director of Residence Life or his/her designee.

Consolidation

In an effort to create more housing options for incoming and existing residents, ensure equity, and maximize use of available space, consolidations may occur anytime during the academic year and students may be reassigned to other rooms, floors, or buildings where necessary. Residence Life may consolidate rooms to fill capacity when vacancies occur and may move students to another room when such consolidations become necessary. Students who are not contracted for a designated single occupancy room, do not have a roommate, and have been requested to consolidate may either select another roommate, change rooms, or have another roommate assigned or room assigned by Residence Life.

If one roommate moves out leaving the other in a double room without a roommate, it is the responsibility of the resident who does not have a roommate to make arrangements through the Program Coordinator to move in with another student needing a roommate or to have someone move in with them. This needs to occur within the allotted time frame determined by the Resident Director. The hall Program Coordinator will provide residents with names of other students in need of roommates. If space permits, a resident may be offered the opportunity to keep the room as a double-as-single and assume the additional cost. In this case, charges will be prorated according to the date the double-as-single contract is offered. Students who have a “history” of roommate conflicts (which result in consecutive time periods where they live in a double room as the sole occupant) may face disciplinary action and possible additional room charges.

Spring Confirmation & Contract Modifications

Around the beginning of November, the Residence Life Office begins preparing for incoming Spring Semester students and current residents will have the opportunity to fill out a contract modification form to change their current meal plan or living option. If students do not wish to make changes, no modification form is necessary.

Meal Plans

Bobcat Anytime Gold This plan provides unlimited access to the all-you-care-to-eat residential dining venues seven (7) days per week during operating hours plus a \$150 balance in Cat Cash per semester.

Bobcat Anytime Silver This plan provides unlimited access to the all-you-care-to-eat residential dining venues seven (7) days per week during operating hours per semester. No additional Cat Cash is included with this meal plan.

Bobcat Anytime Copper This plan provides unlimited access to the all-you-care-to-eat residential dining venues five (5) days per week (Mon-Fri) during operating hours plus a \$150 balance in Cat Cash per semester.

Bobcat Anytime Bronze This plan provides unlimited access to the all-you-care-to-eat residential dining venues five (5) days per week (Mon-Fri) during operating hours per semester. No additional Cat Cash is included with this meal plan.

CatCash can be used at any of the campus retail food operations, concessions, dining halls, and all laundry facilities in the Residence Halls. CatCash will transfer from year to year and will expire after 3 years of inactive status.

Missed Meals

If students are absent from their hall for one week or more of meal service because they are ill, they may receive a refund for their **board only** at the rate of \$2.00 per meal, provided students can document the legitimacy of their absence. This means that if students are ill, they must present a written statement from a physician indicating that their illness required hospitalization or home care. If residents are ill and cannot go to the dining hall, they may receive a sick tray that can be setup with the closest dining hall.

Occupancy Periods

Fall 2018 Semester:

- All residence halls open for occupancy on: Wednesday, August 22, 2018 at 8:00 a.m.
- All residence halls close for winter break (exclusive of residents who have paid for break housing during the winter break) on: Saturday, December 15, 2018 at 1:00 p.m.

Spring 2019 Semester:

- All residence halls open for occupancy on: Sunday, January 6, 2019 at 12:00 p.m.
- All residence halls close for the academic year on: Saturday, May 4, 2019 at 3:00 p.m.

Break housing:

The Residence Halls and Culinary Services are officially closed during Winter break. Room and board charges do not include this scheduled vacation period; however, housing will be provided for continuing students wishing to stay during winter break for an additional charge. Contracted students may store their belongings in their rooms over the breaks during the academic year; however, the University does not assume responsibility for these items.

Break housing sign-up deadlines are posted throughout the Residence Halls prior to each scheduled break. Johnstone Center, Roskie Hall, Residence Life Apartments and the Headwaters Complex will consistently remain open during the break times. Students living in all other halls may be required to move during Winter break housing to unoccupied rooms in the open halls.

During the Thanksgiving and Spring Break periods, residents will be able to stay in their rooms without additional fees with limited hours in the residence hall dining facilities. Students will be expected to register that they are staying in the halls during these University breaks through an online form on the Residence Life website.

- Due to safety and security concerns, guests are not allowed during interim or Winter Break housing periods.
- Mail/packages are not distributed or forwarded during break periods.

The break housing dates are as follows:

- Winter break: December 15–January 6, 2019. The residence hall dining facilities are NOT open during these dates.
- Staff will enter student rooms to conduct a facility and safety check for student rooms not registered to stay over break.

In order to minimize disruption within the academic focus of finals week, we request that residents vacate their room within 24 hours after their last final exam. Disruptive behavior during finals week will result in the RD requiring that residents vacate immediately.

Interim housing will be provided **at an additional charge** for students wanting to stay during the interim period between Semesters. Only those students who have paid for break housing will be allowed entry. A fee will be assessed for any student who wants to enter their room after the residence halls have officially closed for a break period.

Single Rooms

The Residence Life Office realizes that some residents prefer not to have roommates, therefore, a limited number of single rooms and double-as-singles (double rooms with only one occupant) are available at an additional cost. If residents wish to occupy a single room or obtain a double-as-single, they should consult their hall Program Coordinator. Sign-up for single rooms for the following academic year is based on the time and date a resident application is received or for medical reasons. Under certain circumstances the Director of Residence Life will authorize a single room to an individual.

Refunds

Refunds are given only in exceptional circumstances and will not be given to those who arrive late at the beginning of the semester or those who leave early at the end of the semester.

University Withdrawal

If a resident is withdrawing from the University, they will be released from their residence hall contract. To obtain a University Withdrawal:

1. Consult with the staff at the Registrar's Office to process withdrawal paperwork.
2. Meet with the hall Resident Director to complete the residence hall check out.
3. After obtaining a University Withdrawal, residents need to be checked out of their room by a Resident Advisor and complete the necessary documents within 72 hours or complete an Express Check Out with the Hall Front Desk and Program Coordinator (See Checking Out).
4. Any changes to room & board charges should reflect on student accounts within 2-3 business days after the student has checked out of the halls. All refunds are issued through the Student Accounts Office.

Room Charges

Room charges include wired & wireless access, cable, ResNet support, utilities, and the hall government (RHA) charge of \$15 per semester. There are no additional costs associated with living on campus that would not be experienced by a student living off campus (personal laundry, etc.).

Residence Hall Services

Cable TV

Residents should inquire at the hall front desk for a list of cable channels and/or if they have questions. Additionally, cable cords are available for purchase at the hall front desk.

CatCard

The University requires students to carry their CatCard identification with them at all times. Within the Residence Halls, CatCards may be used for the following:

- Access to your residence hall during lock-down
- Various vending machines
- Can be used as identification for all front desk transactions.
- To pay for laundry (note: Residence Hall front desks cannot apply money to a CatCard, this must be done through the CatCard office, ResLife Cashiers office or online)
- CatCard funds can be used in the food areas, WEPA printing stations, and for laundry machines located in the residence halls.

All students are to abide by the CatCard Terms & Conditions found at www.montana.edu/carcard/terms-conditions.html.

The CatCard is used for food service, campus purchases entrance to residence halls, and to participate in activities such as Bobcat athletic events and check cashing at the MSU Bookstore. Be familiar with the CatCard Terms & Conditions and **carry the ID at all times** in the event that it is requested by a University official.

In accordance with the Student Code of Conduct, persons are expected to provide appropriate identification (University identification card or driver's license) when requested by a University representative or employee—including Residence Hall staff.

Misuse of a University identification card will not be tolerated (See Unauthorized Entry pg. 34). Use of another person's ID is prohibited.

If residents lose their ID, they must have a new ID issued at the CatCard Office located on the ground floor of Miller Dining Commons inside the Residence Life Office (x2273). The replacement cost for an ID is \$15. It is the cardholder's responsibility to report their CatCard lost or stolen. It is important to report your card lost or stolen as that will suspend activity on your account until either a new card is issued or you let us know your card has been found. The cardholder is responsible for all transactions until the CatCard is reported lost or stolen. You can report your card lost 24 hours a day by logging in to your online account or the CatCard GET Mobile app, or by calling 406-994-2273. (Please leave a voicemail if it's after office hours.) If you find your card after reporting it lost, for your protection you must log in to your online account or the CatCard GET Mobile app, or come to the CatCard office in SUB Room 134, to report your card as found.

Community Development

Each RA offers a wide variety of community development measures that are designed to connect students to activities and opportunities outside of the classroom. Since only 20 percent of a student's time is spent in the classroom, Residence Life is committed to providing social and educational opportunities each year. Residents should talk to their RA about any questions or suggestions they have regarding programming, or if they feel they could offer assistance with programming.

Computers

Computer Access

Computer kiosks are available for the use of hall residents only in most hall lobbies. Students must log into a public computer with their NetID and Password. Food and drink are not allowed while using residence hall common computers. The computers are provided primarily for academic use and are connected to the campus network. Students needing to use the computers for academic work have priority over students using them for recreational purposes.

Use of the common computers in the residence halls is subject to the same guidelines set forth in the Student Code of Conduct (www2.montana.edu/policy/student_conduct/student_conduct_code.htm) and the ResNet Acceptable Use Policy (http://www.montana.edu/resnet/acceptable_use_policy.html). Students found in violation may face disciplinary action. For more information please contact the ResNet Helpdesk at 406-994-1929.

Printers

Residence Life has partnered with WEPA (Wireless Everywhere, Print Anywhere) to bring an affordable and simple printing solution to you. Printing Kiosks are available in most residence hall lobbies (North Hedges, South Hedges, Roskie, Langford, Yellowstone, Johnstone, Hapner and Hannon) where students and guests will be able to print black & white or full color documents. You will have the ability to upload documents to the WEPA print cloud using your D2L credentials from your room, using WEPA's print drivers, or by bringing your document to the kiosk on a USB flash drive. Payment is as easy as sliding your CatCard, with the appropriate funds, or you may use your credit/debit card.

For further information about WEPA please visit <http://www.montana.edu/reslife/wepa> or ask about WEPA at your hall front desk.

ResNet

MSU ResNet is a campus network that provides a dedicated network connection for students living in the residence halls and family and graduate housing. A direct network connection allows fast and easy access to campus resources and the Internet. Ethernet cables may be purchased for a fee at your hall front desk or at the ResNet Helpdesk in North Hedges. Secure wireless ResNet is also available for your use in the residence and dining halls. ResNet also provides a free, full service helpdesk to support your computing needs. For more information, please contact ResNet at 406-994-1929 or email resnet@montana.edu.

Montana State University ResNet Wired and Wireless Acceptable Use Policy (AUP)

Montana State University provides a residential network (ResNet) to its Residence Halls and Family/Graduate Housing for educational, instructional, and entertainment purposes. It is the responsibility of each student and/or family to use these services appropriately and in compliance with all University, City, County, State, and Federal laws and regulations. MSU ResNet reserves the right to restrict access and enforce the terms of this agreement.

1. ResNet wired Internet services are for the use of MSU residents only. The registered user is responsible for any and all activity occurring on the wired connection registered to them. Falsifying registration information will result in the temporary or permanent loss of services, with a possible referral to the Office of Student Affairs for disciplinary action.
2. ResNet Wireless is available only in the residence halls and has both secured and open/guest access. MSU Windows Domain credentials are required for access to the secure network. ResNet guest is an open, unsecured network available to the general public.
3. The use of any type of wireless equipment including but not limited to wireless switches, wireless routers and wireless hubs in the Residence Halls is prohibited. The use of a wired hub or router in the residence halls is prohibited. Permission to use a switch must be approved prior to its use and will be evaluated on a case-by-case basis by the ResNet administration. The use of a network switch could be subject to an additional connection fee. Users are prohibited from using a switch or other device to provide a ResNet connection to any other person. Wireless routers used in Family and Graduate Housing must be secured.
4. The residential network is a shared resource. Users will refrain from abuse and excessive bandwidth usage as deemed by ResNet administrative staff and may be asked to cease any activity causing problems on the network.
5. ResNet reserves the right to immediately suspend service to any device temporarily if they are found to contain viruses or malware in order to protect the network. It is the responsibility of the user to make sure their device has current virus and malware protection software installed and operational. The user's ResNet connection will be restored when it has been determined the user's device is free of viruses and is running current virus protection software.
6. Users shall abide by all applicable copyright laws and licenses. The ResNet network may only be used for legal purposes and to access only those systems, software and data the user is authorized to use. Sharing access to copyrighted software or other copyrighted materials is prohibited unless specifically authorized by the copyright holder. Please see MSU's "Copyright Infringement Disclosure" on the MSU Student Success website and MSU's "Copyright Infringement Prevention Plan" at www.montana.edu/itcenter/policy for more information about the consequences of copyright infringement at MSU. Service may be suspended immediately for any user found to be in violation.
7. Commercial or for-profit use of any MSU network is prohibited.
8. Any user who attempts to circumvent/defeat any mechanism put in place to manage the network will be subject to immediate termination of service and possible disciplinary action.
9. ResNet network services and wiring may not be modified or extended by users for any purpose. This applies to all network wiring, hardware, data jacks and wireless access points.
10. Costs to repair physical damage to the ResNet hardware in the room or apartment (including wiring, data jack, conduit or box, wireless access points) will be assessed to the resident.
11. Use of connected networks, including MSUNET, the Internet, and Internet2 must be consistent with the rules and acceptable use policies established for those networks by their providers. (MSUNET AUP: www2.montana.edu/policy/computing_manual/comp400.html#410.00).
12. The hosting of network services from user's devices is prohibited.

13. Use of ResNet implies user's consent for ResNet administration or its agents to monitor activities, traffic, and data via the user's data connection for the purpose of determining compliance with this acceptable use policy.
14. It is up to the user to make their computer and data safe from other users on the network; the user will not hold MSU liable for malicious acts by other network users.
15. Any unauthorized attempt to access another computer or device is prohibited. Any reports received by the ResNet administration of unauthorized attempts to access other connected devices will result in the immediate disconnection of the suspected network connection until the matter has been resolved. If users have a reason to believe another user or group of users is interfering with their access to the network, they may report the problem to the ResNet office for investigation and, if necessary, corrective action. (ResNet Center phone: 406-994-1929; email: resnet@montana.edu).
16. ResNet reserves the right to disconnect any computer or device sending disruptive signals to the network, whether because of a defective cable, Ethernet card, or other hardware/software problem. It will be the user's responsibility to correct any such problem before the computer will be reconnected to the network.
17. ResNet reserves the right to disconnect any/all network-connected devices temporarily for the purpose of network maintenance, or to enforce the Acceptable Use Policy.

AUP Enforcement

Consequences for AUP violations will be handled on a case-by-case basis and may result in immediate to permanent suspension of ResNet service. Minor infractions of this policy are generally resolved informally by ResNet administration. This may be done through phone, email, or in-person discussion and education. ResNet also runs a full service help desk where they can assist computer or devices.

Repeated infractions or misconduct that is more serious will result in the temporary or permanent loss of ResNet access privileges, or the modification of those privileges. In addition, offenders may be referred to their sponsoring advisor, department, or other appropriate University office for further action. If the user is a student, the matter may be referred to the Dean of Students for disciplinary action.

ResNet may require the user bring their computer or device our help desk center in order to verify compliance with this Acceptable Use Policy before service is restored.

Any action that violates local, state, or federal laws may result in the immediate loss of ResNet access privileges and will be referred to the appropriate University offices and/or law enforcement authorities.

Conflict Resolution

Should a student be unable to resolve a disagreement with another person, they should consult either a Resident Advisor or the Resident Director to mediate or arbitrate a solution. It may be necessary to take the situation through the Student Conduct System for review and possible sanctions.

Custodial

Each hall's public areas are cleaned by the custodial staff. Public areas include hallways, restrooms, floor lounges, stairwells, laundry rooms, elevators, and hall lobbies. Custodial services on weekends and during evening hours are limited, and cleaned by Weekend Student Custodians (WSC), who are hired to assist in keeping the halls clean after hours and on the weekends. However, health or safety concerns should be reported to an RA. It's a good idea to get to know the hall's custodial staff, as they are a great resource on campus. Residents and staff are expected to clean up any extraordinary messes after their special events. Cleaning equipment is available on each floor or at the hall front desk. Vacuum cleaners are available at the hall front desk or through an RA in the Residence Life Apartments. **Activities that require additional clean-up by the custodial staff will be charged to those responsible.**

Bathrooms

Each floor or wing is equipped with bathroom and shower facilities to serve the residents on that floor or wing. Residents are expected to use these facilities with care and consideration of others. This will include using another facility if a resident's immediate bathroom is being cleaned by the custodial staff. Dishwashing is not allowed in bathroom sinks; please use the custodial clean up rooms or laundry rooms, or kitchen if available in the hall. If a resident is responsible for any extraordinary mess (such as hair on the floor due to a haircut), please be courteous to students and custodial staff by cleaning it up immediately.

Students that live in either Residence Life Apartments, Headwaters Complex, or Yellowstone will have their bathroom cleaned once a week by a Residence Life Custodian. Students cannot opt out of this service.

Public bathrooms for guests are located on the main floor of most halls. **Current residents and visitors are reminded that they should only use the restroom facilities that conform to their gender identity.**

Elevators

Some halls are equipped with passenger elevators. If residents live on the 2nd, 3rd, or 4th floors, please refrain from using the elevators whenever possible. Please use the stairs if you are going up or down one, two or three floors. Freight elevators are available for use with approval to move items. Freight elevators should not be used in a passenger capacity.

Inappropriate use of the elevators or emergency alarms and stops may result in disciplinary action and/or the liability for the cost to repair the damage to the elevator.

Culinary Services

All residents must contract for a meal plan. **Meal passes are not transferable.** The meal plans offer students the flexibility and freedom to eat what, where, and when they want with the convenience of two locations across campus. Students living in the Residence Halls may choose between a 5-Day Meal Plan (Monday–Friday) or one of the 7-Day Meal Plan (Sunday–Saturday) options. All plans allow for unlimited entry and unlimited food at either of the two locations during hours of operation.

Culinary Services provides 1 birthday cake per student upon request through the Indulge Bakery. Any student wishing to request a birthday cake on behalf of a friend's birthday should speak with a Culinary Services Manager in either Rendezvous or Miller Dining Commons.

Culinary services also provide a number of employment opportunities. Refer to the section in this handbook titled Student Employment Opportunities if interested.

For online information, visit www.montana.edu/ufs.

Sick Trays

If a resident is ill and cannot come to the dining hall to eat, he/she may have another student pick up a tray of food to be taken to his/her room. The student picking up the food must present both his/her CatCard as well as the CatCard for the ill resident when entering the dining hall. The CatCard number of the ill resident will be recorded by the checker. If the lent items (silverware, china, and glassware) are not returned, the ill person's student account will be charged for the supplies.

Hall Front Desk

Each hall has a main desk that serves as an information center. There are spare keys, games, kitchen equipment, cleaning supplies, vacuums, sports equipment, and tools available for check-out provided by the Hall Council.

All hall front desks are open 24 hours a day, 7 days a week during the academic year. The desk is staffed by a Program Coordinator during business hours Monday through Friday. After 5 p.m. and on weekends, the desk is staffed by student desk clerks. Refer to the section in this handbook titled Student Employment Opportunities if interested in employment.

Key Check-Out/Replacement

If residents misplace their key, they may check out a spare key at the desk after providing personal identification. Residents will be required to return this key within a 24 hour time period. For resident safety and security, notify a Residence Life staff member as soon as possible if room keys are lost or stolen. If a resident loses their room key, they must report it and will be required to fill out a work order and pay a re-key charge before obtaining the new key. Keys which have been checked out for more than 24 hours and not returned will be considered lost and a work order will be processed immediately to have the room re-keyed at the resident's expense. Additionally, there is a charge to replace mailbox keys for those halls that use them. If a key is damaged, the resident will be required to pay a replacement charge and will be must turn in the damaged key. Prices for key replacement or lock changes are available at the hall front desk and prices are subject to change without notice. **Key check-out is a service. Please be considerate of desk personnel and carry room keys at all times.** Excessive key check-out or abuse of this privilege may result in disciplinary action.

Note: Headwaters Complex, Quads, Yellowstone suites and Residence Life Apartments have additional key access and therefore lost keys will result in additional charges. Please reference the key contract signed at check-in.

Kitchens

Most halls have kitchen facilities which are available for student use. Check with the hall desk concerning usage policies. Residents must clean up when finished. Residence Life is not responsible for any items left in refrigerators or kitchens. Access may be restricted if the kitchen is not kept up properly. Hall Council generally provides some cooking equipment, accessible for check out through the hall front desk.

Laundry Facilities

Washers and dryers are located in laundry rooms found either in basement central location or on individual floors of the hall, depending on the building. The machines are intended for resident use only and visitors are not permitted to use the machines at any time. Additionally, residents are not allowed to use the machines to do laundry for their off-campus friends. Ironing boards may be available in the laundry rooms or on floors throughout the building and many hall front desks have irons available for use at no charge.

The machines may only be accessed by using a student CatCard. To add money to a card please visit the CatCard office in the SUB or go to www.montana.edu/catcard

If the machine fails to work, notify a Residence Life staff member or the hall front desk immediately. **Students found intentionally jamming, forcing, overloading or otherwise vandalizing machines will face disciplinary action.** Additionally, continued undetermined vandalism to the washers/dryers may result in loss of privileges for the entire floor/building.

We encourage students to do their laundry in their own hall as to not burden other halls facilities.

The University is not responsible for damages, loss or theft of clothing left in the machines or in the laundry rooms. It is suggested that students develop the habit of checking their clothing frequently while it is in the machines. Clothing left in the laundry areas for more than three days will be removed by custodial staff to help maintain a clean and sanitary environment.

Linen Service

Residents are able to check out a set of linens which includes two flat sheets and a pillowcase. Once a week, on a designated day, residents can exchange the sheets at the front desk for a freshly laundered set. A pillow and blanket may be checked out from the hall front desk, if needed.

If residents checked out a blanket from their hall front desk, do not wash it. If the blanket needs cleaning, contact the hall front desk for a custodian to properly clean it. Residents should not use a University owned blanket outside their room.

Mail

Mail is delivered to the hall front desks Monday through Saturday. To expedite delivery, please notify senders of where mail should be sent:

Hannon, Mullan, Johnstone, Quads, Hapner, and Langford:

100 _____ Hall, Room Number
Bozeman, MT 59715-xxxx

Gallatin, Jefferson, Madison, North Hedges, South Hedges, Roskie, and Yellowstone:

200 _____ Hall, Room Number
Bozeman, MT 59715-xxxx

Residence Life Apartments:

(bldg. #) East or (bldg. #) West Julia Martin Drive, Apt _____
Bozeman, MT 59715

4-digit zip code suffixes (xxxx) are as follows:

Hannon - 5176	Quad D - 5013	5076	Gallatin, Jefferson,
Hapner - 5177	Quad E - 5014	Mullan - 5000	Madison (Headwaters
Quad A - 5005	Quad F - 5016	Roskie - 5080	Complex) - 5075
Quad B - 5015	Langford - 5078	South Hedges - 5079	Yellowstone - 5033
Quad C - 5006	Johnstone Center -	North Hedges - 5075	

If “MSU /Montana State University” is included in the address, the mail will be delayed at least one day. Residents open their mailboxes either with a key or with a combination they receive when they check in. U.S. Postal Service regulations prohibit over-the-counter handling of mail, therefore restricting the staffs’ ability to remove mail from boxes for residents. For protection, residents should be sure their mailboxes are locked at all times. Quad residents will use Hannon Hall and Headwaters Complex residents will utilize North Hedges as the locations for their mail pickup and delivery. Mail/packages are not distributed or forward during break periods.

If residents have an item shipped to them that is too large to fit into the mailbox, the staff will notify them of this item by sending the student an email notification that a package has arrived. Residents will need to present a photo ID to the staff at the desk to receive this item. Upon moving out or switching rooms/halls within the Residence Halls, residents will be instructed to submit a mail forwarding address through MyInfo. All mail will be “returned to sender” if there is not a valid mail forwarding address on file.

It is the resident’s responsibility to check their mail box on a daily basis for official communication from the University or Residence Life.

Maintenance

Residence Life Responsibility

Residence Life would like to keep the halls and rooms in good condition and will do their best to remedy any problems brought to their attention. An RA will perform a facilities check of each room up to three times per semester to determine and report to Residence Life if any major or on-going issues exist. Residence Life staff will conduct checks during Thanksgiving, Winter, and Spring Breaks to insure windows are closed, room temperature is appropriate and no facilities issues will occur during break times. Residents will be notified in writing, in advance, of the facilities check. The public areas of the floor are checked nightly with RA rounds and thoroughly checked weekly by the assigned RA. Additionally, facilities checks are conducted during break periods primarily for hall security purposes.

Resident Responsibility

If residents are aware of any needed repairs or safety problems, they should let an RA know as soon as possible. If, after a reasonable time the problem has not been resolved, check back with the RA. Students are responsible for damage and loss.

When residents arrive it is crucial that they check their room and verify the accuracy of the Room Condition Card, which the RA filled out before they arrived. If residents find any discrepancies, let an RA know immediately, prior to signing the card. Any damages or missing furnishings noted at check-out not initially on the Room Condition Card will be charged to the resident(s) of the room. (See Checking Out pg. 7).

Recreation Facilities

Both indoor and outdoor recreation facilities are available for resident use. TV and game rooms are available in most halls for groups of residents to use (hours may vary). Residence Life, the Residence Hall Association and Hall Council maintain fitness facilities, ski wax rooms, and library/study rooms for use by residents. Due to the potential fire hazard and extraordinary clean-up, ski waxing is allowed only in designated “ski wax rooms” in the residence halls.

Outdoor facilities are available on campus and intramural fields are located near the Outdoor Recreation building. To prevent broken windows, please do not play athletic games close to the residence halls. Most Hall Councils have equipment available for check-out at the hall front desks. For organized outdoor events, please check with an RA or RD for information on how to reserve a space.

Refrigerators and MicroFridges

Compact refrigerators and MicroFridges are available for rent in each hall. Refrigerators will be rented out either by semester or for the academic year on a first come, first served basis and must be returned clean and dry or the student will be charged for cleaning. Please see the Residence Life Office to rent a refrigerator. A MicroFridge is a combination of a refrigerator, freezer, and microwave unit. MicroFridges are available through Collegiate Concepts, Inc. This rental option is available for the entire academic year and is delivered and installed in your assigned room prior to your arrival. Please see the Residence Life Office for more information. Students may bring their own refrigerator. The maximum size for a refrigerator in a student room is 4.5 cubic feet.

Storage

Space for the storage of empty trunks, luggage and apparel containers is available in most halls on a limited basis. Residents should contact their RA to check in or check out belongings as storage rooms are locked at all times for security reasons. Residents should tag any belongings with their name, school address and date of storage. Items not removed by the end of the academic year will be disposed. **Personal property is stored at the risk of the owner and MSU and Residence Life will not take responsibility for stolen or damaged items.**

A limited number of ski/snowboard lockers are available to residents of Hapner and Yellowstone Halls to rent for a minimal charge – please see the hall front desk.

Sustainability Efforts

Residence Life is taking steps to improve our sustainability efforts by decreasing the energy, water and heat usage across campus. Programs, initiatives, and educational outreach is provided to our students and staff about how they can improve their personal sustainability efforts in the residence halls.

Some ways that residents can help in this effort are:

- Turn off unnecessary lights and fans
- Limit the length of showers and avoid the early-morning hours when demand for hot water is highest
- Turn off the water when brushing teeth
- Immediately report malfunctioning thermostats, broken windows, leaking faucets, and other energy-wasting situations to an RA

- Close blinds and drapes to help insulate the building
- Consider additional blankets and clothes rather than a higher heat setting
- Unplug unused chargers/electronics

Recycling

All of the residence halls participate in the campus-wide recycling efforts sponsored by MSU Sustainability Office. There are recycling bins provided for single stream recycling (aluminum, paper/newspaper and plastic) provided on the residence hall floors and lobbies for student convenience. Yellowstone and Gallatin Hall have personal recycling bins placed in resident's room for added convenience. Residence Life encourages all students to recycle and help reduce the waste at Montana State University. At the end of each semester a "swap table" will be setup in the main lobby for students to leave unwanted items for others use and leftover items are donated to local charities. This effort significantly reduces trash taken to the landfill.

Telephones

General Telephone Information

The University provides local telephone service at the student's request. The Residence Life Department can provide a telephone or a student may use his/her own telephone. Students will be held financially responsible for any damage to MSU phone equipment. On-campus calls (994 prefix) and local calls are free. To call an off-campus number, enter 9 and then the seven-digit number. Long distance calls on University telephones can only be made with the use of a credit card or by charging the called party.

Students may contact the Program Coordinator at their front desk to submit a written request for this service and a telephone, if needed.

Information

Campus: Enter 0 for Campus Operator, 8 am—5 pm, Mon—Fri

Montana: Enter 8+0+555-1212 (*charged call - requires credit card number*)

University of Montana: Enter 9 + 7 digit number

Out-of-State: Enter 8 + Area Code + 555-1212 (*charged call - requires credit card number*)

800 Numbers: Enter 8+1+800+555-1212

Emergency/Ambulance/Police: Enter 2121 or 911

Calling Procedures

Campus Calls: Enter last 4-digits of number

Off-Campus Local Calls: Enter 8 + number

Telephone Repair Service: Report to the hall front desk

Toll-Free Numbers: Enter 8 +1+800 + number

Long Distance—in state (credit card or collect only): Enter 8 + 0 + Number

Long Distance—out of state (credit card or collect only): Enter 8 + 0 + Area Code + number

Calls outside the United States: Enter 8 + 011 + Country Code + City Code + phone number + PIN

Call Waiting

If another call comes in during a call the user will hear a tone. To answer, flash the hook-switch and talk to incoming caller; flash the hookswitch to alternate between callers.

University Police

Resident safety and security is of the utmost concern. Major issues (life-threatening situations, major crimes or serious safety issues) should be immediately reported to the University Police by dialing 911 from a campus phone line or by dialing 994-2121. Other issues can be reported to a Residence Life Staff member or University Police. **The University Police office, located in the Roy Huffman building at the South end of campus, is staffed 24 hours a day and the phone number is 994-2121. NOTE: Calling 911 from a cell phone will result in connection to Bozeman City Police.**

Silent Witness Program

University Police understands the difficulty people may experience in reporting crimes or incidents of concern to them face-to-face. Therefore, the Silent Witness Program is available to anyone who has witnessed, or knows about, a crime committed on campus. Students are welcome to send an email to switness@montana.edu with information they feel may be useful in keeping their campus safe and secure. It is important that students provide as much detail as to what, who, when, where, and how as possible about the crime. Students' identities will be protected to the fullest extent possible. Students can also complete a Safety and Welfare Report through the Dean of Students Office if they are concerned about another student. The report can be found on the Dean of Students webpage at <http://www.montana.edu/deanofstudents/csw.html>.

Vending Machines

Machines selling candy, soft drinks, and other snack items are located in each hall. If a vending machine takes a resident's money or to report any problems, please go to the hall front desk.

Tampering with machines is considered vandalism and possibly theft. Please use machines only as intended.

Student Involvement Opportunities

Residence Hall Association (RHA)

Looking for a way to get involved in the decisions affecting the hall? Enjoy regional and national travel opportunities? Interested in building leadership skills, or just in getting to know new people? If so, then getting involved with your Hall Council and the Residence Hall Association is the thing to do.

Just by living in the halls, students are automatically a member of RHA. As a floor member students are able to provide input into the floor and hall activities by sharing their ideas, enthusiasm and time. By becoming actively involved in RHA, students have every opportunity to help make their hall a fun and exciting place to live! They can positively impact their living environment and gain valuable work experience at the same time.

The Basics

About 140 student organizations are registered with the MSU Office of Student Engagement. RHA is the student leadership organization within the halls that plans, promotes, and sponsors activities and educational opportunities for the students within the halls and acts as the representative body for residence hall students on the floor, hall and campus-wide level.

The three levels of RHA are Floor Council, Hall Council and Residence Hall Association. Floor Councils work to provide entertaining and educational activities to other floormates, while each Hall Council works to provide activities for their hall. Finally, at the top of the pyramid is RHA. This select group of RHA officers work at the campus-wide level to represent the residence hall students to the University and to support the floors and halls with their activities and events.

The Big Picture

Campus wide, RHA has approximately 150 active officers, but that only begins to tell of the number of people involved. On the floor and in the halls, Resident Advisors, Assistant Resident Directors, and Resident Directors provide support and guidance for RHA. These individuals have experience working with RHA and are committed to aiding in the development of a strong and successful student organization. At the professional level, the Residence Life Department provides space for fitness and weight rooms and other RHA-sponsored activity centers. Floor Councils choose officers and/or committee members through election or appointment. There are a variety of positions including president, vice president, social chair, publicity chair, intramural coordinator, etc.

National Residence Hall Honorary

In addition to RHA, Montana State University is proud to support a nationally affiliated chapter of the National Residence Hall Honorary (NRHH). NRHH is an honorary leadership organization composed of students interested in leadership services and recognition. The MSU chapter of NRHH works diligently to recognize outstanding efforts put forth by the residence hall communities and individual members. If students are interested in learning more about NRHH or becoming involved with this service-based branch of RHA, please contact the NRHH advisor or your ARD or RD.

Where to Start

Once residents get settled in their room, talk to a Resident Advisor or Resident Director about RHA. They will be glad to help residents get involved with RHA, either at the floor, hall, or campus level. The quickest and most rewarding way to get involved in the system is on the floor. Floor Councils make living in a residence hall fun and engaging and more than just a bed to sleep in each night. Each floor can elect a president, vice president, social chairs, and a variety of other optional officers: intramural coordinator, publicity person, secretary, etc. This group works together with the floor Resident Advisor to plan floor programs, social events, and other activities. In addition to these organized activities, floor officers assist in helping floor members learn about each other.

Additional RHA Opportunities

There is a great variety of opportunities for RHA involvement beyond the floor level. On the average, each hall has 12 officers and RHA has ten officers. Elections for open positions are held during the first three weeks of the semester. If residents would like to wait to get involved in an elected position, you can start as a volunteer on a variety of committees, or fill a position as one opens up.

Getting Involved

To apply for a hall office or get involved with RHA, talk to a Resident Advisor, Assistant Resident Director, or Resident Director. The more involved residents are with the halls, the better their experience will be. So...check out RHA! Remember, just like the rest of college, residents will get out of RHA what they put into it. See the RHA website at www.montana.edu/rha for more information.

Student Employment

There are many student employment opportunities on campus. Residence Life and Culinary Services are the single largest employers of students on campus, employing one third of all the students who work for MSU. Family and Graduate Housing also has opportunities for student employment. All positions are eligible for work study.

Residence Life

There are three primary areas in which Residence Life employs students: Desk Clerk, Resident Advisor, and Weekend Student Custodian. A good place to start is as a Desk Clerk. Residence Life employs approximately 150 Desk Clerks. A second opportunity is the Resident Advisor position. There are 100+ RAs on campus. The selection process is thorough and competitive. The final area of employment in Residence Life is the Weekend Student Custodian position. Each hall has one weekend student custodian that works evenings and on the weekends to ensure that bathrooms, lounges and public areas are cleaned and maintained. If a student is interested in any of the student employment opportunities please visit the Residence Life Office (located below the Miller Dining Commons), the hall front desk, or an RA for more information.

Culinary Services

Culinary Services has opportunities ranging from dish washer to student manager. The hours can be flexible and the pay is competitive. Culinary Services employs 700+ students campus wide. More information can be found at <http://www.montana.edu/ayess/careers/hireabobcat.html> or a resident can stop in at any food service operation and speak with a manager if interested.

Family & Graduate Housing

Family and Graduate Housing offers student employment opportunities throughout the year, including vacation periods when the residence halls are closed. Opportunities include grounds crew, front office admin, and cleaning crew positions. If a resident is interested or would like more information about the positions available, please contact the Family & Graduate Housing Office at 994-3730.

Residence Hall Regulations and Policies

The Residence Hall Handbook outlines expectations for all students living in the residence halls of Montana State University. By signing a housing contract with Residence Life, you have agreed to abide by these expectations. It is students' responsibility to read and adhere to these policies; you are encouraged to talk with your Resident Assistant or Resident Director if you have any questions or concerns.

The regulations and policies of the Residence Hall Handbook supplement the MSU Student Code of Conduct, a portion of which is contained in this handbook. The Student Code of Conduct fully outlines disciplinary infractions and possible outcomes resulting from these infractions. In the Montana State University Residence Life system, discipline can be handled by Residence Life staff, or the designee of the Dean of Students as outlined in MSU Code of Student Conduct.

A student who violates any policies in the Residence Hall Handbook or Code of Conduct may be accountable to civil and criminal authorities, as well as to the University. Disciplinary action at the University may proceed even while a criminal investigation is progress.

Abandoned Property

If a resident leaves property in the residence hall at the termination of their occupancy, the property shall be deemed abandoned. The University will dispose of the property if not claimed by the resident within thirty days. Any charges incurred to remove, store or dispose of the property will be assessed to the resident. Any personal items left in a public area (hallway, lounge, pod, etc.) can be removed by hall staff and placed in a locked space without prior notification. Montana State University does not take responsibility for lost, damaged or stolen items left in public areas.

Air Conditioners

Air conditioners and swamp coolers are not permitted in any residence hall room.

Alcohol, Tobacco, and Drugs

As stated in section 625.00 of the Code of Student Conduct the following offenses constitute violations of the student conduct code and can lead to serious disciplinary action, removal from the residence halls, suspension, or expulsion from the University.

- A. Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, (including the misuse or abuse of prescription drugs), except as expressly permitted by law or University policy.
- B. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Montana State University except as expressly permitted by law or University policy.
- C. Smoking or tobacco use on campus in violation of the University's Tobacco Free Campus Policy.

Use of objects that produce smoke or vapor including, but not limited to: smoking paraphernalia or materials, electronic cigarettes, and vape pens are prohibited in the residence halls.

If a resident or his/her roommate does not wish to have alcoholic beverages in the room, that wish should be observed regardless of age. Any violation of this policy may result in disciplinary action as outlined in Section 660.00 of the Code of Student Conduct.

Open Container

The possession and/or consumption of alcoholic beverages is permitted by residents of legal age in private student rooms. Consuming alcohol or carrying an open container in any other areas of the residence halls is prohibited. An open container is defined as any container of alcohol with a broken seal.

Excessive Amount

University regulations limit the amount of alcohol permitted in a private room. Kegs of beer and mini-kegs are prohibited.

Alcoholic Beverage Containers

Students may not use alcoholic beverage containers (cans, bottles, kegs, beer cases, etc.) as decorations, “trophy bottles,” or for any other purpose in your room regardless of your age.

Drug Paraphernalia

Drug paraphernalia is not permitted in the residence halls. It includes, but is not limited to: Bongs, Pipes, water pipes or any items modified or adapted so that they can be used to consume drugs.

Arson

As stated in section 629.00-A of the Code of Student Conduct:

- A. Fire Safety - Violation of local, state, federal or campus fire policies including, but not limited to:
 1. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
 2. Failure to evacuate a University building during a fire alarm;
 3. Improper use of University fire safety equipment; or
 4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions.

Assault

As stated in section 623.00 of the Code of Student Conduct:

- A. Physical assault which includes, but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person which prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.
- B. Threatening and Intimidating Behaviors
 1. Threat is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 2. Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.
- C. Bullying and Cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Beds

Personally provided bunk beds or lofts are only permitted in Johnstone/Mullan Hall. Plans for construction of lofts are available online at www.montana.edu/reslife. All other residence halls have University-issued loftable beds. Remember that students are responsible for any damage or loss to the beds and/or to the room caused by lofting. Beds and bed frames should not be disassembled in order to create a loft. There is no storage for bed frames or mattresses available on campus. **A charge of \$49.00 to check safety and construction will be assessed to residents who take apart their bed frames (regardless of condition at time of vacancy).** Work orders can be submitted for lofting/de-lofting of the beds.

Storage and work space under loft beds should be maintained in a safe manner. Lamps/lights under the loft must have a shade/covering to protect the bulb and heat generating appliances should (e.g. refrigerators and microwaves) be kept to a minimum. Residents must be cautious to maintain at least six inches between the bottom of the loft and any furniture below. Failure to do so will damage the furniture. Mattresses must be at least 18 inches from the ceiling.

Bicycles

Storage

All bicycles not parked in bicycle racks are subject to be impounded without notice. There are only two places that residents' bikes are allowed to be parked: in their own room and in the bike racks provided for their hall. Bikes should not be locked to trees, railings, signs, lampposts, or anywhere else they pose a safety hazard or property damage. Bicycles improperly stored in buildings are also subject to be impounded. *Bicycles may not be parked, stored, or ridden in the public areas of the hall.* No motorized bikes can be stored inside residence halls or at the bike racks. There is parking available in designated areas in the parking lots. The University is not responsible for lost, stolen, or damaged bikes. **Abandoned bikes will be removed after the residence halls close each spring. Students' failure to remove bikes will result in locks being cut (at student's expense) and bikes being stored at University Police.**

Safety

Always keep bikes locked with a secure lock when they are not in use. University Police recommends students to license their bike with them or the City of Bozeman; this will increase chances for recovery if a student's bike is stolen. It is free to license a bike on campus.

Break Housing

The residence halls and dining halls are officially closed during Winter Break. Residence Life staff will conduct checks during Thanksgiving, Winter, and Spring Breaks to insure windows are closed, room temperature is appropriate and no facilities issues will occur during break times. **Room and board charges do not include this scheduled vacation period.** However, housing will be provided for continuing students wishing to stay during breaks for an additional charge. Food Service is not available during break periods. Contracted students may store their belongings in their rooms over the breaks during the academic year; however, the University does not assume responsibility for these items. Break housing sign-up deadlines are posted throughout the residence halls, prior to each scheduled break. Failure to meet these sign up times will result in a minimum late fee of \$25.00 and the possibility of the University's inability to house students during their requested stay. Students may be required to move temporarily during break housing times. **Due to safety and security issues, guests are not allowed during interim or break housing periods.** Mail/packages are not distributed or forwarded during break periods. Only those students who have paid for break housing will be allowed entry. A fee will be assessed for any student who wants to enter their room after the residence halls have officially closed for a break period.

Candles

Burning candles is **prohibited**. One of the most common causes of fire in residential settings is from the use of candles. Because of the threat this poses to persons and property, burning candles is prohibited. Decorative candles are allowed but cannot be burned. Evidence that candles have been burned may result in disciplinary action. It is encouraged to trim the wicks of all candles in the living environment and to use electric candle warmers if they wish to enjoy the smell of scented candles.

Ceiling Tiles

Ceiling tiles may not be removed or altered in the residence hall. This includes but is not limited to hanging tapestries, decorative lights, storage, or hanging any other items from the ceiling. Residents are responsible for any/all damage caused to ceiling tiles and supporting structures. Removing ceiling tiles and storing personal items above ceiling tiles is prohibited and will result in disciplinary action. In South Hedges, asbestos is located in isolated areas above ceiling tiles. If the asbestos is disturbed, it could cause a health risk to residents. If the asbestos is left undisturbed, there is no danger to the residents. Air quality tests are done routinely to ensure that the asbestos poses no health risks to residents.

Chemicals and Explosives

Chemicals and explosives (including firecrackers, spray-paint, explosive devices, smoke bombs, combustion engines, flammable and explosive liquids/gases, ammunition and fireworks) are not permitted in the residence halls. Spray painting is not allowed in the residence hall rooms or common areas. If residents are unsure about a substance, check with an RA/RD. This includes materials and devices which by themselves, or when combined, could be explosive, toxic, flammable or dangerous (such as camping fuel).

Spray adhesive can be used unless it is disrupting other residents in the building.

Cleanliness

It is the responsibility of both roommates to help keep their room clean. Roommates should keep their respective sides of the room in a fashion that suits their tastes without infringing upon the roommate's rights. One's personal hygiene should be maintained and not create an unsanitary condition or an offense to others. It is every student's responsibility to help maintain cleanliness in public areas. Students are responsible for the cleanliness of the area outside their room. **Vandalism and messes requiring extra clean-up will be charged to those responsible.**

Commercial Use

Residents may not operate, advertise or promote a private business from the residence halls. Commercial use of any part of the dwelling, facilities or grounds, and commercial solicitation and promotion in the residence halls is forbidden.

Cooking in Rooms

Because of health concerns, Residence Life encourages only minimal cooking in student rooms. Most halls have a common area kitchen that students can utilize for cooking. Popcorn poppers, coffee pots, and hot pots and toasters are permitted in student rooms if there is no exposed heating element, but care should be taken to maintain these appliances. Toaster ovens, electric grills, waffle irons and hot plates are not permitted in residents' rooms. Small microwave ovens are allowed as long as they are UL-approved and not to exceed 900 watts. Microwave ovens and refrigerators may not be stored or used in closets or under beds because heat generated from these appliances in an enclosed area may create a fire hazard.

Damage Charges

In order to help keep residence hall costs as low as possible, anyone who steals, loses, destroys or damages Montana State University property will be charged accordingly, required to pay the charges immediately, and will be subject to disciplinary action. If the damage exceeds \$50 or is malicious in nature, arrest for damage to state property may result.

Dart Boards

Because of the potential for bodily harm and physical damage to the residence hall rooms, hard tip darts and dart boards will not be allowed. Any damage resulting from the use of a dart board in a room will be the financial responsibility of the residents of the room. Soft tip darts and boards are acceptable.

Decorations/Room Displays

Since the residence halls will be students' new home, Residence Life encourages students to take the time to make their room a special place. Decorate with posters, plants, or rugs. Students are free to display posters and other things in their room. Possessions or displays which are inconsistent with accepted standards or University policies should not be displayed on the outside of room doors or in general view of the public. This includes room windows.

For example, posters of nude persons, and harassing or intimidating visual materials are considered inappropriate. Some room displays in public view may constitute a violation of University policies including, but not limited to, discrimination and sexual harassment. Check with a Residence Life Staff member if there are questions about what may or may not be appropriate.

Please remember that students will be accountable for any and all damage to their room and its furnishings. Tape (especially carpet tape or duct tape) has a tendency to leave a residue which is extremely difficult to remove. Nails leave holes that will require repair, so an alternative method of hanging personal items is suggested, such as non-tape adhesive strips. Ask an RA if there are any questions about what students can or can't do to their room. Hanging blankets, sheets, tapestry etc., that physically or visually restricts or blocks access to the room is prohibited and may result in disciplinary action.

Dining Hall Behavior

Students are expected to abide by the rules and regulations set forth by University Food Services, Residence Life, and the Code of Student Conduct. Violation of these regulations and/or inappropriate behavior may result in disciplinary action. Taking unauthorized items from the dining halls without approval will be considered theft.

Disruptive Behavior

As stated in section 627.00 of the Code of Student Conduct:

- A. Violation of federal, state or local law on University premises or at University sponsored activities; violation of published University policies, rules or regulations.
- B. Acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University, including, but not limited to:
 1. Violence or threat of violence against self or any member or guest of the University community.
 2. Interference with the freedom of movement of any member or guest of the University.
 3. Interference with the rights of others to enter, use or leave any University facility, service or activity.
 4. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures or other University activities, or of other authorized activities on University premises.
 5. Use of public address systems on the campus outside of University buildings except with written permission of the Office of Activities & Engagement.
 6. Failure to comply with directions of law enforcement officers and University officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested.
 7. Failure to comply with any authorized Student Conduct Code sanction(s)/condition(s). Trespassing or unauthorized entry into University buildings or property.
 8. Unauthorized use (including misuse) of University or organizational names, trademarks, and images as specified in the Graphic Identity and Branding Policy and Use of University Name and Logos by Registered Student Organizations Policy.

Elevators

Some halls are equipped with passenger elevators. Inappropriate use of the elevators (i.e. prying doors open, bouncing in elevators, riding within the elevator for extended periods of time without the purpose of moving to another floor, etc.) or emergency alarms and stops may result in disciplinary action and/or the liability for the cost to repair the damage to the elevator. If residents live on the 2nd, 3rd, or 4th floors, please refrain from using the elevators whenever possible. Please use the stairs if you are going up or down one, two or three floors. Freight elevators are available for use with approval to move items. Freight elevators should not be used in a passenger capacity.

Extension Cords and Power Strips

One power strip per electrical outlet is allowed. Do not link power strips or use ‘octopus’ plugs. Do not plug one extension cord into another extension cord. In the event of damage resulting from overloaded electrical outlets, the resident who violated the policy will be held financially responsible for repairs or replacement of items.

Filming and Photography

Filming and photography in the residence halls is allowed for class projects only. In order to do so, a filming request must be completed and turned into your Resident Director no less than one week prior to the requested date of filming. Failure to receive permission from the Resident Director may result in your request being denied.

Fire Drills, Fire Equipment, and Evacuation

Emergency Evacuation Locations

- North Hedges – Lawn behind Cheever
- Headwaters Complex – Headwaters Complex Parking Lot
- South Hedges – Roskie Parking Lot (east end)
- Roskie – Roskie Parking Lot (west end)
- Langford – Linfield Parking Lot
- Johnstone Center – Johnstone Parking Lot
- Hapner – Johnstone Parking Lot
- Hannon – South of Building in Green Space
- Quads – Courtyard
- Residence Life Apartments – East Julia Martin Parking Lot
- Yellowstone – South of Building in Green Space

Policies

Fire evacuation plans have been established to assure resident safety. A fire drill is conducted once each semester where alarms will sound in each hall so that residents are practiced in the proper evacuation procedures and Residence Life staff may test fire emergency equipment. RAs will explain the evacuation procedures at the first floor meeting and an evacuation plan will be posted at each floor exit door. Residents need to be familiar with these procedures — their life may depend on it. The use of fire escapes during a “non emergency” is prohibited.

Use of objects that produce smoke or vapor including, but not limited to: smoke machines, smoke bombs, chemical de-foggers, fog machines, signal smoke makers (flares), dry ice smoke or fog, smoking paraphernalia or materials, electronic cigarettes, and vape pens are prohibited in the residence halls.

Some guidelines for evacuation:

1. Evacuate quickly and safely. Residents may endanger the lives of both themselves and others if they do not exit the building as quickly and carefully as possible.

2. **Do not use elevators** during evacuation. Use the stairwells to evacuate.
3. If residents **smell smoke** while in their room, first feel the door and door knob to determine if heat is present. If it is not, place a towel over one's mouth and open the door. If residents see smoke, crawl to the nearest exit (heat and smoke rise, and residents are safer closer to the floor).
4. When residents **feel the door, if heat is present, do not open the door**. Put a towel over one's mouth and under the door, open the window and hang a piece of white cloth out the window, and then close the window. The cloth will let fire fighters know where to find residents. **Unless residents live on the first floor, they should not jump out of the window**. Never break the window, as this will draw smoke into the room. If a resident is still in the room, then they should call the hall front desk.
5. It is wise to wear shoes and warm clothing when evacuating since residents may have to remain outside for an extended period of time.

As stated in section 629.00 of the Code of Student Conduct violation of local, state, federal or campus fire policies including, but not limited to:

1. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
2. Failure to evacuate a University building during a fire alarm
3. Improper use of University fire safety equipment; or
4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment (including fire extinguishers and AED units) while on University property. Such action may result in a local fine in addition to University sanctions.

Furniture and Furnishings

Residents are not permitted to remove or alter any furniture, fixtures or bedding in their room or public areas in order to assist Residence Life to maintain an accurate inventory of hall furnishings and prevent possible damage. Due to limited space, room furnishings cannot be stored elsewhere in the hall. There are restrictions on additional furnishings in student rooms due to roommate needs, space, health and safety considerations—approval must be made by the Resident Director to have additional furnishings in a resident room. Each lounge or lobby, as well as other public areas, are furnished for the comfort and convenience of all students. **Students may not remove the furniture from the lounge areas or any other public areas** without prior authorization from an RA for a specific timeframe of use. Taking furniture or equipment from a public area will result in disciplinary action.

Prosecution for criminal theft will result if furniture or other University property is removed from the hall. Damage to public area furniture will be billed to the responsible party/parties and disciplinary action may be taken.

Gambling

In accordance with state law, any form of gambling must have a permit/license.

Guests and Visitation

General Information

Rooms are to be occupied only by the students for whom they are reserved. Room reservations are not transferable. Residence halls are established as private residences for MSU students contracting to live there. Therefore, access is limited to these residents, their guests and other persons with legitimate cause to be on the premises (service personnel, etc.). Residents are responsible for what happens in their room even if they are not present at the time of the infraction. Realizing that rooms will be used for study, rest and entertainment of guests, and that these functions are sometimes conflicting, an understanding must be reached between roommates as to the time, place and manner in which the room is to be used. This requires mutual respect for each other's right to privacy. A guest is considered

anyone who is not a resident of the residence hall in which they are visiting including, but not limited to current MSU students, parents, siblings, friends, etc.

Students may entertain guests in their rooms provided that the rights of the other students on the floor, and in particular their roommates, are not violated.

Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than ten (10) people may be in the student's room at any time.

Guests:

A guest is defined as "a person who is not assigned to or contracted for a particular room, but is in a room at the invitation of the occupant."

Please be considerate of others. Having guests is a privilege and the visitation privilege is administered under the honor system. Residents are expected to abide by all rules and regulations, as should their guests visitors. If residents violate the privilege, they may be subject to disciplinary action. Current residents and guests visitors are reminded that they should only use the restroom facilities that conform to their gender identity.

Students living in the residence halls may have guests under the following conditions:

- The resident host has the permission of the roommate(s).
- Guests must abide by all rules and regulations of the University and Residence Halls.
- The resident host is responsible for the actions of their guests, for informing them of hall rules and regulations, and for expenses incurred by them.
- Guests may not sleep in public areas.
- Guests staying overnight are limited to a period of time not to exceed three consecutive nights within a 14 day period. Guests must check-in and receive a new guest check-in slip each night. Both the resident and guest will face conduct charges if in violation.
- Each resident is limited to one overnight guest at a time.
- Guests must adhere to the escort policies in each hall.
- If guests will be in the building after 10:00pm, they must present a photo ID and check in at the hall front desk. Failure to do so will result in disciplinary action (See Safety and Security, pg. 33).
- Individuals under 18 years of age are required to obtain permission from a Residence Life staff member, but are encouraged to do so prior to 10:00pm on or before the day of arrival. In order for the Residence Life staff member to assess the situation and approve their stay, the minor's parents or guardians will be contacted. Only under extenuating circumstances and with prior approval from either a Resident Director or Assistant Resident Director will an exception be made to this policy.

The resident host is responsible for the conduct of all guests, and may face disciplinary action if guests do not adhere to residence hall rules and regulations. Additionally, any guests suspected of violating a hall policy or the student conduct code may be asked to leave the building. All guests must be checked in by current residents of the building between 10:00 p.m. and 7:00 a.m. Any person without photo ID may be refused entry and/or escorted out of the building.

Escort Policy:

As stated above, a guest is defined as any person not assigned or contracted for a particular room, but is in a room at the invitation of the occupant. Guests must be greeted at the front desk by the resident before entering the building. Between 10pm – 7am Guests must be checked in and escorted in all residence halls.

All residence hall students will be able to access the lobbies of North and South Hedges from 7am – 10pm for services including the ResNet Help Desk, The Den, and Counseling and Psychological Services.

A staff member can, at any time, remove an unescorted guest from a floor/building. If residents see an unescorted person during escort hours, they can report the matter to a staff member.

Halogen Lamps, Lava Lamps and Space Heaters

Halogen lamps, lava lamps and space heaters are not allowed in the resident rooms due to significant fire hazards. Anyone violating this regulation will be held financially accountable for any damages, and University disciplinary action will be taken against them.

Harassment

As stated in section 622.00 of the Code of Student Conduct:

A. Harassment includes, but is not limited to, verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:

1. Is threatening or carries with it the intention to do bodily harm; or
2. Disrupts or undermines a person's exercise of their responsibilities as a student, faculty or staff member including unreasonably interfering with a person's educational or work performance.

Harassment which is based upon discrimination as defined in MSU's Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy is also proscribed conduct, but that type of harassment is covered in Section 624.00 below; it is a separate offense from Harassment under this section and such conduct is addressed as provided in Section 640.00 below.

B. Hazing includes, but is not limited to, any conduct or method of initiation, admission or condition of continued membership in any student organization, which:

1. Endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; involuntary confinement or imprisonment; or
2. Destroys, vandalizes or removes public or private property.

C. Bystanding includes, but is not limited to:

1. Conduct of a student who is present when a serious violation of the Code of Student Conduct occurs and who encourage, assists, or fails to take reasonable actions to prevent or stop conduct that could result in serious injury to person, including sexual misconduct; or:
2. Conduct of an organized group that encourages, assists, or fails to take reasonable actions to prevent or stop conduct that could result in serious injury to a person, including sexual misconduct.

Incense

Burning of incense in the residence halls is strictly prohibited. Many individuals are allergic to and/or may be annoyed by the intrusive odor. The evidence of burned incense is cause enough for disciplinary action.

Keys and Locks

When residents check into the residence hall they are issued a key to their room. Montana State University is committed to assisting residents in protecting their personal property.

Residents should lock their door whenever they are sleeping or leave their room, even if just for a short time. If residents lock themselves out of the room, they can check out a spare key at the hall front desk with some form of identification. They are required to return this borrowed key within 24 hours. Residents may check out the key to their room only. If they lend their key to another person, they do so at their own risk. The University accepts no responsibility for loss of personal property. If residents lose their key, they should report this loss to the hall front desk immediately.

If residents damage their key, they will be required to pay a replacement charge and will be required to turn in the damaged key. If it is determined that a resident has lost his/her room key, he/she will be required to sign a work order and a re-key charge will be placed on their student account before obtaining the new key. Additionally, there is a charge to replace mailbox keys for those halls that use them. Prices for key replacement or lock changes are available at the hall front desk and prices are subject to change without notice. Spare keys which have been checked out for more than 24 hours and not returned will be considered lost and a work order will be processed to have the room re-keyed at the resident's expense.

Key check-out is a service. Please be considerate of desk personnel and carry a room key at all times. **Excessive key check-out or abuse of this privilege may result in disciplinary action.** For resident safety and security, notify the hall front desk as soon as possible if keys are lost or stolen. Tampering with locks is illegal and not permitted. If residents have difficulties with their lock, contact a staff member immediately. **Tampering with locks is dangerous and subjects residents to serious disciplinary action and payment of damages.** Weather stripping, window putty or any other adhesive in door frames is not allowed. It is hard on the locking mechanism and makes entry to rooms difficult, which poses a safety threat in case of fire or other emergency.

Noise

MSU is committed to providing an atmosphere conducive to academic success. Noise of any kind is the most common obstacle to providing this environment.

Students should comply with each other's requests for quiet whenever their behavior or the behavior of their guests is such that it creates a disturbance. Students must realize that they are obligated to extend this courtesy whenever requested to do so.

Courtesy Hours

Courtesy hours are always in effect. During courtesy hours, residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents' and staff requests for quiet.

Residents are encouraged to communicate with other residents if and as they are disturbed by noise or other activity. If this isn't effective, please contact an RA. Failure to comply with the Residence Life staff may result in students being documented for excessive noise.

Musical Instruments, Stereos and Other Audio Equipment

Due to the nature and sound produced, drums cannot be played in the residence halls. Other instruments may be played quietly in residents' rooms except during quiet hours. If at any time such activity results in a complaint, residents must stop playing. Courtesy hours are always in effect.

Residents may have stereos and other audio equipment in their room or suite. Please be respectful and courteous when using such equipment so that it will not interfere with other residents' study or sleep. Any audio equipment played outside must remain at a reasonable level. Electric guitars are permitted, as long as others cannot hear them outside of the room. Headphones are recommended.

Volume (including bass) should be at a level that cannot be heard outside the room with the door closed. Stereos that are a continual source of disturbance to others may be temporarily removed for a length of time to be determined by the Resident Director until an outcome is determined by the disciplinary process. **Stereos should not be played through open windows to be heard outside.** Headphones are advised for those wishing to enjoy music after quiet hours. **Subwoofers are not allowed to be utilized in the halls.**

Pianos are available in most halls for resident enjoyment, but should not be played during quiet hours. Playing of any other instruments in public areas is prohibited unless specifically authorized in advance by the RD.

Quiet Hours

Quiet hours go into effect no later than from 10:00 p.m. (Sunday–Thursday) until at least 8:00 a.m. the next morning. Quiet hours go into effect no later than midnight every weekend night (Friday and Saturday) and continue until at least 10 a.m. the next morning. Quiet hours in the ResLife Apartments are from 9:00pm - 7:00am every day of the week. During this period, all activities which might prove disturbing to others must be suspended. **Noise must not be audible outside the room with the door closed.**

Quiet hours will be enforced outside of the residence halls after 10 p.m. on the weekdays and midnight on the weekends. Failure to comply with the Residence Life staff may result in University Police being contacted.

Finals Week Noise

Residence Life is aware that during final exam week, beginning at midnight the Friday directly preceding exam week, students have an increased need for an environment conducive to study. **Quiet Hours will be in effect 22 hours a day and will be strictly enforced during this time.** Students should maintain an extraordinary level of quiet at all times during this time period and plan on taking any “loud activities” out of the residence halls. Between 6:00 – 8:00 p.m. nightly during final exam week there is a brief break in the intense study time. However, courtesy hours remain in effect even during these hours.

Parking

If residents have a vehicle on campus, they must register the vehicle with the University Police Department. During Fall Semester residents have seven days in which to do so, and at all other times it must be registered immediately upon arrival at the University. Resident’s proof of parking registration is an MSU parking hang tag which must be displayed on their rear view mirror.

Combustion engines are not allowed in the residence halls. Inoperable vehicles may not be parked or stored on campus and under no circumstances may anyone drive or park vehicles on lawns or sidewalks. Any violation of these rules will result in vehicles being towed at the owner’s expense.

Health and safety regulations require that gasoline-powered devices, such as motorcycles or mopeds, **CANNOT** be stored in or near residence halls. Please park them in the designated areas of the parking lot.

A complete outline of parking regulations and prices for parking stickers is available through the University Police Department, located in the Roy Huffman Building.

Passive Involvement

As a community member, you are responsible for your behavior, the choices that you make, and the behavior of your guests. Being a member of a community also means understanding and adhering to community standards and policies. Residents should take an active role in the development and well-being of that community. One community role is to ensure that residence hall policies are upheld. It is our hope that you will choose to abide by all University and Residence Life policies as well as community standards. **If you are ever in the presence of a policy violation, you may contact residence hall staff through the hall front desk, or you may remove yourself from the situation.**

If you choose to remain at the scene of a policy violation, you may be included on the incident report and may be held accountable for a policy violation.

Pets

Only fish, other totally aquatic species (snails, etc.), and approved therapy/service animals are allowed in the residence halls. Residents should clean their aquarium in a cleaning room, not in the bathroom. Aquariums of more than 20 gallons must receive approval of the RD. Residence Life will not be responsible for the care of animals during school breaks (Semester, Spring, etc.), and residents will need to plan accordingly. Residents will not be able to enter their room during the breaks, so they must either remove their fish or place an extended feeder in their tank. Any pet violation may result in the resident being charged for disinfecting the room.

A certified therapy/service animal is permitted for a resident with approved medical documentation through the Office of Disability Services and Residence Life. Owners of approved therapy/service animals must adhere to the Guidelines for Therapy/Service Animals to insure their animal does not violate their obligation to the Residence Life Housing contract. Specifically, owners should be mindful of the animal's potential influence on another resident's peaceful enjoyment and the property of MSU. Please note that failure to adhere to the Guidelines for Therapy/Service Animals may result in the animal and/or resident being removed from the residence hall environment. For more information about approved therapy/service animals please contact the Residence Life Office.

Room Damage

Students are responsible for the furniture and fixtures in their rooms and for University property within the hall. Any room damages (including nail holes, tape residue etc.) determined to be above normal wear and tear (at the discretion of the Residence Life staff), will be billed to the resident(s) and may result in disciplinary action. Students who, because of their actions, are responsible for damage to the residence hall facility (such as leaving a window open during the winter that results in a burst heater pipe), will be held financially responsible for any/all damages caused as a result. **Residence Life encourages residents to invest in renters insurance.**

Room Entry

Students cannot physically nor visually block, restrict, or deny a Residence Life staff member or other University official from entering their room. This includes hanging blankets, sheets, tapestry, etc., that visually or physically restricts access to the room. Violations of this policy will result in disciplinary action.

Along with the facility checks three times each semester, there are other instances when University staff members may enter residents' rooms. The University is committed to respecting residents' right to privacy; however, there are times when it is necessary to enter their rooms to perform maintenance, or when a suspected emergency exists. Otherwise, residents' rooms will be entered only accordance with state law, which includes written notice in all cases that are not deemed emergencies (an emergency is defined as the belief that the occupant or the facility may be in imminent danger). Each student will be asked to review and sign a "Room Entry Notice" upon check in to their room. As stated in the Room Entry Contract:

The manner in which residents' rooms will be entered:

1. Staff members should knock but need not receive verbal permission to enter, if in the mind of the staff member in charge the danger is sufficient magnitude.
2. If residents refuse entrance to a staff member and he/she is reasonably sure that either the residents or state property is in danger or that residents are in violation of residence hall policy, the staff member may use a pass key to enter.

Some occasions in which residents' rooms will be entered:

1. Facility checks occur up to three times each semester. Written notice is given ahead of time.
2. Emergency situations:
 - a. A resident has been missing for more than 24 hours for unknown reasons or has been reported missing by a roommate, a friend, or a relative.
 - b. Someone hears a resident verbally call for help, or a resident calls by telephone.
 - c. Imminent danger threatening residents including, but not limited to: fire bombs, smoke, gas, electrical, lack of heat, too much heat, burst pipe, flooded room, window left open, the presence of a suspected dangerous trespasser, etc.
 - d. A resident's room and/or belongings are threatened by the hazards listed above.
 - e. Conditions in the room are a constant annoying disturbance to other residents; for example; radio, alarm clock, stereo, etc., left on.

3. A weapon, explosives or combustibles have been reported to be in the room.
4. At hall closing, inclusive of breaks, to ensure building security.

Safety and Security

Please review the Residence Life Safety and Security Brochure for more information. **Those students who violate security policies will be evicted from the residence hall system, which may result in suspension from MSU..**

Accessing Restricted Areas

Due to community disruption and potential for injury, individuals are not to enter restricted access areas in non-emergency situations without prior permission from a University staff member. Restricted access areas may include, but are not limited to: front desk areas, offices, any/all entrance way overhangs, residence hall roofs, Roskie Hall 2nd floor ledge, Roskie Hall and Headwaters Complex basements, storage rooms and Quads' fire escapes.

Hall Security

Residents may enter or leave their hall at any hour. A night security desk clerk is on duty in all halls to admit residents and their guests after 10:00pm, with the exception of the Quads, Headwaters Complex, and the Residence Life Apartments which have an outside door key or CatCard entry doors. At all times, students are responsible for the actions of their guests.

In Hannon, Hapner, and Langford, any guest who is in the residence halls must sign in at the hall front desk, present a photo ID and be escorted through the hall by the resident they are visiting. A failure to sign in guests or adhere with check in procedures will result in disciplinary action. **The resident listed on the guest check-in slip will be responsible for the actions of that guest.**

CatCard access is provided for resident convenience. All halls outside doors are secured 24/7. Residents may come and go as they please but guests are only allowed to enter the building if they are escorted/signed in by a resident of the hall.

Liability

The University does not assume responsibility for, or carry insurance against, the loss or damage of individually-owned personal property, either in the student's room or in residence hall public areas, dining halls, or storage areas. Students are encouraged to obtain insurance against loss or damage to their personal property.

Persona Non Grata

Any person classified as "Persona Non Grata (PNG)" from a residence hall or dining hall is restricted from entering that area for a designated time period.

Propped Doors

Propped doors put the residents' safety, privacy and belongings at risk. A door is considered propped when any person uses an object to prevent the closing of the door or to provide entry without a key or proper access. **Propping doors is prohibited, and will lead to serious judicial action inclusive of eviction from hall.** If students see a propped door, un-prop the door and report it to the desk clerk on duty immediately.

Security Cameras

Security cameras have been placed in most of the residence halls to assist in policy enforcement and to monitor the living environment for the students. Any violation recorded on the cameras will be considered for administrative action through the judicial system and/or legal action through University Police. Tampering with security cameras will result in aggressive disciplinary action, which could result in eviction from the Residence Hall system, suspension from Montana State University and/or criminal action through University Police.

Syringe and Sharp Objects Disposal

Students should not place exposed medical hypodermic needles directly into trash containers. Disposable, puncture-proof containers are available and should be used for disposing of hypodermic needles. These containers should be used to provide protection to other students and custodial personnel. Please see the hall front desk for more information.

Unauthorized Entry

Each residence hall has CatCard activated entry for your convenience. It is your responsibility to check-in all guests properly at the front desk. Entry through any entrance or assisting others' entry through any entrance other than a CatCard accessible door or main entrance is prohibited and will lead to serious conduct action inclusive of eviction. Entry or exit through windows is considered unauthorized entry and is prohibited.

Screens

Residents are responsible for maintaining their window screen in an installed position on their room windows. A charge to check security of screen plus replacement of materials will be billed to residents who remove their screens. No objects, including fluids, may be hung, thrown, or dropped from the window of a residence hall room. People may NOT hang out/rappel from windows – severe disciplinary actions will be taken. Screens must be kept intact to protect pedestrians from falling objects and prevent unauthorized persons from entering the building.

Signs

Signs which are the property of the federal, state or local government, or which belong to the University, may not be posted in student rooms. Sign theft is illegal. If residents are found possessing such a sign, they will be reported to the proper authorities for disposition of their case. If students are found to be in possession of a local business sign, they will be reported to the business concerned and/or the local police.

Skateboards/Rollerblades/Scooters/Hoverboards

As stated in section 629.00-B of Code of Student Conduct:

B. Wheeled Devices – Skateboards, roller blades, roller skates, bicycles and similar devices are not permitted to be ridden inside University buildings. Bicycles are not permitted inside University buildings for storage, except as allowed in the residence halls and family housing by Residence Life Policy. Additionally, skateboards and other wheeled items may not be operated in a dangerous or reckless fashion, or on railings, curbs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to University property caused by these activities. Failure to yield to pedestrians or failure to abide by traffic laws/rules on campus is considered a conduct violation.

Solicitation

Residents have the right for their living area to be free from salespersons, solicitors and the like. If residents are approached by a solicitor please report this information to an RA or the hall front desk immediately. Additionally, students may not solicit from their rooms. Clubs and organizations are prohibited from soliciting door-to-door.

Campaigning

There are certain times when door-to-door campaigning is permitted. These are during national, state or local elections or ASMSU/RHA elections. Some specific guidelines:

- a. Candidates or reps may campaign door-to-door.
- b. Candidates wishing to campaign door to door in the residence halls must have written authorization from the Director of Residence Life.
- c. Door-to-door campaigning may take place from noon to 7:00 p.m. and only on days specified.

- d. All candidates or reps campaigning door-to-door must abide by the rules and regulations in that hall. Please be aware of and adhere to building escort policies.
- e. Candidates wishing to use other methods of advertisement/solicitation should use the guidelines listed in the above sections.
- f. Candidates and/or representatives must be escorted by a resident of the building while in Hannon Hall, Langford Hall, or Hapner Hall.

Sales

Sales in hall lobbies at specified times may occur with prior written authorization by the Vice President of Administration and the Director of Residence Life.

Posted Information

Residents have a right to be informed of happenings at MSU and we attempt to meet this need by providing bulletin boards and posting areas in each hall. With the exception of a public bulletin board in the main lobby of each hall, all posting areas are only for residence hall notices and other notices approved by the Director of Residence Life or designee. Any unauthorized postings will be removed and disciplinary action may be taken. Please see Residence Life for more information.

Mailboxes

The mailboxes located in the residence halls are reserved for U.S. Postal Service functions which protect the integrity of the mail. Regulations regarding solicitation comply with the guidelines established in 1990 by RHA and the Residence Life Office, with the guidance of the MSU Post Master.

Sports

Activities including but not limited to football, basketball, broom hockey, water fights, frisbee/ folf, handball, hacky sack, shooting Nerf guns and juggling are prohibited in the residence halls, rooms or public areas. Games and other activities conducted in residence hall public areas present real potential for accidents. They are potentially dangerous and almost always disruptive to others and may damage fire safety equipment. Sports played outside of the residence hall should be done with caution and mindful of others in the area. Any damage caused to the building or area will be charged to those responsible.

Sprinkler Systems

Hanging items from and/or persons swinging on the sprinkler pipes is prohibited (i.e. laundry hangers, decorations, etc.). Sprinklers are considered fire safety equipment and should not be tampered with. Any damages cost related will be billed to the student.

Televisions

Television antennas, satellite dishes, or any other devices cannot be hung out the windows or affixed to the outside of the building. The process of installation causes physical damage to the building and there could be a great danger to residents if they fall or injure themselves during installation.

Antennas present a danger during electrical storms. Tampering with cable TV access is considered "theft of services" and is illegal.

Theft

As stated in section 628.00 of the Code of Student Conduct:

- A. Theft, attempted theft, unauthorized possession, use, or removal of University property or the property of any member of the University community.
- B. Defacing, tampering, damaging or destroying University property or the property of any member of the University community.
- C. Unauthorized presence in or use of University grounds, facilities, or property.

- D. Theft or other abuse of computer facilities, capabilities and/or computer time, including, but not limited to:
1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 2. Unauthorized transfer of a file;
 3. Unauthorized use of another individual's identification or password;
 4. Use of computing facilities to interfere with the work of another student, faculty member or University official;
 5. Use of computing facilities to send harassing or abusive messages;
 6. Use of computing facilities to interfere with the normal operation of the computing system;
 7. Unauthorized use of computer resources, or the unauthorized use or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems, unauthorized access or copying of data or software, attempts to release data, text, files or software in violation of copyright protection and the condoning, approving, or directing of unauthorized use or copying;
 8. Unlawful downloading and distribution of copyrighted digital media via peer-to-peer (P2P) file sharing applications including, but not limited to video (movies) and sound (music) files;
 9. Attempts to circumvent or defeat any University owned system firewall or any other mechanism put in place to manage the network.
- E. Theft of telephone services or other auxiliary services, including food services, housing, parking, etc.

Vandalism

In the residence halls, vandalism is defined as any damage to property, furnishings, furniture, elevators, or any additional/unnecessary messes beyond what is expected with normal use of the facilities (i.e., smashed fruit in the hallway, spilled drink in the stairwell, etc.).

Activities that require additional clean-up by the custodial staff will be charged to the hall, floor, or individuals responsible.

The Residence Life and University Food Services operations are completely self-supported, therefore, all expenses are paid from room and board income. Any activity or vandalism which increases residence hall expenses has to be passed on to residents in the form of higher room and board charges.

Video Policy

The legality of showing videos (VHS, DVD, film, etc.) in the residence halls is still largely unresolved. It has not truly been tested in the courts and, until it is, there is no legal precedent established. Please adhere to the following guidelines.

1. The University and its staff cannot rent videos without paying additional price for copyright privileges.
2. It is against copyright law to have a public showing of videos; the problem is coming up with a consistent definition of "public." The safest approach is to use floor lounges or rooms other than the main lobby.
3. Money may not be charged for video showings.
4. The showing of adult videos is prohibited in public areas.

Hot Tubs

Due to the potential danger from electrical shock, potential damage to the facilities and increased utility costs, hot tubs are not permitted in the residence halls.

Weapons – (University Weapons Policy)

Definitions

For purposes of this policy, “Weapon” means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the following items: firearms, including rifles, shotguns, handguns; bowie, dirks and knives (other than kitchen knives) with blades four (4) inches or longer, explosives, swords, nunchucks, throwing stars and other martial arts weapons, crossbows, compound bows, recurve bows, long bows, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms. “University Premises” means the facilities and land owned, leased by or under the primary control of Montana State University-Bozeman and passenger vehicles owned, leased or otherwise under the control of the university.

Policy

No person may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, on university premises except as authorized by this policy.

1. Authorized Residence Hall Storage Facilities. Residents of residence halls may store rifles, shotguns, crossbows, compound bows, recurve bows and long bows with field or broadhead points in university storage facilities in compliance with the procedures outlined under “Weapon’s Storage and Maintenance” in the Residence Hall Handbook.
2. Family and Graduate Housing. Residents in Family & Graduate Housing may possess rifles, shotguns, crossbows, compound bows, recurve bows and long bows with field or broad head points in accordance with their contract terms.
3. Licensed Peace Officers and Security Personnel. Licensed peace officers working in the course and scope of their employment as law enforcement officers and employees of a contracted private security company, registered to carry firearms pursuant to Title 37, Chapter 60, MCA, working in the course and scope of their employment, are authorized to carry loaded firearms on campus.
4. Transportation. The transportation of unloaded firearms directly between a parking area on campus and the location authorized for its use, or transportation of a firearm to be stored in the university storage facility as outlined in this policy is permitted under this policy.
5. Replicas. The use of starting pistols at athletic events, replicas in connection with authorized military drills by ROTC or theatrical productions sponsored by the university is permitted.
6. Display. The display of unloaded firearms in connection with university events or events contracted under the Facility Use Policy by third parties if permitted, if the advance written permission from the University Police Chief or designee is obtained. The Chief of Police shall provide notice to university administrators or employees who, in his or her discretion, should be advised of the granted exception.

Procedures

Students and employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including expulsion or termination of employment. The University Police Department shall be responsible for appropriate enforcement of the policy for visitors and others on campus which may include removal from the campus, restriction of access to campus under section 1200.00 of the Facilities Use Manual, criminal and/or civil proceedings

Weapons Storage and Maintenance

Students living the residence halls may store the following weapons: rifles, shotguns, crossbows, compound bows, recurve bows and long bows with field or broadhead points in residence hall storage facilities. Even though airsoft guns are not allowed in the living environments of the residence halls, they will be allowed to be stored in the residence hall weapon storage facilities. Students check them into the storage facilities located at the hall front desks of Langford, Roskie, Johnstone Center, Yellowstone, North and South Hedges. Those students living in Hannon, Hapner, Headwaters Complex, and the Residence

Life Apartments may check their approved weapons in storage facilities at any other hall, as facilities for storing weapons are not available in these three complexes. Only RDs, RAs and PCs may check approved weapons in or out.

Firearms must be unloaded and have their actions open whenever checking them in or out. All weapons that are checked into gun storage will be documented using a Residence Hall Weapons Control Form, available at hall front desks. When checking a weapon in or out the owner must present some form of identification which displays his/her photograph. The owner of the weapon is the only person permitted to check out that firearm.

Possession and/or gun cleaning is not allowed in the residence halls. If a resident is found with a weapon in the living area of a residence hall, University Police will be contacted immediately and their residence hall contract will be terminated. The resident will also be sent before a disciplinary committee that may result in suspension from the University.

Discharging a weapon in a residence hall will be cause for immediate eviction and possible suspension from school as well as a referral to law enforcement officials



600.00 Code of Student Conduct

(Revised March, 2015; Effective July 1, 2015)

The Montana State University academic community seeks to foster a campus environment conducive to academic inquiry, productive campus life, and thoughtful study and discourse. The student conduct process at MSU is an educational and developmental process that balances the interests of individual students with the interests of the academic community.

Students are essential members of the MSU community and are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. The student conduct process at MSU is not intended to punish students; rather, it exists to challenge those whose behavior is not in accordance with our policies and to foster a better understanding of the expectations that exists for members of our academic community. Sanctions are intended to improve the students' moral and ethical decision-making and to help them learn more about what is expected as members of our community. In cases where students fail to demonstrate an understanding of established conduct standards or pose a threat to the continuing safety of the academic community, the conduct process may determine that the student should no longer share in the privilege of being a member of this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in the student conduct process are conducted with fairness, but do not include the same protections of due process afforded by the courts in criminal cases. Due process, as defined within these procedures, assures written notice and a hearing before an impartial board or hearing officer. No student will be found in violation of the MSU Code of Student Conduct without a determination that is more likely than not that a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Students at Montana State University are responsible for reading and adhering to this Code of Student Conduct. Annually, students are provided a link to this Code of Student Conduct on the University website. Hard copies are available upon request from the Office of the Dean of Students.

610.00 Judicial Authority and Jurisdiction

- A. The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and during the student's attendance.
- B. The University retains conduct jurisdiction over students who 1) are on University holidays and during summers between enrolled semesters; and/or 2) choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, or graduate and all directives and/or sanctions must be satisfied prior to re-enrollment eligibility. If serious misconduct was committed while the student was enrolled but reported after the accused student has graduated or withdrawn, the University may invoke these procedures.
- C. The Code of Student Conduct applies to behaviors that take place on campus, at University-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:
 - Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others;
 - Any conduct that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.

- D. The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University shall not regularly search for this information but may take action if and when such information is brought to the attention of University officials. No violation of the Code of Student Conduct can occur when the speech that is subject to the complaint is protected by the student's free expression rights under the First Amendment.
- E. Students who commit offenses that violate the laws of the city, state or United States are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses are also violations of this code. University disciplinary proceedings may precede, follow, or take place simultaneously with criminal investigations or proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- F. When a student has been charged by a civil authority for a violation of law, the University will neither request nor agree to special consideration for the student solely because of his or her status as a student.
- G. When a complaint is filed with appropriate University officials charging a student with violating the Code of Student Conduct, the University is responsible for conducting an investigation, initiating charges and adjudicating those charges. Charges under the Code of Student Conduct that are filed by the University are brought forward by the University and not an individual complainant. If the complainant decides to withdraw the complaint, the University may proceed with the case.
- H. University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their designated University email address.

620.00 Proscribed Conduct

Any student found to have committed a violation of the Code of Student Conduct is subject to disciplinary sanctions outlined in Section 660.00. The following offenses constitute violations of the Code of Student Conduct and can lead to serious disciplinary action, including suspension or expulsion from the University.

621.00 Acts of Dishonesty

Acts of dishonesty include but are not limited to:

- A. Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft, unauthorized possession or use of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. (Refer to Academic Misconduct Procedures, 420.00 for additional definitions)
- B. Knowingly furnishing false information to any University official, faculty member or office.
- C. Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs or accounts.

622.00 Harassment, Hazing, and Bystanding

Refer to Harassment in the Residence Hall Handbook, page 29.

623.00 Assault and Harm to Persons

Refer to Assault in the Residence Hall Handbook, page 22.

624.00 Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy Offenses

Violation of Montana State University's Policy on Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking (Discrimination Policy) is a violation of this Code of Student Conduct. The definitions of discrimination, harassment, sexual misconduct, domestic violence, and stalking are contained in the Discrimination Policy. Violations of the Discrimination Policy include retaliation against an individual for taking any of the actions in support of the Discrimination Policy as defined in Section 128.00 of the Discrimination Policy

625.00 Alcohol and Drug Offenses

Refer to Alcohol, Tobacco and Drugs in the Residence Hall Handbook, page 21.

626.00 Firearms, Explosives, and Weapons Offenses

Refer to Weapons in the Residence Hall Handbook, page 37.

627.00 Illegal and Disruptive Conduct

Refer to Disruptive Behavior in the Residence Hall Handbook, page 25.

628.00 Theft/Misuse of Property

Refer to Theft in the Residence Hall Handbook, page 36.

629.00 Other Proscribed Conduct

- A. Fire Safety - Refer to Arson in the Residence Hall Handbook, page 22.
- B. Wheeled Devices – Refer to Skateboards/Rollerblades/Scooters in the Residence Hall Handbook, Page 34.
- C. Abuse of Conduct Process - Interference with, or failure to comply in, University conduct and academic misconduct hearings including, but not limited to:
 1. Falsification, distortion, or misrepresentation of information;
 2. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 3. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 4. Harassment (verbal or physical) or intimidation of witnesses or a member of a conduct hearing board prior to, during or following a conduct proceeding;
 5. Failure to comply with the sanction(s) imposed by the conduct program;
 6. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- D. Failure to Comply – Students must comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- E. Financial Responsibilities - Failure to promptly meet financial responsibilities to the institution, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- F. Arrest - Failure of any student to accurately report the student's arrest by any law enforcement agency to the Office of the Dean of Students within seventy-two (72) hours of for any felony crime that occurs 1) on University premises, 2) at University sponsored activities, or 3) off-campus. A felony crime is a crime for which more than one year in prison may be imposed.

630.00 Student Conduct Programs

The University shall establish appropriate procedures to adjudicate alleged violations of the Code of Student Conduct under the direction of the Dean of Students in a unified manner. All conduct programs must follow the procedures as outlined the Code of Student Conduct.

631.00 Residence Life Student Conduct Program

- A. In addition to this Code, students who reside in the Residence Halls are subject to the conduct requirements set forth in the Residence Life Handbook. Residence Life staff are hereby delegated responsibility for investigating and adjudicating allegations that involve violations of the Residence Life Handbook and may impose sanctions related to a student's use of the Residence Halls.
- B. All allegations of violations of the University's Code of Student Conduct reported to Residence Life Staff will be promptly referred to the Dean of Students. In such cases, the Dean of Students may delegate the investigation and adjudication to the Residence Life staff. When such matters are delegated, the investigation and adjudication shall be conducted in accordance with the procedures of this Code.
- C. The Director of Residence Life will coordinate the delegated Residence Life Conduct Program and will work closely with the Dean of Students to assure consistency.

632.00 Department of Athletics

- A. In addition to the requirements of this Code, student athletes are also subject to the Department of Intercollegiate Athletics conduct requirements found in team rules, NCAA policies, and the Student-Athlete Code of Conduct. The Director of Athletics, or designee, will coordinate the Student-Athlete Code of Conduct for alleged violation of departmental conduct requirements and may impose sanctions related to a student's participation in intercollegiate athletics.
- B. The Director of Athletics will refer allegations of violations of the University's Code of Student Conduct to the Dean of Students for processing under the Code of Student Conduct. Additional University sanctions by the Dean of Students may be in addition to, or in lieu of, the process outlined in the Student-Athlete Code of Conduct.

633.00 Office of the Dean of Students

- A. The Dean of Students is responsible for administering the University's Student Conduct Program, including the investigation and adjudication of cases involving alleged violations of the Code of Student Conduct except alleged violations of MSU's Policy on Discrimination, Harassment, Sexual, Misconduct, Dating Violence, Domestic Violence, and Stalking Policy in which case Section 640.00 below will apply.
- B. The Dean of Students may appoint either a Hearing Officer or a Hearing Board to adjudicate violations of the Code of Student Conduct. The Hearing Officer or Hearing Board will conduct hearings using the procedures outlined in Sections 653.00 through 655.00.
- C. For the purposes of deadlines in this Code, days shall mean "calendar" days unless stated otherwise, and the Dean of Students or designee may extend or waive any deadline herein upon a showing of good cause, the responsibility and burden of proof of "good cause" will be upon the party requesting the extension. Good cause will include circumstances such as the impact of academic calendar breaks or holidays or other causes beyond the party's control (e.g., illness, death in the family).

634.00 Composition of University Student Conduct Hearing Board

- A. A University Student Conduct Hearing Board is appointed by the Dean of Students with five (5) members comprised of:
 - 1. One (1) professional staff member selected by the Dean of Students after consultation with the Professional Council;
 - 2. Two (2) faculty members selected by the Chair of Faculty Senate after consultation with the Dean of Students; and
 - 3. Two (2) student members selected by the President of ASMSU after consultation with the Dean of Students.

- B. One member of each Hearing Board shall be appointed as the Presiding Officer by the Dean of Students.
- C. A non-voting recording secretary will be provided by the Dean of Students to take minutes during conduct hearings.
- D. The Dean of Students will select replacements for any board members for good cause. A quorum is considered to be three members.

640.00 Investigation and Adjudication of Allegations of Discrimination, Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Policy Violation Offenses

- A. Complaints against student(s) accused of violations of MSU's Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking Policy (Discrimination Policy) will be referred to the Title IX Coordinator who will follow the procedures for reports and complaints of Discrimination Policy violation in accordance with MSU's Discrimination Grievance Procedures. The Student Conduct Adjudication Procedures, Appeals, and Interim Sanctions found in Sections 650.00 "STUDENT CONDUCT ADJUDICATION PROCEDURES," 670.00 APPEALS, and 680.00 INTERIM RESTRICTIONS shall not apply in allegations of such Policy Violations and shall be replaced by MSU's Discrimination Grievance Procedures.
- B. When a student is found to have engaged in Discrimination Policy violations, the Dean of Students will determine and assign sanctions as allowed by the Code of Student Conduct in Section 660.00, including suspension or expulsion from the University. The Dean of Students' sanction is the final University decision and shall not be subject to the appeal right and procedures found in Section 665.00 (P) and Section 680.00 of the Code of Student Conduct. The Student may appeal under the provisions of Policy 203.5.2 of the Montana Board of Regents Policies and Procedures Manual.

650.00 Student Conduct Adjudication Procedures

651.00 Filing of Charges

On its own initiative or upon receiving a complaint from any student, faculty or staff member, the University, through the Office of the Dean of Students, may, after an investigation, file appropriate charges against a student accused of violating the Code of Student Conduct.

- A. Charges should be filed no later than four (4) months after the alleged violation of the Code of Student Conduct, unless good cause is shown to justify the delay. When charges are referred to the Dean of Students for investigation and adjudication, any resulting hearing will normally be convened within seventy-five (75) calendar days from the date the charges were filed, unless good cause can be shown for delay.
- B. If a student has withdrawn or withdraws from the University after charges have been filed, the University may:
 1. Place a hold on the student's academic record, re-enrollment and notify the student that disciplinary action will be initiated before the student's re-enrollment in the University; or
 2. Upon notice to the charged student, proceed with the disciplinary process, determining sanctions to be imposed if the student is readmitted.
- C. The Dean of Students may order that University administrative services such as grades, registration, course drop/adds, fee payment, refunds, withdrawals, fee waivers, etc., be withheld to compel students accused of violation(s) of the Code of Student Conduct to meet with the Dean of Students as necessary to properly investigate and adjudicate the alleged violation(s).

652.00 Preliminary Investigation and Administrative Adjudication Procedures

- A. Whenever a complaint is filed or when it appears that a student may have violated the Code of Student Conduct, the Dean of Students will designate a Conduct Officer to conduct an investigation of the incident. The Conduct Officer conducting the investigation:
1. Determines the facts through interview, reports and other information collected.
 2. Informs the student of the findings of the investigation.
 3. Allows the student an opportunity to respond to the evidence and potential charge(s).
 4. Makes a determination whether there is reasonable cause to believe that a violation of the Code has occurred.
- B. The Conduct Officer conducting the investigation may withdraw any charge determined to be without reasonable cause. No reasonable cause means that there is insufficient credible evidence to support the charge or even if proved, the conduct does not violate the Code. The complainant, if any, who filed the charge initially may appeal this decision to the Vice President for Student Success under the appeal processes set forth in Section 670.00.
- C. After the conclusion of the investigation the Conduct Officer may propose an Administrative Agreement for the accused student(s). If the student agrees with the facts and any sanction(s) proposed, the Administrative Agreement will be agreed to by both the student and the Dean of Students, or designee. By agreeing to the Administrative Agreement, the student waives the right to a hearing and any appeal and agrees to accept the sanction(s).
- D. After the conclusion of the preliminary investigation, an Administrative Agreement can be proposed between the Officer and the accused student(s) if the student agrees with the facts and any sanction(s) proposed. The Administrative Agreement will be signed by both the student and the Dean of Students. By signing the Administrative Agreement, the student waives the right to a hearing and any appeal and agrees to accept the sanction(s).
- E. If the student denies the charges or the sanctions, the case will be referred for a hearing under section 654.00 and 655.00.

If an Administrative Agreement is not signed within seven (7) calendar days following its submission to the student, the matter shall be referred for a hearing under sections 654.00 and 655.00, unless the charged student(s) can show good cause for the extension of the deadline as provided in Section 654.00 E.

653.00 Notice

In the event of a student conduct hearing, the charged student shall be notified at least seven (7) calendar days prior to the date of the hearing (except a hearing on the alleged violation of Interim Restrictions imposed under Section 680.00 which may be called with one (1) calendar day notice to the student). Such notice shall be in writing and shall include the following:

- A. The specific charge(s) citing the Student Conduct Code provisions allegedly violated.
- B. A description of the alleged violation(s), including the time and place of the alleged act(s) (insofar as may reasonably be known) and a summary of the information upon which the charges are based.
- C. The time and place of the pre-hearing conference.
- D. The procedures to be followed in the hearing.
- E. Notice of the student's right to be assisted throughout the hearing and appeal process by any advisor the student chooses at the student's own expense. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor (including attorneys).

654.00 Pre-Hearing Conference

The Presiding Officer of the Hearing Board or the Hearing Officer may convene a pre-hearing conference (in person, by electronic, written or other means) including the Complainant (if any) and the charged student to:

- A. Narrow and define the issues to be presented at the hearing.
- B. Identify and list all witnesses for the hearing. The Presiding Officer or Hearing Officer may establish restrictions on the numbers of witnesses and may disallow witnesses who have not been identified at the pre-hearing from providing testimony at the hearing.
- C. Identify and list all documents to be presented at the hearing.
- D. Provide for a pre-hearing exchange among the parties of any documents to be presented at the hearing. The Presiding Officer or Hearing Officer may prohibit the presentation of evidence that is not provided to the parties before the hearing.
- E. Set a time and place for the hearing.

655.00 Hearing Procedures

Hearings are conducted by the Student Conduct Board or Hearing Officer according to the following guidelines:

- A. The member(s) of the Hearing Board or Hearing Officer shall be impartial, i.e., without personal bias in favor of or against the charged student. Any participant in the hearing who believes the members of the Hearing Board or Hearing Officer have a personal bias must raise the issue before the hearing or as soon as the knowledge of personal bias is known to the participant, whichever is sooner; failure to do so will result in a waiver of such claim.
- B. Hearings will be closed to the public unless all parties, witnesses and other participants waive their rights to privacy. Admission to the hearing of persons other than the parties involved will be at the discretion of the Presiding Officer or the Hearing Officer.
- C. Minutes will be kept by the recording secretary and an audiotape may be used to record the hearing. The audiotape is the property of the University.
- D. The University bears the burden of proving by a preponderance of the evidence that the charged student violated the Code of Student Conduct. A preponderance of evidence is described as evidence that is of greater weight or is more convincing than the evidence that is offered in opposition to it. A staff member from the Office of the Dean of Students will present the case to the Student Conduct Hearing Board or the Hearing Officer on behalf of the University. The presenting staff member shall not be a member of the Hearing Board.
- E. The University may proceed with a hearing in any case in which the charged student fails to appear after receiving proper notice. Proper notice is defined as notice sent to the student's official University email address.
- F. Students, even those who are accompanied by an advisor (including attorneys), are responsible for presenting the student's own case. Advisors are not permitted to speak or participate directly in any hearing. The advisor may not make a presentation, speak for or represent the party bringing the complaint or responding student during the hearing. Advisors may confer with their advisee, exchange notes, and clarify procedural questions with the Presiding Officer or Hearing Officer.
- G. The complainant (if any) and the charged student(s) shall have the opportunity to review all statements and written evidence collected or prepared during the investigation prior to the hearing, to present witnesses and evidence at the hearing, and to question the evidence and witnesses during the hearing.
- H. The Presiding Officer or Hearing Officer may preclude the presentation of duplicative, irrelevant or unnecessary evidence and may limit the number of witnesses.
- I. The Presiding Officer or Hearing Officer shall control the hearing, and shall make all decisions regarding evidentiary and procedural questions.
- J. Every reasonable effort will be made to elicit and consider the most reliable evidence. The statutory Rules of Evidence, rules of discovery and rules of procedure that govern state and federal court proceedings do not apply during student conduct hearings.

- K. The charged student and complainant (if any) must submit all evidence either intends to submit to the Presiding Officer or Hearing Officer no later than five (5) calendar days before the hearing date for the Presiding Officer's or Hearing Officer's review to determine admissibility. Evidence not submitted five (5) calendar days before the hearing date will not be allowed at the hearing unless there is good cause for exception, as determined by the Presiding Officer or Hearing Officer. All parties will have opportunity to review such evidence prior to the hearing. The decision of the Presiding Officer or Hearing Officer on the admissibility of the evidence and procedural matters is final.
- L. Any person, including the charged student, who disrupts a hearing or who fails to adhere to the rulings of the Presiding Officer or Hearing Officer may be excluded from the proceedings.
- M. The determination of the hearing shall be made on the basis of whether it has been proven by a preponderance of evidence that the charged student violated the Code. Any decision shall be based only upon evidence and testimony presented at the hearing.
- N. The decision of the Student Conduct Hearing Board or Hearing Officer shall be in writing. If the charged student is found to have violated the code, the Hearing Officer or Hearing Board may recommend sanction(s) to the Dean of Students.
- O. The record of the hearing shall consist of written minutes of the hearing, any documentary evidence presented, the audiotape, if made, and the written decision of the hearing board or Hearing Officer.
- P. The Dean of Students shall, within seven (7) calendar days after receiving the decision and recommendation, determine what sanction(s), if any, will be imposed if a violation is found to have occurred. The Dean shall send a copy of the decision and the sanction(s) to be imposed to the charged student(s) and complainant, if any.
- Q. The decision of the Student Conduct Hearing Board or Hearing Officer and the sanctions imposed by the Dean of Students may be appealed to the Vice President for Student Success as set forth in section 670.00.

660.00 Sanctions

- A. Individual Sanctions - In determining a sanction, the Dean of Students may consider the student's present and past disciplinary record, including Residence Hall disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, and other factors relevant to the case.
- B. If the student is found to have violated the Code of Student Conduct, the Dean of Students may impose one or more of the following sanctions:
 - 1. Expulsion - Permanent separation of the student from the University. The student may also be barred from University premises, events or activities. This sanction may be enforced with a trespass action as necessary.
 - 2. Suspension - Separation of the student from the University for a specified period of time, but not less than the remainder of the semester. Eligibility for return to the University may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within twenty-four (24) hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. During the suspension period, the student is banned barred from University property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary.
 - 3. Conduct Probation/Suspension Warning - A status that is imposed for a designated period of time and includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Code of Student Conduct during the period.
 - 4. Disciplinary Reprimand - A formal reprimand which may be imposed either in verbal or written form for violating the Code of Student Conduct and a warning that further misconduct may result in more severe disciplinary action.

5. Restitution - Compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 6. Residence Hall Sanctions - Disciplinary action may consist also include residence hall sanctions such as a Warning, Residence Hall Probation, Residence Hall Suspension, Restrictions of Residence Hall Privileges, Constructive Work Projects, Removal from Floor, Hall, or Residence Hall System, or a combination of sanctions.
 7. Community or University Service Requirements – Completion of a specific, supervised University or community service.
 8. Loss of Privileges - The student will be denied specified privileges for a designated period of time.
 9. Other Sanctions - Other sanctions may be imposed instead of, or in addition to, the sanctions specified above, such as withholding registration, limitation of access to University housing facilities or other property, imposition of mandatory educational or counseling requirements or other sanction appropriate under the circumstances.
- C. Group Sanctions - The following sanctions may be imposed upon sororities, fraternities, groups or organizations registered with the University:
1. Those sanctions listed in subparagraphs 1-5 and 7-9 above.
 2. Deactivation - Loss of all privileges, including University recognition or registration, for a specified period of time.

670.00 Appeals

- A. The student who is found responsible for violating the Code of Student Conduct may appeal the decision of the Student Conduct Hearing Board or Hearing Officer and/or the sanction imposed by the Dean of Students following a student conduct hearing by emailing a letter of appeal to the Vice President for Student Success within seven (7) calendar days of the official's decision. Sanctions shall be kept in abeyance pending the determination on appeal, except that any interim sanctions shall continue. The letter of appeal must specifically allege and factually support one or more of the following grounds:
1. The student's rights as set forth in this Code of Student Conduct were violated (i.e., there was an error in the procedure or the interpretation of the Code of Student Conduct which substantially affected the student's ability to receive a fair hearing);
 2. New evidence, unavailable during the original hearing or investigation, has been discovered that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in their letter of appeal.
- B. If a sufficient claim is presented under one or more of the specified grounds, the Vice President for Student Success shall accept the appeal, notify the student and complainant, if any, and request a copy of the record of the hearing. If sufficient claim is not presented, the appeal shall be dismissed with written notice to the appealing student and complainant, if any.
- C. Within twenty (20) calendar days from receipt of the record, the Vice President for Student Success shall review the entire record and render a written decision. The Vice President for Student Success may remand the case to the original Hearing Board or Hearing Officer for further findings of fact or clarification.
- D. The decision of the Vice President for Student Success shall be based on the record only and is the final decision of the University. A copy of the decision shall be sent to the charged student, the complainant (if any) and included in the record.

680.00 Interim Restrictions

- A. The Dean of Students or designee may impose interim Residence Hall restrictions or University suspension or other restriction(s) upon a student pending the resolution of disciplinary proceedings if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury to, or interference with, persons or property.
- B. Interim restrictions may include, but are not limited to, the following:
 - 1. Residence Hall and/or University suspension;
 - 2. Assignment to alternate housing for students residing in University housing;
 - 3. Limitation of access to University housing facilities, other campus facilities or University property in general;
 - 4. Restriction of communication with named individuals or groups within the University community;
 - 5. The requirement to secure advance authorization to engage in a specified activity and/or professional evaluation, intervention and/or treatment.
- C. The official imposing the interim restrictions shall notify the student in writing of the restrictions imposed and shall schedule a meeting with the student to be held within three (3) calendar days after the imposition of the interim restrictions. If the student is unable to attend for good cause, the meeting or the hearing will be held as soon as the student is able to attend.
- D. At the meeting, the student shall be informed of the basis of the allegations that led to the imposition of the Interim Restrictions and shall be offered the opportunity to explain his or her position regarding the charges and the imposition of the Interim Restrictions. If, after hearing the student's position, the official believes the imposition of the Interim Restrictions was made in error or is too restrictive, the official may rescind or modify the restrictions. Otherwise, the restrictions shall continue until the decision is rendered in a future student conduct proceeding.
- E. In cases where interim restrictions have been imposed, the disciplinary hearing shall be held as soon as possible, but not later than thirty (30) calendar days from the date of the imposition of interim restrictions.
- F. The time limitations set forth in this section may be expanded upon the consent of the student.

690.00 Records and Confidentiality

- A. The Office of the Dean of Students shall maintain student conduct records. Relevant student conduct records and related information shall be made available to hearing boards to assist in recommendation of an appropriate sanction, and to other University personnel who require such information to fulfill their official duties.
- B. Students may arrange to review their own student conduct records and related information by contacting the Office of the Dean of Students.
- C. Except as provided elsewhere in this Code and/or as required by law, the University shall not communicate a student's conduct record to any person or agency without the prior written consent of the student.
- D. Student conduct records shall be maintained for seven (7) years from the last recorded entry, then destroyed.

2018–2019 Academic Calendar

FALL SEMESTER 2018

August 10	\$40 Late Fee Assessed, classes dropped for unpaid, registered students.
August 22-24	Fall Orientation and Registration
August 22	9 a.m. Residence Halls open
August 27	8a.m. Classes Begin
September 3	Labor Day
September 10	Last Day to Add Classes
September 17	Last Day to Drop Classes (without grade)
September 18	Withdrawal Allowed, No Refund
October 8-13	Homecoming Week – GO CATS!
November 12	Veterans Day Holiday
November 10-December 14	No Course Withdrawal Allowed
November 21-25	Thanksgiving Break
December 10-14	Final Exams
December 14	Fall Semester Ends
December 15	Residence Halls Close, 12 Noon

SPRING SEMESTER 2019

January 4	Last day for Spring Payments
January 6	Residence Halls Open, 12 Noon
January 7-8	Spring Orientation and Registration
January 9	Classes Begin
January 21	Martin Luther King Holiday
February 18	Presidents Day Holiday
March 18-22	Spring Break
April 19	University Day Holiday
April 29-May 3	Final Exams
May 4	Commencement
May 4	Residence Halls Close, 12 Noon

PLEASE REFER TO “SCHEDULE OF CLASSES” FOR FURTHER INFORMATION.




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