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## MISSION STATEMENT

Rocky Mountain College educates future leaders through liberal arts and professional programs that cultivate critical thinking, creative expression, ethical decision making, informed citizenship and professional excellence.

### Division of Student Life Mission Statement

The student life programs at Rocky Mountain College enhance the College's educational offerings by assisting students with co-curricular matters and positively contributing to their growth and development beyond the classroom.

Specifically, student life departments and programs will:

1. positively contribute to students academic success;
2. encourage healthy lifestyle decisions;
3. assist students to access campus and community resources;
4. help students to develop positive connections and campus relationships;
5. ensure students understand campus culture and expectations;
6. provide a safe and healthy learning environment.

The student life division believes student involvement is an essential factor in the development of campus policies, procedures, activities, and events. Through participation, students gain the greatest benefit from their educational experiences.

## POLICIES AND PROCEDURES

### Drug and Alcohol Policy

#### Section I

##### *Philosophy*

Rocky Mountain College recognizes the problems of alcohol abuse as they occur on a societal scale today. The abuse of alcohol, particularly on college campuses is epidemic.

Rocky Mountain College neither encourages nor condemns the use of alcoholic beverages. Rather, the College acknowledges the right of individuals of legal drinking age either to abstain or to use alcohol responsibly.

Rocky Mountain College believes the key to successful control of alcohol abuse lies in education, providing healthy alternatives, and supporting and promoting healthy lifestyles. To this end, the College is committed to:

1. providing students and employees with the most current information available regarding alcohol and alcohol use;
2. developing and implementing alcohol-free social programming;
3. encouraging and supporting those students and employees who choose to abstain from the use of alcohol.

The chemical health of any individual, group, family or team is dependent on society's ability to establish standards for chemical use. The College believes the following standards represent healthy attitudes towards the use of alcohol:

1. The use of alcohol is a personal choice. No one should be pressured to drink or not to drink or to feel uneasy or embarrassed when abstaining, regardless of their personal choice.
2. Alcohol is not essential for the enjoyment of family, social events, or celebrations.
3. Drinking should not be an activity for its own sake, but can be an adjunct to other activities.
4. The use of alcohol at luncheons or meetings during working hours or the class day is unhealthy.
5. Excessive drinking that leads to intoxication is not healthy, safe, or socially acceptable.
6. Intoxication should not be laughed at or taken lightly, but should be considered irresponsible behavior and indicative of possible personal problems which need treatment.
7. Everyone who chooses to use alcohol should know his or her limits of moderation.

It is the responsibility of Rocky Mountain College to provide an atmosphere which promotes healthy alternatives, supports the standards set forth in this document and allows for individual choice either to abstain from or to use alcohol responsibly.

### Section II

#### *Alcohol Policy*

Consumption of alcoholic beverages at Rocky Mountain College, or an RMC sponsored event, is strictly prohibited except:

1. for those events approved to serve alcohol by the appropriate Division or Department Head (contact the Dean of Students for details regarding approval procedures);
2. for students twenty one (21) years of age or older, in the privacy of their residence hall rooms. NOTE: regardless of age, alcohol is strictly prohibited in Anderson, Rimview and Widenhouse Halls.

In compliance with Montana State law, *no one under the age of twenty one (21)* shall be allowed to consume or possess alcoholic beverages on campus. Further, minors are reminded that Montana state law forbids the possession and/or consumption of alcohol within the state. Violations of state alcohol laws will be referred to city authorities for possible prosecution.

Advertisement promoting alcohol or alcohol-related products is prohibited on campus. Rocky Mountain College's name and/or logo shall not appear in conjunction or co-sponsorship with the name of any alcoholic product or distributor without written approval of the President's Council.

### Section III

*Drug Policy* It is unlawful and prohibited to manufacture, distribute, dispense, possess, or use a controlled substance at Rocky Mountain College.

As a condition of employment at Rocky Mountain College, all employees will:

Abide by the terms of this statement; and notify the Personnel Office of any violation occurring in the workplace no later than five (5) days after such a violation.

### Section IV

#### *Policy Enforcement*

Violations of the Rocky Mountain College Alcohol or Drug policy will be treated on an individual basis; however, violators can expect one or more of the following sanctions to be enforced;

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1. Conduct hearing with a college official or supervisor.
2. Restitution for any damages caused as a result of the alcohol/drug policy violation.
3. Assignment of appropriate disciplinary work.
4. Students or employees may be required to participate in an approved alcohol/drug rehabilitation program.
5. Students violating the College alcohol/drug policy may be placed on disciplinary probation, suspended or expelled from the College.
6. Employees violating the College alcohol/drug policy may be placed on disciplinary probation or terminated from employment.

### Section V

#### *Alcoholism*

Alcoholism is a disease that is best recognized as uncontrollable drinking of alcohol. An alcoholic is dependent on alcohol both mentally and physically. Young people, sometimes risk a greater chance of becoming alcoholics because their bodies are still developing.

The alcoholic jeopardizes his health and safety, job, loved ones, self-esteem, and his life. Alcoholism is also an economic problem. Billions of dollars are lost annually because of crimes, accidents, and health costs.

Alcoholism affects people of all socio-economic classes, races, ages and both sexes. Alcoholics are often people looked up to in the community.

Some long-term results of alcoholism include:

Liver Damage- Damage includes cancer of the liver and scarring of the liver.

Heart Disease- The heart becomes enlarged.

Ulcers- The stomach lining becomes inflamed because of the amount of alcohol consumed.

Malnutrition- When alcoholics begin to replace food with alcohol, the alcohol robs the body of the important vitamins it needs. It also interferes with digestion.

Delirium tremens- When alcohol is taken away from an alcoholic, he or she can become disoriented and hallucinations can occur.

Cancer- Alcohol can cause cancer of the mouth, stomach, and esophagus.

Damage to a Developing Fetus- When a mother drinks throughout her pregnancy, she is taking the chance of harming her baby.

People drink for many different reasons including: to relieve tensions, as a substitute, to compensate for perceived inadequacies, and for social and cultural acceptance. Heredity and physiological factors may play a role in determining why only certain people become addicted to alcohol.

Some symptoms of alcoholism may be:

drinking alone, missing work or school; hiding drinking; losing drive to succeed; drinking to relieve stress and fear; becoming moody or grumpy while not drinking or having internal stress lessened by drinking.

Alcoholism is a progressive disease, identified by four stages of drinking.

1. Early Stages- Makes promises to quit but cannot and has trouble stopping at one drink.
2. Middle Stages- Denies drinking, may drink in the morning and the "good feeling" is hard to

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find.

3. Later Stages- Avoids people, loses will, neglects responsibilities, and often has the "shakes".
4. Final Stages- Loses everything, but cannot quit drinking.

Alcoholism is a treatable illness, no matter what stage the alcoholic has reached.

## Section VI

### *Drug Abuse*

Drug abuse is using chemical substances for non-medical reasons. Drugs affect the body, the mind, and an individual's behavior.

Drug abuse disturbs the user's physical health, emotional health, and social life. The effects differ from person to person.

There are many reasons for drug abuse including:

- Peer Pressure- Young adults do not want to be different than their friends.
- Rebellion- Drug abuse goes against their parent's standards.
- Curiosity- Users want to see how it will affect them.
- Escape- Drugs let users temporarily forget about immediate problems.
- Self-Esteem- Drugs help users feel better about themselves.
- Energy- Drugs may provide a rush of energy.
- To Feel Creative- Drug users often experience enhanced sensory.
- Craving. After prolonged abuse, the body depends on drug use.

Commonly misused drugs include:

#### **Narcotics**

Opium - Dovers Powder  
Morphine - MS-Contin  
Codeine - Tylenol with Codeine  
Heroin - Horse, Smack

#### **Hallucinogens**

LSD - Acid, Microdot  
Mescaline & Peyote- Mexc, Buttons  
Amphetamine Variants - 2, 5-DMA

#### **Stimulants**

Cocaine- Coke, Flake, Snow, Crack  
Amphetamine - Biphphetamine  
Phenmetrazine - Preludin

#### **Depressants**

Chloral Hydrate - Noctec  
Barbiturates - Amytal  
Benzodiazepines - Ativan  
Methaqualone - Quaalude

#### **Cannabis**

Marijuana- Pot, Grass, Reefer  
Tetrahydrocannabinol- THC Hashish  
- Hash

#### **Deliriants**

Aerosol  
Lighter Fluid  
Paint Thinner

Drug users risk any of the following:

- Overdose- Overdose occurs when an uncertain purity or type of drug is purchased. After a while he or she needs more to reach a high, so he or she begins experimenting with different amounts.
- Dependence- Lengthy use can cause a psychological or physical need for the user.
- Health Problems- Continued use slowly destroys the body and mind. Mental illness, malnutrition, AIDS, and hepatitis are just some of the physical and mental problems that occur.
- Accidents- Drugs give the user false bravery and confidence to try things that the user wouldn't do when not using.

Drug abuse can also cause some of the following problems:

- Legal Problems- Users may accumulate jail time, a police record, and legal fees.
- Economic Problems- Drugs are expensive and a habitual drug user may spend thousands of dollars a year to support his or her habit.

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Personal Problems- Loss of closeness to friends and family can occur when the user decides that he or she needs drugs more than people- Often the user begins to withdraw from others

### Section VII

#### *Sources of Help*

Help is available-anytime-to anyone who suspects he or she might be chemically dependent as well as to families of alcohol and drug abusers. Listed here are sources within the region.

Campus Counselor	Alcoholics Anonymous	Alcoholics Anonymous
Ms. Cynthia Hutchinson, MS, LPC	3318 3rd Ave. North	1801 Broadwater
Rocky Mountain College	Billings, MT 59101	Billings, MT 59102
Alden Hall- 657-1049	(406) 657-0776	(406) 657-3999

There are approximately 120 A.A. meetings each week in the Billings area for anyone who is interested. See the Billings Gazette for times and places.

### Section VIII

#### *Medical Marijuana*

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Rocky Mountain College residence hall or any other Rocky Mountain College property; nor is it allowed at any College sponsored event or activity off campus.

Chemical Dependency Center	Rimrock Foundation	Assistance Programs and Counseling
3302 4th Ave. North	1231 N. 29th St.,	1242 N. 28th St.
Billings, MT 59102	Billings, MT 59101	Billings, MT 59101
(406) 248-7099	(406) 248-3175	(406) 245-1112
Family Support Services	Cedar Mountain Center	St. Patrick Hospital
104 N. Broadway	707 Sheridan Ave.	P.O. Box 4587
Billings, MT 59101	Cody, WY 82414	Missoula, MT 59801
(406)252-7510	(307) 578-2421	

Rocky Mountain Treatment Centers  
920 4th Ave. N.  
Great Falls, MT 59407  
1-800-521-6572

**Harassment and Discrimination Policy**

**Harassment and Discrimination**

**General Policies**

Rocky Mountain College does not discriminate on the basis of race, color, sex, religion, national origin, citizenship, age, disability or sexual orientation in admissions or its policies and/or programs, employment or other activities.

**Harassment and Discrimination Policy**

Members of the Rocky Mountain College community have the right to work and study in an environment free of harassment and discrimination. Rocky Mountain College strongly disapproves of and forbids the harassment of students. The College will not tolerate discrimination or harassment, which includes discrimination or harassment based on race, color, sex, religion, national origin, citizenship, age, disability, or sexual orientation. Student claims of harassment and discrimination should be reported to the Vice President for Student Life/Dean of Students or Campus Counselor, who will determine an appropriate course of action based on the nature of the claim, which may include filing a charge of harassment via the complaint resolution procedure outlined below.

Any student who has a question or concern that he or she is being or has been harassed or discriminated against should contact the Vice President for Student Life (657-1018) or one of the liaisons listed below. The liaisons can help identify the types of behavior, verbal or physical, that constitute harassment and discrimination and will assist in determining an appropriate response to an alleged incident.

Students may contact one of the following College community members if they have questions or concerns about harassment and discrimination:

- Vice President for Student Life . . . . . 657-1018
- Associate Dean for Student Life. . . . . 657-1099
- Campus Counselor . . . . . 657-1049
- Executive Director of Human Resources . . . . . 657-1160

**Harassment and Discrimination Definitions**

Rocky Mountain College does not and will not tolerate harassment of its students, faculty, staff and administration. The term “harassment” includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin, citizenship, age, disability or sexual orientation. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy will subject the offending individual to sanctions, up to and including immediate discharge from employment or expulsion from school.

At Rocky Mountain College we believe that individuals should be able to live, study, teach and work in an environment that is free of all forms of harassment, particularly those involving:

- Unwelcome sexual advances in return for grades, promotions or other workplace or classroom opportunities.
- Workplace or classroom decisions affecting your employment or studies when you believe that these were made because of your reactions to those kinds of advances.
- The nature of your work, classroom or living environment, if you believe the atmosphere has been made hostile, intimidating or offensive to you by the actions of others.

**Sexual Harassment Policy**

It is the policy of the College to provide a working, learning, and teaching environment free from unlawful harassment of any kind, including sexual harassment. Sexual harassment of any student, on or off campus, is prohibited and will not be tolerated. Retaliation against a person who reports or complains about harassment or who participates in the investigation of a harassment complaint is also prohibited.

**Examples of Sexual Harassment**

Sexual harassment includes any interpersonal attention of a sexual nature that is unwanted and unwelcome. Examples may include, but are not limited to the following:

- Physical assault: assault in this sense includes any physical touching of any kind that is sexual in nature; or
- Direct or implied threats that submission to sexual advances may favorably affect employment, work status, promotion, grades or letters of recommendation; or that rejection of sexual advances may negatively affect the same; or
- Direct propositions of a sexual nature; or
- Indirect or subtle pressure for sexual activity, one element of which may be conduct such as repeated and unwanted staring; or
- A pattern of conduct (not legitimately related to the subject matter of the course if a course is involved or to employment if employment is involved) that tends to bring discomfort and/or humiliation to a reasonable person, which may include comments of a sexual nature or sexually explicit jokes, statements, questions, or anecdotes; or
- A pattern of conduct that would tend to bring discomfort or humiliation to a reasonable person at whom the conduct was directed, which may include unnecessary touching, patting, hugging or brushing against a person's body; remarks of a sexual nature regarding a person's clothing or body; or remarks about sexual activity or speculations about previous sexual experience.

A periodic notice will be sent to faculty, staff, and students to remind them of the policy. Students will be referred to the policy on the RMC website at New Student Orientation (and/or Campus Compass), and copies of the policy will be available at appropriate campus centers and offices. A "no harassment" policy notice will be posted in residence halls, instructional buildings, and administrative office areas.

**Student Complaint Resolution Procedure**

The following represents the procedure for resolving incidents where harassment or discrimination has been alleged.

**Informal Resolution**

In most instances, the College strives to resolve complaints informally. Students are encouraged to work with the liaisons mentioned above to accomplish this. As part of this process, individuals will be encouraged to contact the offending party directly if they are comfortable doing so. If, however, an individual is not comfortable talking to the offending party directly a mediated conversation may be facilitated by an appropriate liaison. In addition, Rocky Mountain College reserves the right to take steps toward diffusing the incident (eg. no contact agreements/orders, relocating various parties, altering schedules, etc...). These actions on the part of RMC should not be interrupted as an indication of guilt or innocence, rather, they are steps taken to create the most comfortable learning environment possible while the incident is being resolved. If the informal resolution process fails to address the concerns of the complainant, the formal complaint procedure is available.

**Formal Complaint**

1. Students may bring formal complaints to the Vice President for Student Life (VPSL).
2. The complainant may have another person present information at discussions of the complaint.
3. After discussion with the Vice President for Student Life, an official investigative officer will be appointed to formally review the complaint. The complainant submits a signed petition describing the complaint and requesting a formal investigation. In some cases it may be appropriate for the designated officer to draft the petition. Other investigative officers may be designated by the president of the College as needed (see item #7, Complaint process).

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4. The petition will be shown to the accused person, who may then file a written response within five working days. This response will in turn be shown to the complainant.
5. The proceedings described here are not those of a court of law and the participation of legal counsel is not permitted during these discussions.

### **The Formal Complaint Process/Timeline**

The timetable set forth below is approximate. The Vice President for Student Life, in consultation with the investigative officer may, at his or her discretion, allow additional time for any of the steps noted.

1. Within three (3) working days of receiving the written complaint, the investigative officer will consult with the relevant parties, including the complainant and the accused, in order to ascertain the facts and views of both parties.
2. When a complaint is brought, the Vice President for Student Life, in consultation with the investigative officer (if other than the Vice President for Student Life), may choose to refer the matter to be formally heard by a five-person panel appropriate to the position of the accused.
3. Within fourteen (14) working days from the filing of the complaint the investigative officer will conduct an inquiry and prepare a report summarizing the relevant evidence.
4. The report of the Vice President for Student Life or investigative officer will be sent to the complainant and to the accused. Within five working days thereafter, the complainant and the respondent may each submit a final statement to the Vice President for Student Life concerning the report.
5. The Vice President for Student Life may at any point dismiss a complaint if it is found to be clearly without merit. The complainant may appeal this determination to the Academic Vice President.
6. Within five working days after the submission of any final statements from the complainant and the accused, the Vice President for Student Life or five-person panel will decide whether a violation of this policy has occurred, and if so what the consequences shall be. These may range from reprimand, suspension or probation, to termination or expulsion.
7. If the accused individual is the Vice President for Student Life, or a senior administrator at the College, or if the president of the College believes it appropriate in any case, the College may employ an independent investigator. Such an independent investigator will report directly to the President of the College.
8. If the accused is the President of the College the matter shall be referred to an independent investigator and reported to a special committee of the Board of Trustees for final determination.

### **Appeals Related to Harassment or Discrimination**

Following the disposition of a case, any student who is dissatisfied with the decision may appeal by submitting a statement to the AVP within 10 working days stating with specificity the reasons for his or her dissatisfaction. The AVP, within 30 days of submission of such a request, shall either affirm or overturn the decision. Appeals will be based upon the record made before the AVP and will not constitute a rehearing of the evidence. The person accused will be given the opportunity to present oral argument on such review provided, however, that nothing in the foregoing will be construed to prevent the reviewing committee in its discretion from hearing newly discovered evidence. The written response of the AVP will constitute the final determination of the complaint.

### **Sanctions**

Sanctions for harassment or discrimination will be appropriate to the nature and severity of the offense and will be consistent with relevant College policy guidelines. Sanctions may include, but are not limited to, an oral reprimand, a written reprimand, a warning added to the accused person's file or the probation, suspension or expulsion of a student.

### **Protection of Rights**

Both parties will be informed of the facts developed in the course of the investigation and will be promptly informed about the final outcome of the proceedings. To the extent reasonably possible, all proceedings will be conducted in a way calculated to protect the confidentiality interests of both parties. Moreover, all reasonable action will be taken to ensure that the complainant and those testifying on behalf of either party will suffer no retaliation as a result of their actions. In the event that the allegations are not substantiated, all reasonable steps will be taken to restore the accused if he or she may have been damaged by the proceedings. If a complainant is

found to have been intentionally dishonest in making the allegations or to have made allegations maliciously, the complainant is subject to institutional discipline.

## **Residence Life Policies**

The Residence Life Staff supports the rights of residents to live in an environment where they feel safe, secure, and comfortable. Learning to respect the rights of others and take responsibility for one's own actions is imperative to living as a community. To ensure residents are able to live together in a constructive environment, the Residence Life Department has developed standards for community behavior. This guide will outline important information and policies that will serve students as they contribute positively to their campus community.

### *Alcohol & Drugs*

Possessing, consuming, or distributing illicit drugs and alcoholic beverages is prohibited on the Rocky Mountain College Campus. This includes all administration buildings, classrooms, parking lots, and athletic fields, Anderson Hall, Rimview Hall, and Widenhouse Hall.

Jorgenson Hall is allowed personal consumption of alcohol inside residential units. All person's consuming alcohol in Jorgenson Hall must be 21 years of age or older. Jorgenson residents with guests under the age of 21 years of age will be held responsible for any underage consumption.

Advertisements promoting alcohol or alcohol-related products are prohibited on campus. Rocky Mountain College's name and/or logo shall not appear in conjunction or co-sponsorship with the name of any alcoholic product or distributor without written approval of the President's Council. All trophy bottles and other paraphernalia are subject to removal from the residence halls as determined by the Residence Life staff. Rocky Mountain College Housing and Residence Life staff members may enter a student's room without permission upon reasonable suspicion of alcohol and/or alcohol use.

It is unlawful and prohibited to manufacture, distribute, dispense, possess, or use a controlled substance at Rocky Mountain College.

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Rocky Mountain College residence hall or any other Rocky Mountain College property; nor is it allowed at any College sponsored event or activity off campus.

Rocky Mountain College Housing and Residence Life staff works closely with the Billings Police Department and reserves the right to execute canine drug searches throughout each semester. Staff members may also enter a student's room without permission if reasonable suspicion of drugs is present.

Violations of the Rocky Mountain College Alcohol or Drug policy will be treated on an individual basis; however, violators can expect one or more of the following sanctions to be enforced;

- Disciplinary hearing with a college official or supervisor
- Disciplinary hearing with a the Peer Review Board
- Restitution for any damages caused as a result of the alcohol/drug policy violation
- Students may be required to participate in an approved alcohol/drug education or rehabilitation program
- Students violating the College alcohol/drug policy may be placed on disciplinary probation, suspended or expelled from the College

### *Bicycles*

The use of bicycles on campus is encouraged, however, students are expected to care for and use them appropriately. Bicycles should be stored in designated stands located outside each residence hall, or in student rooms. All bicycles inside residence hall rooms must be stored with respect to roommates and housing staff members.

Students are not permitted to ride bicycles and other wheeled items through the hallways, lounges, or restrooms

within the residence halls.

#### *Camping*

To maintain student health and safety, camping is prohibited on Rocky Mountain College property without permission from the Vice President for Student Life.

#### *Candles and Incense*

To ensure the safety and health of students, the use of candles and incense is prohibited in the residence halls. Students violating this policy will be asked to remove the items or may have them held by staff members until the end of their residency on campus.

#### *Check-In and Check-Out Procedures*

Check in dates for fall, spring, and summer semesters are communicated on the housing web page as well as through mail correspondence with students. Students may not check into the residence halls prior to these posted dates. Students must check into their rooms with a designated housing staff member, and must complete all appropriate paperwork and key information.

Check-out dates will also be designated for each semester and clearly posted in the residence halls and on the housing web page. Students must be properly checked out of their residence hall rooms with a Resident Assistant no later than the intended check-out date. Rooms must be left in clean condition, with all furniture supplied by Rocky Mountain College intact. No personal items should be left in the room. Students who do not check out properly with an RA, will be charged a \$100 fee. Students who do not turn in their room key will be charged a \$50 fee. Students will also be billed for missing furniture and damage to the room. Student rooms that are not cleaned properly will be charged a cleaning fee of \$150 per student. All charges will be posted to the student's deposit account. Deposits will be released the week of July 1st and January 1st.

#### *Common Area Furnishings*

Our lounges and common areas are furnished for the benefit of all students and enhance each building's community. Furniture in the common areas should not be removed and is not intended for the personal use of students. Fines may be assessed for the removal or damage of furniture.

#### *Computers*

Computers are provided in Anderson, Rimview, and Widenhouse halls for academic use by students. Any problems with the operation of the computers should be referred to the Academic Computing Department at 406.657.1161 or support@rocky.edu.

#### *Damage*

Students may incur charges for damage to residence hall property. These charges are assessed by the housing and residence life staff as well as the custodial staff and are posted to each student's subsidiary account which contains the \$250 student deposit. In some instances, fines may be assessed to multiple students in a residence hall to repair damages caused by students whose identities are not known.

#### *Delivery*

Widenhouse and Anderson students who place orders from local businesses and request delivery to a residence halls are to receive the item(s) at the front desk. Rimview and Jorgenson students may have local businesses deliver to their personal rooms.

#### *Deposits*

Charges and fines assessed to a student by the housing and residence life staff, custodial staff, library, or parking and safety staff are posted to each student's subsidiary account which contains a \$250 student deposit. If charges exceed \$250, the balance will be posted to the student's account. Deposits are released to students after attendance has ceased (Graduation, withdrawal, transfer, etc.). Deposits will be released the week of July 1st and January 1st regardless of the student's last date of attendance. Exceptions may be granted on a case-by-case basis.

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### *Disabilities Act*

Rocky Mountain College is in compliance with the American Disabilities Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

For a full and complete statement regarding the American Disabilities Act, please refer to <http://www.ada.gov/>

### *Door Propping and Unlocking*

For safety and security purposes, propping outside perimeter doors to Widenhouse, Anderson, and Rimview is prohibited. Students should use caution when propping individual bedroom doors and should keep doors and windows locked at all times when not in use.

### *Drugs*

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- Disciplinary hearing with a the Peer Review Board
- Restitution for any damages caused as a result of the alcohol/drug policy violation
- Students may be required to participate in an approved alcohol/drug education or rehabilitation program
- Students violating the College alcohol/drug policy may be placed on disciplinary probation, suspended or expelled from the College

### *Electrical Appliances*

Electrical appliances are permitted in student rooms provided their use does not disturb other residents and that their state of repair is not a fire hazard. Because of fire safety concerns, students are not permitted to have appliances with an open coil or burner, air conditioners, hot plates, grills, halogen lamps, gas appliances, toasters, and toaster ovens. In addition, all coffee pots should have an automatic shut off feature.

### *Escort Policy*

Campus escorts are available from 10:00pm until 2:00am through the campus safety office. Students may request either a physical escort or a video escort. To schedule an escort or discuss campus safety options, please contact 406.657.1093.

### *Exterior Doors*

All residence hall main entrance doors lock beginning at 7:00pm and remain locked until 7:00am. Student ID cards are able to access all doors until 10:00pm, after which all students must use card access to enter the main entrance of the residence hall only. Students may only access the residence hall they are assigned to live in using their student ID.

During break periods when residence halls are occupied, the halls will be locked 24-hours a day and will require card access. During winter break, students do not have access to their room or residence hall unless approved by athletic coach for training or events.

#### *Facility Service Work Requests*

To submit a work request to address an issue in your residence hall room, submit a work request on the housing webpage. You will receive a confirmation email with a support ticket number. Please use this number to track your request with facilities. For more information or to contact facility services, email Crystal Voss at [voss@rocky.edu](mailto:voss@rocky.edu) or call 406.657.1077.

#### *Fire Safety*

Student safety is the highest priority of Rocky Mountain College. As such, residence halls have been equipped with various emergency systems and equipment to help ensure student safety. Tampering with and/or misuse of fire and safety equipment, including fire alarms, fire doors, fire extinguishers, smoke alarms, exit signs, and any other safety equipment, poses a serious threat to student safety and will result in a \$300 fine. Starting any type of fire on college property without written permission is strictly prohibited and may result in disciplinary action through the appropriate college channels and local law enforcement.

Students are not permitted to have appliances with an open coil or burner, air conditioners, hot plates, grills, halogen lamps, gas appliances, toasters, and toaster ovens. In addition, all coffee pots should have an automatic shut off feature. Residence hallways must be kept free of debris and personal items to ensure fire safety.

For a complete guide to fire safety, contact the campus safety office.

#### *Firearms and Explosives*

The possession of firearms on campus is strictly prohibited for all students, employees, visitors, and independent contractors.

The possession of any other weapons, including knives, ammunition, explosives, and fireworks is also prohibited and will be referred to the student conduct process. If you are aware of a student on campus in violation of this policy, please report this issue immediately to the campus safety office or call 911.

#### *First Aid Kits*

A first aid kit is kept at the front desk of every residence hall for student use. In case of an emergency, please contact the on duty residence life staff at 406.698.8777 or call 911.

#### *Food Services*

Food services are available through Sodexo campus dining to all students. Students residing in Widenhouse Hall or Anderson Hall are required to be on the Carte Blanche or 10 meal plan. Students in Jorgenson Hall, Rimview Hall, or off campus are eligible for any meal plan, but are not required.

Students may add or increase a meal plan to their account at any time throughout each semester. Meal plans may only be removed or downgraded prior to the add/drop date of each semester. To add or change your meal plan, submit a meal plan change request form on the housing and residence life web page.

#### *Furniture Removal*

All furniture in common areas and lounges is available for all students to use. Moving common area furniture into individual rooms is not permitted. Students may be fined for moving or removing furniture.

#### *Gambling*

Gambling is prohibited in and around all residence halls. Any form of game played for money, without written permission from the Vice President for Student Life is considered an illegal activity and engaging in such will result in a referral to the student conduct process.

*Guests*

All residence hall guests must be 18 years of age or older, or accompanied by a parent or guardian. Any guests under the age of 18 who are not accompanied, must be approved by the Residence Director. Students are required to register their guests at the front desk for residents of Anderson/Widenhouse or in the RA office for residents of Rimview. Visitors must check-in and present valid identification. Same sex visitors are allowed overnight with the permission of the roommate(s). Guests may stay up to 7 days. Inter-visitation (opposite sex) hours are 9:00 am to midnight Sunday through Thursday and 9:00 am to 2:00 am Friday and Saturday. Hours spent in individual rooms by visitors are also subject to the permission of the roommate(s) and the roommate contract as set up by the residents of the room. Students are responsible for the behavior of their guests.

*Hallway Safety*

All residence hallways must remain free from student belongings and furniture to ensure fire safety. Students are not permitted to ride bicycles and other wheeled items through the hallways, lounges, or restrooms within the residence halls.

*Harassment*

Rocky Mountain College does not discriminate on the basis of race, color, sex, religion, national origin, citizenship, age, disability or sexual orientation in admissions or its policies and/or programs, employment or other activities.

Members of the Rocky Mountain College community have the right to work and study in an environment free of harassment and discrimination. Rocky Mountain College strongly disapproves of and forbids the harassment of students. The College will not tolerate discrimination or harassment, which includes discrimination or harassment based on race, color, sex, religion, national origin, citizenship, age, disability, or sexual orientation.. Student claims of harassment and discrimination should be reported to the vice president of student life/dean of students or campus counselor, who will determine an appropriate course of action based on the nature of the claim, which may include filing a charge of harassment via the complaint resolution procedure outlined below.

Any student who has a question or concern that he or she is being or has been harassed or discriminated against should contact the vice president of student life (657-1018) or one of the liaisons listed below. The liaisons can help identify the types of behavior, verbal or physical, that constitute harassment and discrimination and will assist in determining an appropriate response to an alleged incident. For more information on what constitutes harassment, please refer to the "No Harassment Policy" located in the student handbook and on the College's homepage under "current students/student tools".

Students may contact one of the following College community members if they have questions or concerns about harassment and discrimination:

Vice President for Student Life. . . . . 406.657-1018  
 Campus Counselor. . . . . 406.657-1049  
 Executive Director of Human Resources . . . . . 406.657-1160

*Housekeeping*

Housekeeping services are not provided for student rooms, suites, or private baths. Students are responsible for providing their own cleaning supplies. Regular cleaning of hallways community bathrooms, laundry rooms, and community lounges occurs each week. Students should regularly clean their rooms and carpets. Rooms that are not cared for may be in violation of the departmental cleanliness and health standards and could be referred to the student conduct process.

If cleanliness of the room is effecting the health and comfort of others, students may be given a period of time to rectify the problem. If a change is not made, they will be responsible for the fees associated with professional cleaning. Student rooms that are not cleaned properly upon the time of check-out will be charged a cleaning fee of \$150 per student.

*Keys*

Each resident will be given one key to his or her room upon the time of check-in. If the key is lost, a \$50 fee will be

deducted from the student's deposit. Students are prohibited from making duplicate keys. All student keys must be returned at the time of check-out.

If a student is locked out of a residence hall room, a staff member may assess a \$3.00 charge to unlock the door. Proceeds from the fines will be donated to the Montana Rescue Mission and Women's Shelter.

#### *Kitchen Usage*

Kitchens are available on each floor of Anderson Hall. Students using kitchens are responsible for cleaning after each use. All maintenance issues in kitchens should be reported to the Anderson Hall residence director.

#### *Laundry Facilities*

Laundry services are available free of charge to all students residing on campus. Laundry rooms must be maintained and respected by all students. Soap and laundering accessories must be provided by the individual.

#### *Lost and Found*

To report lost items or submit found items, please visit the office of the Vice President for Student Life in the Bair Family Student Center.

#### *Maintenance Issues*

To submit a work request to address a maintenance issue in your residence hall room, submit a work request on the housing and residence life web page. You will receive a confirmation email with a support ticket number. Please use this number to track your request with facilities. For more information or to contact Facility Services, email Crystal Voss at [vosscc@rocky.edu](mailto:vosscc@rocky.edu) or call 406.657.1077.

#### *Meal Plan Change Request*

Students may add or increase a meal plan to their account at any time throughout each semester. Meal plans may only be removed or downgraded prior to the add/drop date of each semester. To add or change your meal plan, submit a meal plan change request form on the housing and residence life web page.

#### *Noise*

All residents living on campus have the right to a living environment conducive to academic success and health. Students must be courteous of all residents 24 hours a day. Quiet hours are in place Sunday-Thursday 10:00pm-6:00am and Friday-Saturday 12:00am-8:00am.

During finals week each semester, 24-hour quiet hours are in effect.

#### *Parking*

Students are able to obtain parking permits in the Vice President for Student Life Office in the Bair Family Student Center at no charge. Permits must be kept in cars at all times and stickers must be updated each fall. Students parking in unauthorized lots will be ticketed by the campus safety staff. All tickets must be paid in the Dean of Students office.

#### *Painting*

Students are not permitted to paint the walls of their residence rooms. If a student violates this policy, they will forfeit their student deposit and may be required to pay additional fees to repaint the residence hall room.

#### *Personal Property*

Students are responsible for all personal property. It is important that students keep vehicles and residence hall doors locked at all times to protect personal items. If any property is stolen or destroyed on campus, students may file a campus report with the campus safety office.

#### *Pet Policy*

The residence halls are not properly designed for the care of pets, and the presence of animals can affect the

health of other residents and potential property damage. Pets, with the exception of fish in aquariums, are not allowed in the residence halls. Aquariums may not be larger than 15-gallons. In documented instances, registered service animals may be allowed.

#### *Peer Review Board*

Students may be referred to the peer review board by a residence director, the director of residence life, or the associate dean of students. The peer review board collaborates with students concerning their alleged violations to find a mutually beneficial resolution that protects the interests of the college community, allows the student to be accountable for his or her actions, and facilitates learning opportunities. Visit the student conduct web page to learn more about the peer review board and student conduct processes.

#### *Quiet Hours*

All residents living on campus have the right to a living environment conducive to academic success and health. Students must be courteous of all residents 24 hours a day. Quiet hours are in place Sunday-Thursday 10:00pm-6:00am and Friday-Saturday 12:00am-8:00am.

During finals week each semester, 24-hour quiet hours are in effect.

#### *Residence Life Staff*

The Rocky Mountain College residence life staff is committed to providing students with an educational and healthy community experience. Visit the housing and residence life page to learn more about the staff.

#### *Room Entry*

Entry may take place by a college staff member without prior notification for repair and maintenance or when there is imminent danger to the health and welfare of the students. Staff will leave a notice with the reason for entry, time and date of entry, and contact information for any questions the student may have.

Residence life staff members authorized by the Associate Dean of Students may enter a student room upon suspicion of alcohol, drugs, or other behaviors detrimental to the college community. Residence life staff members have authority to inspect college property (i.e. refrigerators, cabinets, toilets, etc.) for alcohol when an alcohol policy violation is suspected. Residents will be asked to voluntarily open suspect items first, but if such requests are not followed, designated staff may act accordingly.

#### *Roommate Contracts*

All students will be required to review roommate agreements and complete roommate contracts at the start of each semester and after all room changes. These contracts will be used by staff members during mediations and roommate discussions.

#### *Room Consolidation*

Staff members reserve the right to consolidate student rooms when space becomes available.

#### *Room Change Request*

While the Residence Life Staff does encourage students to communicate and work through roommate conflicts, we are always here to help! Students have a trained and talented Resident Assistant (RA) staff as well as experienced Residence Directors in each building. After working with roommates, resident assistant and in some cases, residence directors to work to solve the issue, students may request a room change to be reviewed and considered by housing and residence life staff members.

#### *Safety and Security*

Campus safety is of the utmost importance to the staff and faculty of Rocky Mountain College. For full and complete information regarding safety and security on campus, contact the campus safety office.

#### *Signs*

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Regulation traffic signs, street signs or road markers are not permitted in any residence hall room. In addition, all official school signs and properties should remain in common areas. Signs found in student rooms will be removed by staff and returned to proper owners. Students will pay for any damage to signs and may be responsible for replacement fees.

#### *Smoking Policy*

Smoking is not permitted in the residence halls under any circumstances. Students who choose to smoke outside of the residence halls must be at least 30 feet away from the building. Any student violating the smoking policy will be documented and may be referred to the conduct process, potentially resulting in loss of deposit.

#### *Solicitation*

Commercial solicitation is not allowed in the residence halls under any circumstances.

#### *Storage*

Rocky Mountain College does not offer student storage at any time throughout each semester or during winter and summer breaks. Students interested in storing personal items will be responsible for seeking off campus storage options.

#### *Student Conduct Process*

The student conduct programs at Rocky Mountain College strive to maintain the welfare of the college community as well as to assist individual students in developing personal responsibility. For a full and complete statement regarding the Rocky Mountain College student conduct systems, please refer to the student conduct web page or contact the Vice President for Student Life.

#### *Telephones*

Each residence hall room is equipped with telephone capability. Students are required to provide their own personal telephone.

#### *Television*

Student lounges and common areas with televisions are equipped with cable. Cable television is available in student rooms and can be purchased through USA Digital. For more information regarding pricing and installation, call 406.248.9887.

#### *Theft*

All incidents involving theft and vandalism should be reported to the campus safety office as well as the residence life office. Students are responsible for all personal property. It is important that students keep vehicles and residence hall doors locked at all times to protect personal items. If any property is stolen or destroyed on campus, students may file campus reports with the campus safety office in the Bair Family Student Center.

#### *Vandalism*

All incidents involving theft and vandalism should be reported to the campus safety office as well as the residence life office. Students are responsible for all personal property. It is important that students keep vehicles and residence hall doors locked at all times to protect personal items. If any property is stolen or destroyed on campus, students may file a campus report with the campus safety office in the Bair Family Student Center.

#### *Visitation*

All residence hall guests must be 18 years of age or older, or accompanied by a parent or guardian. Any guests under the age of 18 who are not accompanied, must be approved by the Residence Director. Students are required to register their guests at the front desk for residents of Anderson/Widenhouse or in the RA office for residents of Rimview. Visitors must check-in and present valid identification. Same sex visitors are allowed overnight with the permission of the roommate(s). Guests may stay up to 7 days. Inter-visitation (opposite sex) hours are 9:00 am to midnight Sunday through Thursday and 9:00 am to 2:00 am Friday and Saturday. Hours spent in individual rooms by visitors are also subject to the permission of the roommate(s) and the roommate contract as

set up by the residents of the room. Students are responsible for the behavior of their guests.

#### *Weapons and Firearms*

The possession of weapons and firearms on campus is strictly prohibited for all students, employees, visitors, and independent contractors.

The possession of any other weapons, including knives, ammunition, explosives, and fireworks is also prohibited and will be referred to the student conduct process. If you are aware of a student on campus in violation of this policy, please report this issue immediately to the campus safety office or call 911.

#### *Windows and Screens*

Windows in residence hall rooms should remain locked at all times. For safety reasons, screens on residence hall windows must not be removed. Students violating this policy may be fined \$50 per screen.

To ensure that windows remained locked, students are not permitted to have window air condition

### **Immunization Policy**

In accordance with Federal and State law, students must present documentation of immunity as part of the admission process at Rocky Mountain College. The immunization section of the Health Service form must be completed by the prospective student prior to enrollment at Rocky Mountain College. If adequate documentation is not available, immunization must be performed at the Rocky Mountain College Health Service upon arrival.

Students with incomplete immunization records cannot be allowed to register for courses.

### **Parking Policy**

Policies in place at Rocky Mountain College are intended to provide the College community with assistance and management of established parking areas. This also includes issuance of permits, administering and settlement of fines, appeal process, and other policies which affect the usage of any motorized vehicle on campus.

Rocky Mountain College has established rules and regulations concerning the use of motorized and non-motorized vehicles on the campus and its properties. These regulations do not conflict with nor supersede any set forth by the City of Billings or Yellowstone County. The Campus Safety Office at the College is responsible for parking and traffic enforcement on college grounds.

*Students and visitors to Rocky Mountain College assume responsibility for their vehicle and/or its contents while parked on College property.*

#### *Parking and Vehicle Regulations*

1. All vehicles parked on Rocky Mountain College property must display a current parking permit. These permits include: Rimview (Green), Tech (Black), North Fortin (Brown), Anderson/Widenhouse (Gold), and Prescott (Red), or visitor.
2. Vehicles are prohibited from sidewalks, lawns, fire lanes, and other areas not designated for use. Exceptions include maintenance, authorized campus personnel, contractors, and emergency response vehicles.
3. Any vehicle found to be in violation of RMC parking policies will be cited and when applicable, fined. Once a citation has been issued, Rocky Mountain College does not assume any responsibility if the

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owner/operator does not receive the notice. A photographic record of cited vehicles will be maintained by the Campus Safety office and will be available to owner/operators upon request.

4. The speed limit on campus property is five miles per hour for all vehicles.
5. All posted signs and traffic control devices must be obeyed.
6. All vehicular traffic will yield to pedestrians; they have the right of way.
7. No person shall operate a vehicle on campus in a careless or reckless manner nor while under the influence of alcohol or drugs.

#### *Parking Management*

1. Responsibility for locating an open parking space in the appropriate designated parking area rests with the vehicle operator.
2. The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation. Overflow parking for ALL lots is available in the north lot with access from Rimrock Road, as well as the streets north of campus.
3. Vehicles that are not moved from a parking space for 14 days are considered abandoned and are subject to towing.
4. Inoperable vehicles need to be restored to running condition in a timely manner.

#### *Immobilizing Motor Vehicles*

RMC will immobilize vehicles for the following reasons:

1. Illegally parked vehicles will be immobilized immediately. These include vehicles parked in: a fire lane, any designated no parking zone, and any other unauthorized areas.
2. Permitted vehicle with three or more unpaid citations per semester.
3. Non-permitted vehicle parked in one of the Campus lots over 24 hours or with two or more citations pending.
4. Vehicles witnessed in illegal activity on Campus property.

Vehicles will remain immobilized until the Director of Campus Safety or the Dean of Students authorizes removal of the device. In an emergency, either of these individuals may grant authorization for removal of the arresting device.

Rocky Mountain College assumes no responsibility for any damages incurred if a vehicle is immobilized. Attempting to remove wheel locks or drive with one attached WILL cause physical damage to the vehicle, and may cause personal harm to the operator and bystanders.

#### *Removal of Motor Vehicles from Campus*

RMC will remove vehicles from campus property for the following reasons:

1. Vehicles considered abandoned; vehicles unmoved for 14 days are considered abandoned
2. ANY vehicle without proper permit parked in a designated handicap zone
3. Vehicles that are inoperable

#### *Parking Permits*

Rocky Mountain College parking permits may be obtained from the Dean of Students Office. All vehicles used by faculty, staff, and students must be registered annually with the DOS. Please have the following information available when registering a vehicle:

1. Vehicle owner's name

2. Vehicle make, model, color, and year
3. Current vehicle license plate number, including State of issuance

All vehicles must be registered with this information before a parking permit will be issued. Returning students must validate their parking permits each year by September 1 of that school year. Permits are to be displayed on the vehicle rear view mirror and must be clearly visible and readable with the number of the permit facing out. Permits for motorcycles must be appropriately displayed where it can be seen. Parking of campers, RVs, and trailers for a period longer than 24 hours is strictly prohibited.

#### *Special Parking Needs*

1. Drivers using parking designated for disabled persons must display a valid state or College issued placard, license plate, or other form of identification recognized by state, federal, or campus authority.
2. Visitor parking is for visitors (not students, staff, or faculty) who come to the campus for a short duration during daytime hours (8am – 5pm). Long-term visitor parking needs (overnight or consecutive days on campus) should be coordinated with the Dean of Students or Director of Campus Safety.
3. Long term visitor parking permits may be obtained from the Dean of Students Office or Director of the Campus Safety. Individual College departments may make arrangements with either of these offices to have permits available in their building for distribution to their visitors upon approval.

#### *Motorist Assistance*

1. Vehicle accidents occurring on campus should be reported to the Director of Campus Safety immediately. Information and assistance to the motorists involved will be provided.
2. Vehicle accidents occurring on the surrounding streets and areas should be reported to the Billings City Police Department at 406-657-8200.

#### *Non-Motorized Vehicles*

Non-motorized transportation includes bicycles, skateboards, roller blades/skates, etc. If motors are attached (i.e. motorcycles, scooters, powered bicycles, etc.) then they are considered vehicles and subject to the vehicular rules stated above. Non-motorized transportation may be used on campus as a point-to-point means of transportation. The use of these items to engage in extreme activities, stunts, and other related activities is prohibited. Non-motorized transportation is prohibited from use inside buildings. Bicycles are to be locked on a bicycle rack, not on handrails or inside academic buildings. Pedestrians always have the right of way in any vehicular or non-motorized transportation situation.

If you wish to register your bicycle with the City of Billings, please visit <http://ci.billings.mt.us/index.aspx?NID=1188>

#### *Rocky Mountain College Parking Lots*

- Widenhouse/Anderson Lot (Gold lot) main Residence Hall parking for Widenhouse and Anderson Halls; Faculty/Staff parking for Losekamp Hall; permit parking 8am – 5pm.
- Tech Lot (Black lot) upper classman parking (Juniors/Seniors); off-campus student parking; Faculty/Staff parking for Tech Hall, Education Resource Center, Bair Science Center, and Grounds/Maintenance; permit parking 8am – 5pm.
- Rimview/Jorgenson Lot (Green lot) main parking for Rimview and Jorgenson Hall; permit parking 8am – 5pm.
- North Fortin Lot (Brown lot) parking for off campus students; Faculty/Staff parking for Alden Hall, Fortin Center and Tyler Hall; guest parking for Fortin Center.
- Prescott Lot (Red lot) parking for approved Faculty/Staff for Kimball Hall and Prescott Hall; NO student parking; permit parking 8am – 5pm.
- North Lot (NO permit required) overflow parking for all on campus lots with access from Rimrock Road.

#### *Violations, Fines and Penalties*

## Level 1 violations - \$10

- Permit improperly displayed or not displayed
- Invalid Permit
- Incorrect Permit for Lot or Area
- Permit displayed is altered/stolen (Valid or invalid)
- Improper Parking (out of stall)
- Prohibited use of non-motorized vehicles\*

## Level 2 violations - \$25

- Parking in a No Parking Area
- Parking along a yellow curb
- Blocking a walkway

## Level 3 violations - \$50

- Parking in a fire lane
- Blocking an entrance or exit
- Parking on landscape or improved area\*

## Level 4 violations - \$100

- Parking in a DMV handicapped zone without displaying a DMV issued permit
- Reckless or Careless Driving\*

\* plus restitution for damages to College and/or personal property attributable to the incident cited.

**Policy Statement on HIV/AIDS**

I. The policies of Rocky Mountain College concerning Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) are designed to be sensitive to privacy, to the opportunity to be employed and to acquire an education. They also must accommodate the rights of others to be free from unwarranted risk of exposure to a potentially fatal disease. The overriding consideration will be the protection of all members of the College Community.

II. These policies are based on three assumptions.

A. We assume that the information about HIV/AIDS published by the Centers for Disease Control reflects the best and most accurate of current medical knowledge. If that is so, then the establishment of policies and guidelines based on that information is reasonable. (According to the Centers for Disease Control, the virus that causes HIV/AIDS can be transmitted through sexual contact, the invasion of contaminated blood or blood products into mucus membranes, from mother to unborn child, or from breast feeding. While the virus has been isolated from bodily fluids including blood, semen, saliva, urine and breast milk, current epidemiologic evidence has implicated only blood, semen, vaginal secretions, and breast milk in the transmission of the disease. No evidence supports a case for HIV/AIDS being transmitted by other contact, by objects handled by people with HIV/AIDS, through the air, or from contaminated environmental surfaces.)

B. We consider individuals infected with Human Immunodeficiency Virus (HIV) to include those people diagnosed by a physician as having HIV/AIDS and/or those people diagnosed by a physician as having other illnesses due to infection with HIV/AIDS or who test positive for the HIV antibody.

C. We assume that these policies will be reviewed and revised periodically to reflect current medical information concerning the disease.

III. The College will adhere to the following policies relating to HIV/AIDS.

A. Admission and/or employment decisions will not be made on the basis of known or suspected cases of HIV/AIDS. Testing for HIV will not be a precursor to admission or employment at Rocky Mountain College.

B. At this time, there is no reason for mandatory testing of students or employees for the HIV/AIDS antibody.

C. HIV/AIDS will be treated like any other communicable disease. It is the position of the College that there is no reason to exclude persons that test HIV positive from academic, social, cultural, housing, or employment activities on campus as long as that individual takes precautions to prevent the transmission of HIV to other students. The individual must demonstrate that he/she has received medical and HIV prevention education about the disease and how to prevent its transmission to others. The individual also must learn how to manage the condition and must practice universal precaution in regard to his/her HIV. As with other communicable diseases, each case will be monitored and evaluated on an individual basis. If the appropriate authorities believe that an individual with HIV/AIDS is not practicing responsible behavior, the authorities reserve the right to remove the individual from the College environment in order to protect all members of the College community. People knowingly exposing fellow students to HIV will be reported to the County Public Health Department, Riverstone Health.

D. Medical records of students and employees are confidential. Under normal circumstances and in the absence of legislation to the contrary, no specific information concerning complaints or diagnosis will be provided without the expressed written permission of the patient. Exceptions may be made in the following instance:

The College recognizes its obligation to report diagnosed and verified cases of HIV/AIDS to the local or State Department of Health and Human Services and will do so.

E. Safety recommendations by the Center for Disease Control and Montana Department of Health and Human Services will be adopted as appropriate precautions in laboratory, food service, and cleaning situations.

F. The best response of a college to this epidemic is education. Rocky Mountain College will actively share information on this disease, the resources available to deal with it, information on where to be tested and related issues with members of the faculty, administration, staff and student body. Such a program should help prevent the spread of HIV/AIDS and lessen anxiety concerning it within the campus community. This program will be ongoing.

G. It should be understood that it is the intention of Rocky Mountain College to adhere to guidelines as periodically issued by the U.S. Department of Public Health and Human Service.

H. This policy is subject to change at any time. To obtain the most recent College HIV/AIDS policy contact the Vice President for Student Affairs.

## **RIGHTS AND RESPONSIBILITIES**

### **Academic Standards Committee and Student Appeals**

The academic standards committee is the body of original jurisdiction for student requests to be granted exceptions to the standard academic policies of the College. The academic standards committee has jurisdiction over all such matters unless specifically noted otherwise. Common examples of student requests appropriate to the academic standards committee involve exceptions to the general education requirements and other requirements for graduation, exceptions to the College's drop/add policy, and exceptions to the College's policy related to participation in graduation ceremonies.

Requests for exceptions must be submitted in writing to the office of student records. Most requests should be accompanied by a letter of support from the student's academic advisor or an appropriate faculty member. Students should take steps to ensure that their requests reference specific policies to which they are seeking exceptions and specific desired remedies. Decisions of the academic standards committee may be appealed to the academic vice president/provost. Any appeal must be submitted, in writing, within 10 days of receipt of the academic standards committee's decision. In some cases, requests made of the academic standards committee may be referred to an appropriate faculty member and/or academic division chair for informal resolution. In such cases, students should provide documentation of the results of said attempts should they desire to reinstate their request with the committee.

## **ASRMC Constitution**

### ARTICLE I: General Definitions and Procedures

Section I: All students enrolled at Rocky Mountain College carrying six or more credits in a specified semester or term shall be a member of the Associated Students of Rocky Mountain College (ASRMC). The Dean of Students shall serve as an ex officio member.

Section II: There shall be seven separate constituencies and seven at large representatives known as Senators, which shall make up the ASRMC governing council (Senate). The constituencies shall be: the residence halls (one each, Anderson, Widenhouse, Jorgenson and Rimview); off-campus students; non-traditional students; and minority students.

Section III: ASRMC shall be guided in accordance with Robert's rules of order, revised.

Section IV: A quorum of the Senate shall be two-thirds of the membership of the senate.

Section V: A simple majority of the Senate shall be fifty percent of the quorum plus one.

### *Associated Students of Rocky Mountain College Bi-Laws*

### ARTICLE II: Student Senate

Section I: The Senate shall be the legislative/governing body of the ASRMC. It shall formulate and adopt policies affecting the ASRMC, represent the ASRMC on college wide campus committees, advocate on behalf of their constituencies to the governing council, college administration and RMC Board of Trustees. Further, the student senate shall be responsible for oversight of all ASRMC funding.

Section II: Membership: The student Senate shall consist of fourteen members. The non-traditional student Senator, minority student Senator, off-campus student Senator and five at-large Senators will be selected through an election held in the spring. Senators from the four residence halls, two additional at-large senators and the seat vacated by the President's election will be selected through an election held in the fall of the following academic year.

Section III: Officers: There shall be four officers: The President, Vice President, Financial Administrator, and Secretary.

Section IV: Senators at large: Senators at large will attend a minimum of four ASRMC functions outlined in the ASRMC By-laws: Article 1, Section I.

Section V: Constituent Senators: Senators representing specific constituencies shall act as the president of said constituency and will be responsible for establishing regular contact with their constituents by hosting monthly constituency gatherings; for example, resident hall meetings.

#### ARTICLE III: President

Section I: The President of ASRMC shall be nominated following the spring election by the recently elected Senators. The President shall then be elected from the eligible candidates by all members of ASRMC. The President shall serve until the conclusion of the current school term. The President elect will serve, with the guidance of the President, over the council at the start of their election. The overlap time will provide a transition period to facilitate communication between the President, President elect, and their respective councils

Section II: The President of ASRMC shall preside over senate meetings and shall vote only in the event of a tie. The President shall represent the ASRMC to the Board of Trustees by delegating participation from within the membership. The President is responsible for ensuring that the Senate and program officers fulfill their duties and comply with their responsibilities as outlined in the ASRMC Constitution and By-laws.

Section III: The current President will have the term in office extended to the end of the current academic year upon ratification of this Constitution. The first meeting of the new Senate will elect a new President for the following academic year. The President elect will preside over his/her council during the transitional period outlined in Article III, Section I. This time will be used to make preparations for the following academic year.

#### ARTICLE IV: Vice President

Section I: The Vice President shall be a member of the Senate appointed by the President and approved by the Senate by a two-thirds majority vote. The Vice President will serve once appointed until the spring election.

Section II: The Vice President shall conduct Senate meetings in the absence of the President.

#### ARTICLE V: Financial Administrator

Section I: The Financial Administrator shall be a member of the Senate appointed by the President and approved by the Senate by a two-thirds majority. The Financial Administrator will serve once appointed until the spring election.

Section II: The Financial Administrator shall maintain the Senate's budget and give a budget report a minimum of once a month. The Financial Administrator and President shall have direct oversight of all transactions of student clubs, publications, and student activities in accordance with By-Law Article V and Article VII: Section III. The Financial Administrator shall provide copies of the budget to the ASRMC President.

## Article VI: Secretary

Section I: The Secretary shall be member of the Senate appointed by the President and approved by the Senate by a two-thirds majority. The Secretary will serve once appointed until the spring election.

Section II: The Secretary shall be responsible for transcribing the minutes of all Senate meetings and Executive Committee meetings excluding all other committee meetings. The Secretary shall provide copies of the minutes to the ASRMC President.

## ARTICLE VII: Duties and Oversight

Section I: The ASRMC President and Senate have a fiduciary responsibility for all ASRMC funds.

Section II: The Senate is responsible for ensuring that all ASRMC sponsored organizations, clubs, activities and events adhere to the spirit and intent of the tenets outlined in the ASRMC Constitution, ASRMC By-laws and RMC student code of conduct.

Section III: The Senate shall be responsible for ensuring that chartered campus clubs and the student activities programmer/board are fulfilling their constitutional duties as defined in accordance with RMC by-laws.

Section IV: ASRMC is responsible for annually producing the student news publications, student directory and literary magazine. At the discretion of the Council and pending available resources, additional publications, such as a yearbook, may be produced utilizing publications funding.

## ARTICLE VIII: Elections

Section I: Terms of office for all elected and appointed ASRMC members shall be one year.

Section II: The seven constituency Senators shall be elected in a general election in which only members of the constituency they represent vote. Residence Halls Senators will be elected in an election held within the specific hall. The seven at-large Senators shall be elected in a general election by the student body. Five at-large Senators, off-campus Senator, non-traditional Senator and the minority Senator shall be elected in general election to be held no later than the end of March. The two remaining at-large Senators, four residence hall Senators and the seat vacated by the President shall be elected in a general election held no later than September 30th.

Section III: Candidacy for elected office:

- A: To be eligible for candidacy a person must be an ASRMC member (Defined by Article I, Section I of the constitution). The person cannot be on academic probation during the semester in which they are running for office nor placed on probation during his/her term. In addition, Senate candidates must be a member of the constituency they wish to represent.
- B: All candidates are required to file a petition for office. These petitions shall be available at the Dean of Students office three weeks prior to any ASRMC general election. Each candidate must collect twenty-five

signatures, of ASRMC members, on their petition for office. Petitions must be signed by the Dean of Students to verify the candidates' academic standing and eligibility. Petitions for office will be due 72 hours prior to the spring and fall general election.

- C: Names written in the appropriate space of the general election ballots and then, properly marked shall also be recognized as a candidate providing they meet the criteria for eligibility.
- D: Unopposed Offices. Candidates running for office unopposed shall be considered elected by acclamation and their names and office will not appear on the election ballot.

#### Section IV: Election Procedures:

- A: General elections shall be conducted by secret ballot. Space for write-in candidates shall be provided on the ballot for each position being elected.
- B: Ballots shall be prepared forty-eight hours prior to an election.
- C: Absentee ballots shall be available at the Dean of Students office forty-eight hours prior to a general election. ASRMC members who will not be present during regular polling hours on the day of the election may cast their vote once ballots have been prepared.
- D: A sample ballot shall be posted with an announcement of the election which will include date, time, and polling place. This shall be done in numerous locations on campus forty-eight hours prior to an election.
- E: Location and time duration for the polls shall be determined by the ASRMC President. The election shall be held over a period of two days.
- F: The ASRMC President shall be responsible for staffing the polls during the election. Any ASRMC member, providing they are not participating in the current election, is eligible to staff the poll.
- G: The ASRMC President shall count the ballots immediately after the polls have closed on the second day and shall announce the results of the election immediately upon completing the process of counting the ballots.
- H: The winner of an election shall be the candidate receiving the greatest number of votes. In the event that two or more candidates receive the same number of votes, another election shall be held within the week.
- I: Election results shall be posted in the Student Union Building immediately after the results are calculated.
- J: In the event an office is unfilled after the spring general election, the office shall be added to the fall general election. If an office remains unfilled following the fall election, the Senate can nominate an eligible ASRMC member to serve in the unfilled position. The individual must be elected by a simple majority vote. In the event that more than one ASRMC member petitioned for the position in the initial election, a general election of the constituency will be held.
- K: Upon being elected, the new senate and executive officers shall take office at the end of the academic year. The month after the spring election will be used as an opportunity for the out-going officers to prepare the incoming officers for service.

#### ARTICLE IX: Vacancies in office

Section I: If the President's office becomes vacant, the Senate shall nominate and elect a new President by a simple majority vote.

Section II: If the offices of ASRMC Financial Administrator or Secretary become vacant, the ASRMC President shall appoint a replacement. This appointment will be subject to the approval of the Senate by simple majority vote.

Section III: If a senate seat becomes vacant, the Senate can nominate an eligible ASRMC member to fill the vacancy. The individual must be elected by a simple majority vote. In the event that more than one ASRMC member petitioned for the position in the initial election, a general election of the constituency will be held to fill the vacancy.

#### ARTICLE X: Initiative, Referendum and Recall

Section I: Initiative Initiatives may be presented to the Senate, by petition, from any member of the ASRMC. The petition must contain the signatures of at least 25 ASRMC members for it to be valid. The senate, by a three fourths vote, may submit the initiative to a special general election which shall take place three weeks following the Senate decision or by voting unanimously, may adopt the initiative outright. If the initiative receives approval in the special general election, then it shall take effect two weeks following the election.

Section II: Referendum Any member of the governing council may present a referendum. The Senate, by a three-fourths vote, may decide to send the referendum to a special general election. The referendum must win the general election with a simple majority if it is to be adopted. If the referendum is approved in the election, it shall become effective two weeks after the election.

#### Section III: Recall

- A: Recall shall be a special general election for the purpose of removing an ASRMC elected official from office. If the recall election receives approval by a two-thirds majority, the official shall be removed from office and the office shall be declared vacant and then must be filled by the proper procedure (Defined in Article VI of the constitution). Recall may be initiated in two ways: A: By the presentation of a petition to the Senate. The petition must contain the signatures of at least 50 ASRMC members for At-Large Senators and 25 signatories for constituency Senators. If the petition is for the removal of a constituency senator, all 25 signatories must be members of the senator's constituency. The Senate must then submit the petition to a special general election within three weeks. Only members of the affected constituencies may vote in the recall election of a senator. B: By the student Senate approved by unanimous vote of Senate.
- B: Recall of a program committee chairperson shall be a decision of the ASRMC President and appropriate supervisor/advisor. This decision shall be subject to the approval of the Senate.

#### ARTICLE XI: Ratification

Section I: After a governing council decision to amend the Constitution is made, the change(s) must be submitted to a vote of the ASRMC in a special general election held within two weeks of the governing council's decision. To

be ratified, the change(s) must receive a simple majority vote in favor of ratification in the special general election.

Section II: The By-laws may be amended by a decision of the Senate. Amendments submitted must be approved by a three-fourths majority of the senate in order for the amendment to be adopted. The amendment, upon adoption, becomes effective two weeks after the senate decision.

Section III: This constitution shall be ratified by a simple majority of students voting in the election held for ratifying this constitution. Upon ratification, this constitution will replace the current constitution immediately.

#### ARTICLE I: Responsibilities of the Senate

Section I: All members of the Senate will be encouraged to attend a minimum of four ASRMC productions. The categories of events are: Student Activities, Outdoor Recreation, Theater (Rocky play), Music (Band, Choir), Community Service, Art (exhibit), ASRMC chartered Club Activities, and Orientation. Record of attendance, per each event, will be logged by the ASRMC President.

Section II: ASRMC shall be responsible for the overseeing production of all ASRMC sponsored publications. Each semester, eight dollars from each student's publications fee shall be set aside for the production of a yearbook. A yearbook editor must be hired by the Senate prior to October 15<sup>th</sup> each year, to display interest in the publication. If no interest is proposed to the Senate to produce a yearbook, the funding that was directed toward yearbook production can be transferred to general ASRMC funding to be utilized for other purposes.

Section III: Additional Responsibilities: Members of the Senate shall be expected to actively participate in program development, production and evaluation.

#### Article II: ASRMC President.

The ASRMC President will be expected to maintain regularly scheduled office hours equal to 10 hours per week. These hours will be published at the beginning of each semester. S/He will oversee all ASRMC events including; fund raising efforts, regular evaluations of the Activities Coordinator, policy development and review, as well as his/her responsibilities outlined in Article III, Section II, of the ASRMC Constitution. The President will present a report to the Senate elected in the Spring Term. This report will contain a record of Senate activities for the academic year to include the budget, and the current agenda of the outgoing Senate.

#### Article III: Activities Programmer.

The Activities Programmer, an employee of the college, shall work with the senate to develop, plan and execute activities. The Activities Programmer will be responsible for the preparation and submission of an annual programming budget request, to be considered by the Senate, prior to the Senates regular budget meeting. The Activities Programmer shall work with the residence life staff to coordinate their activities and programs with those of SAB. The Activities Programmer will present a minimum of once per month update to the President of all current and pending projects/ activities and budget.

#### Article IV: Outdoor Recreation.

The Outdoor Recreation Director, an employee of the College, will be responsible for the preparation and submission of an annual budget request, to be considered by the Senate, prior to the Senate's regular budget meeting. The Outdoor Recreation Director, or a representative, will present a minimum of once per month, an update to the President of all the current and pending projects, activities and budget.

#### Article V: Financial Administrator.

The council will retain a Financial Administrator. Working with the President, the financial administrator shall be responsible for keeping an accurate record of all ASRMC finances. The Financial Administrator shall work with the President to manage ASRMC funds and shall present a report of ASRMC's financial condition to the Senate a minimum of once per month. The Financial Administrator will by-weekly provide a current budget to the ASRMC President.

#### Article VI: Secretary.

The Senate through the college work-study program will retain a secretary. The secretary shall keep an accurate record of all Senate meetings. The secretary shall distribute copies of the minutes of each Senate meeting to all members of the Senate and the RMC President, who shall also post them in the Student Center and appropriate student publications. The secretary shall also be responsible for maintaining a file of all ASRMC correspondence.

#### Article VII: Chartered clubs and Organizations.

##### Section I: Clubs.

- A: Club defined: Any RMC student group organized for the common purpose, which meets regularly and, whose enrollment and participation is not limited by education, training and ideology.
- B: RMC student clubs must charter with ASRMC. The club must submit a charter to the President. The President will ensure that all charters meet the appropriate requirements. The Senate must approve the charter with a simple majority. The charter must contain: a statement of structure and purpose; a current list of club officers; an assessable list of goals and objectives; and have a faculty/staff advisor.
- C: Membership in clubs seeking ASRMC charter must be limited to ASRMC members exclusively. Groups with blended membership (i.e. non RMC members) must petition the College, through the Dean of Students office, for formal recognition.
- D: Once chartered, clubs will be allowed to advertise events/activities, hold and conduct meetings and conduct business as stated in their club charter.
- E: Upon being chartered, the club will be required to renew annually if there are no changes in the mission statement. If there are changes, the club must re-charter. The club will submit to the Vice President a renewal request for presentation at the second Senate Meeting of the Fall Term.

##### Section II: Organizations.

- A: Organizations defined: Any RMC student group organized for a common purpose whose enrollment and participation is limited by education, training and/ or ideology.
- B: RMC student organizations must be recognized by ASRMC. To become recognized, the organization must have an on-campus advisor/sponsor from the faculty or staff, and present a written statement of purpose and structure to the President. The organization's representatives must appear before the senate at the scheduled meeting. The Senate must approve the request by a simple majority.
- C: Other organizations (i.e. outside organizations, political organizations, solicitors, etc.) that will involve the student membership must also be approved by the Senate prior to any on campus activities.
- D: Membership in clubs seeking ASRMC recognition must be limited to ASRMC members exclusively. Groups with blended membership (i.e. non RMC student members) must petition the College, through the Dean of Students office, for formal recognition.
- E: Once recognized, organizations will be allowed to advertise events/activities, hold and conduct meetings and conduct business as outlined in their statement of purpose document.
- F: Upon being recognized, the organization will be required to renew annually, if there are no changes to the mission statement. If there are changes, the organization must be re-recognized. The organization will submit to the President a renewal request for presentation at the second Senate Meeting of all Fall Term.

### Section III: Funding.

Access to ASRMC funds in support of club activities will be made available in accordance with ASRMC budgeting process and procedures. ASRMC funds may be made available to organizations on a case-by-case basis and is contingent on availability. ASRMC club funds will not be provided to support events/activities, which are not open to all ASRMC members.

### Article VIII: Meetings

Section I: The ASRMC senate meetings shall be held at least every two weeks. The time and place shall be made public to all ASRMC members. Any and all proposals must have a Senator sponsor that proposal. The Senator will ensure that person, persons, or organizations presenting has properly prepared for presentation to the Senate.

### Section II: Attendance Policy for Council Members of ASRMC

- A: Absence will be considered excused when written notice is received by the President of ASRMC 24 hours before the meeting to be missed. If the President will not be present at a meeting, the Vice President will be assigned to receive notices of absence. For a voting member, the written notice must include the name of a proxy which may be a program officer, another member of ASRMC or a member of Hall Council. All notices of absence must be signed by the member to be absent and proxy (if applicable).
- B: An absence will be considered unexcused if written notice is not received as written above. Three unexcused absences will result in immediate removal from office. The open position will then be filled as described in Article IX of the Constitution.
- C: An unexcused absence can be removed from the record and be recorded as excused by providing a written petition to the Senate within seven calendar days of the absence. During the next meeting of the Senate, the petition will be considered and submitted to a vote of the council. A majority vote of the

Senate can overturn an unexcused absence and the absence will be considered excused in the permanent record.

Article IX: Financial Procedures.

Section I: At the beginning of each Term, the Senate shall meet for the sole purpose of planning a balanced budget for that Term. All chartered clubs will be required to present a prospective budget at this time. This shall be done upon receipt from the Dean of Students a summation of the total amount of activities fees collected and will be the third meeting of the Senate. If the Senate has not received the summation, Senate will create a budget based on an estimation made up of the number of students from the previous Term's population minus five percent. It will be the responsibility of the Financial Administrator to get the number of students in the last Term.

Section II: The budget shall contain five major parts those being: contingency, honorariums, clubs, activities board, and activities programmer salary. The budget shall provide the contingency fund with an amount to equal no less than ten percent of fund collected through activities fees.

Section III: The publications shall be budgeted by the Senate, respecting all ASRMC publications.

Section IV: Each chartered club on campus will be allowed access to a pool of funds reserved each term to support club activities. The Senate will establish a set amount of money to be made available each term at the initial budget meeting of the Senate. Any club wishing to make use of this money must present to the Senate a formal proposal for funding. Upon receipt, the Senate will consider the request and act in on of the following manners:

- A: Fund the proposal presented
- B: Fund a portion of the proposal
- C: Request additional information and defer action
- D: Reject the proposal.

Section V: All clubs, organizations, person, and activities requesting funds, after the formal budget meeting, in excess of \$1,000 will require a minimum of two sessions for deliberation before approval.

Section VI: All funds allocated by ASRMC must be spent before the end of ASRMC's fiscal year. Any funds allotted, but not spent by this deadline, are returned to the ASRMC general budget. ASRMC may vote to extend this deadline in special cases for a period not exceeding six months from the end of the fiscal year.

Section VII: The ASRMC fiscal year shall end May 31st.

Section VIII: All financial commitments drawn against the ASRMC accounts shall be signed by the RMC Dean of Students or RMC President. All transactions, except the President's discretionary budget, must go through the Financial Administrator to maintain an accurate budget. When the President spends any of the President's discretionary money, the President must give the Financial Administrator a receipt within 2 days of the transaction.

Section IX: Contracts legally binding ASRMC shall be signed by the ASRMC President and Dean of Students and must first be approved by the Senate.

Section X: All funds allocated by the Senate shall remain in the ASRMC account until they are expended on the items for which they were allocated.

Section XI: No clubs may withdraw funds from ASRMC's account for the purpose of placing in an outside account.

Section XII:

- A: Each member of the Senate shall receive an honorarium for serving office. Honorariums are not considered payment for services and therefore should not be related to an individual's performance in comparison with other officers. The Senate shall have the power to withhold honorariums for failure to perform the duties of the office as described in Articles II, III, and IV of the constitution. The ASRMC President, with the approval of the Senate, shall have the powers to withhold honorariums of the publication editor. The Dean of Students, with the approval of the senate, shall have the power to withhold the President's honorarium.
- B: The following honorariums shall be distributed at the end of each semester as follows:  
OFFICE SEMESTER ACADEMIC YEAR  
Senators 14 (150 each) 2100 4200
- C: The following honorariums shall be distributed at the beginning of each month as follows for the nine months school is in session:  
OFFICE MONTH ACADEMIC YEAR  
President \$375 \$3375

Section XIII: ASRMC shall annually contribute a sum equal to the yearly salary and benefit expenses of the Student Activity Programmer to Rocky Mountain College. The contribution shall be used to fund the Activity Programmer position.

Section XIV: Five dollars from each student's semester activity fee shall be allocated toward the outdoor recreation fund to be utilized at the director's discretion.

Section XV: Five dollars from each student's semester activity fee shall be allocated toward the SAB to be utilized by the student activities programmer for use at their discretion.

Article XI: Alcohol Policy.

Section I: Funding.

Under no circumstances will ASRMC funds be used to purchase alcohol.

**Section II: Serving of Alcohol.**

Alcohol will not be served at any ASRMC function. Separate vendors who serve alcohol will not be allowed at any ASRMC sponsored event.

**Section III: Security.**

Professional security will be hired at all ASRMC sponsored events upon recommendation of the ASRMC council. All ASRMC members will be held accountable for their action and actions of their guests at these sponsored events.

**Article XII: Discipline of Members.****Section I: Academic Eligibility.**

All members of the Senate and program officers must maintain satisfactory academic progress as defined in the academic policies of RMC. Any member not maintaining satisfactory academic progress will be informed by the Dean of Students and shall then be required to resign their office.

**Section II: Ban by Vote.**

By three-fourths majority vote, the senate shall have the power to ban an ASRMC member from any ASRMC sponsored function or event.

**Student Code of Conduct**

Rocky Mountain College students strive to be thinking, caring, compassionate and engaged members of the College and broader community. As such, RMC Students, having made a choice to join the community, strive to improve themselves, affirm others and actively involve themselves in enhancing the community. These ideals require that RMC Students establish high expectations for ourselves and for others, and that we clearly define those expectations.

**RMC Students...**

- take responsibility for their own learning and personal development.
- challenge each other to develop intellectually and ethically.
- practice academic and personal integrity.
- consider and seek to understand different ideas and points of view.
- conduct themselves with dignity and civility in our interactions with one another.
- care about others' welfare and seek to be responsive to their needs.
- strive to keep one another safe from physical and emotional harm.
- respect the dignity and worth of all persons and celebrate differences in their many forms.
- reject bigotry without compromise.
- respect the rights and property of others.
- accept responsibility for their actions, bear the consequences of those actions and learn from them.

Rocky Mountain College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College cannot be tolerated. Students enrolling in the College assume an obligation to conduct themselves, both on campus and in the broader community, in a manner compatible with the College's mission as well as the expectations outlined above.

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## Prohibited Conduct

1. Acts of Dishonesty
  - a. Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft 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.
  - b. Knowingly furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration or misuse of College documents, records, instruments of identification, computer programs or accounts.
2. Harassment (also, refer to RMC Harassment policy—[link?](#)) Sexual or discriminatory harassment of any student, faculty member, staff member or administrator, on or off campus, is prohibited and will not be tolerated.
3. Assault and Sexual Offenses
  - 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. Sexual intercourse without consent, sexual assault or any other non-consensual conduct of a sexual nature. NOTE: it is RMC's belief that individuals under the influence of drugs or alcohol are incapable of informed consent, therefore, any sexual activity when either party has been using drugs or alcohol will be considered non-consensual.
4. Alcohol and Drug Offenses
  - a. Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law.
  - b. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Rocky Mountain College except as expressly permitted by law or College policy.
5. Firearms, Explosives and Weapons Offenses
  - a. Illegal or unauthorized possession or use of firearms, explosives, weapons or dangerous chemicals on College property, including:
    - i. discharging of firearms on campus;
    - ii. possessing firearms or ammunition on campus except as expressly authorized by residence hall policies;
    - iii. possessing dangerous chemicals on campus, except as authorized by law and College policy.
6. Illegal and Disruptive Conduct
  - a. Violation of federal, state or local law or College policies, rules or regulations.
  - b. Acting to impair, interfere with or obstruct orderly conduct, processes and function of the College, including:
    - i. violence or threat of violence against self or any member or guest to the College community;
    - ii. interference with the freedom of movement of any member or guest of the College;
    - iii. interference with the rights of others to enter, use or leave any College facility, service or activity;
    - iv. obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities, or of other authorized activities on College premises;
    - v. failure to comply with directions of law enforcement officers and College officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested;
    - vi. trespassing or unauthorized entry into College buildings or property.

7. Theft/misuse of Property
  - a. Theft, attempted theft, unauthorized possession, use, or removal of College property or the property of any member of the College community.
  - b. Defacing, tampering, damaging or destroying such property.
  - c. Unauthorized presence in or use of College grounds, facilities, or property.
  - d. Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
    - i. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
    - ii. unauthorized transfer of a file;
    - iii. unauthorized use of another individual's identification or password;
    - iv. use of computing facilities to send harassing or abusive messages;
    - v. use of computing facilities to interfere with the work of another student, faculty member or College official;
    - vi. use of computing facilities to interfere with the normal operation of the computing system.
  - e. Theft of telephone services or other auxiliary services, including food services, health club, etc...

Behaviors which violate the Code of Conduct and/or are detrimental to the welfare of the College community will result in disciplinary action that may include, but is not limited to: counseling, community service, monetary fine, probation, eviction, suspension, and expulsion. It should also be noted that individual responsibility for conduct extends beyond the campus. The College does not function apart from civil law agencies and as such, students are expected to assume personal responsibility as it relates to local, state, and federal laws.

### **Student Conduct Systems**

Student conduct programs at Rocky Mountain College strive to maintain the welfare of the College community as well as to assist individual students in developing personal responsibility. The structure of the College's conduct programs provides for fair and consistent response to disciplinary issues so that students may:

1. become more fully aware of their responsibilities as members of the College community;
2. develop a more thorough understanding of how their behavior effects the broader communities;
3. learn from the conduct process and to grow as individual members of the campus community.

Student Conduct cases are initiated at many levels. The majority of cases are handled by the residence life staff, Director of Residence Life, individual faculty members, the Associate Dean of Students or the Peer Review Board. At all levels, Student Conduct proceedings at RMC are committed to objectivity and fundamental fairness for all parties involved. As such, students are guaranteed their rights to due process and should expect to be:

1. apprised of the violation against him or her;
2. provided an opportunity to present information on his or her behalf;
3. given the right to appeal any decision of a staff member, administrator, faculty member or conduct board.
  - a. Students are entitled to one appellate hearing and will be informed, in writing, of the body(ies) which will be available to hear their appeal.
  - b. Students will be notified, in writing, regarding the appropriate filing processes for their appellate hearing.

Ultimately, the College is responsible for all student conduct proceedings. Therefore, RMC reserves the right to take whatever action is deemed appropriate and necessary in holding students accountable for their behavior.

### Conduct Boards

While the vast majority of conduct issues at RMC are managed informally on a one on one basis, the College

maintains four primary conduct programs in support of student learning, development, safety and the protection of RMC's community standards.

#### *Peer Review Board*

The peer review board can serve as a board of original jurisdiction or of appeal. Students may be referred to the peer review board by a residence director, the director of residence life, or the associate dean of students.

It is a hearing body comprised of five students empowered to determine if a student is responsible for violating the student code of conduct and/or College policy. The peer review board collaborates with students concerning their alleged violations to find a mutually beneficial resolution that protects the interests of the college community, allows the student to be accountable for his or her actions, and facilitates learning opportunities

#### *Student Conduct Board*

The Conduct Board serves as either a board of original jurisdiction or of appeal. It conducts hearings related to academic dishonesty and student disciplinary matters in which there are violations of college regulations that may result in a student's suspension or dismissal from the College. It also hears matters related to the constitution of ASRMC.

The Conduct Board is composed of four students selected by ASRMC and four faculty members elected through the annual faculty nomination process or nomination by the Academic Vice President. The complete Student Conduct Board policy and procedures are outlined in the student handbook or by following the link in the left hand column of this page.

#### *Academic Integrity*

Academic integrity at RMC is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student belongs to a community of learners where academic integrity is a fundamental commitment. The RMC Academic Integrity policy outlines for College community members their rights and responsibilities as they pertain to academic integrity.

Violations of the Academic Integrity policy are managed by individual faculty members and the College Registrar; however, at the discretion of the Registrar and/or faculty member, violations may be referred to the Academic Progress Committee for further action. A copy of the entire Academic Integrity policy and procedures can be found in the College catalog, the student handbook or by following the link in the left hand column of this page.

#### *Harassment and Discrimination*

RMC does not discriminate on the basis of race, color, sex, religion, national origin, citizenship, age disability or sexual orientation in admissions or its policies and/or programs, employment or other activities. The RMC Harassment and Discrimination policy outlines for College community members their rights and responsibilities as they pertain to harassment and discrimination.

The complaint, hearing and appeals process for Harassment or Discrimination incidents are outlined within the College catalog, student handbook or by following the link in the left hand column of this page.

## **CAMPUS SERVICES**

#### *Academic Computing*

Academic Computing works with students to resolve issues related to Rocky email (not WebCT email), Moodle Usernames and Passwords for Moodle, RMC LAN Computer, Wireless/Internet and Wireless and residence hall connectivity, Student Computer Labs and printing, Audio/Visual equipment in classrooms, and Faculty/Staff PC's  
Contact: 406.657.1161

#### *Academic VP*

The Academic Vice President is the chief academic affairs officer and is ultimately responsible for all academic programs, committees, the faculty (Including evaluations) and the College's curriculum. The AVP is located on the third floor of Morledge-Kimball Hall.

Contact: 406.657.1020

#### *Alumni/Parent Relations*

The Office of Alumni/Parent Relations works to develop and preserve the connection between the College and its Alumni by building a community of proactive alumni and current students as friends, advocates, and contributors to Rocky Mountain College. Parents are welcome at all Rocky events and are encouraged to attend. Contact the Office of Alumni/Parent Relations for details about upcoming events and activities.

Contact: 406.657.1007

#### *ASRMC*

Associated Students of Rocky Mountain College (ASRMC) is the governing council for our student body.

Representatives are elected by their peers to serve 1 year terms in accordance with the ARMC Constitution and By-Laws. Located in the Bair Family Student Center, ASRMC is the student's voice at Rocky Mountain College.

Contact: 406.657.1075

#### *Book Store*

The RMC bookstore is located in the Bair Family Student Center. The Bookstore offers a variety of merchandise, including textbooks, classroom supplies, softgoods, and snacks.

Contact: 406.657.1091

#### *Business Office/Cashier*

The Business Office and Cashier are located on the main floor of the Eaton Building. Check cashing, workstudy checks, tuition payments and information regarding your student account can be found at our Business Office.

Contact: 406.657.1012

#### *Camps and Conferences*

The mission of the RMC camps and conference office is to assist in furthering the goals of the college as they relate to the education, research, and community service. We aspire to efficiently schedule the use of our facilities by making them available and provide a quality experience to both internal and external groups.

Contact: 406.657.1035

#### *Campus Safety*

Everyone is encouraged to contact emergency personnel any you may need assistance. Emergency situations include any incident in or around the campus for which there is an imminent, serious threat to life, limb, property or environment.

Contact: 406.238.7293

#### *Campus Corps*

Coordinates volunteerism on campus as well as in the broader community. Campus Corp is located on the third floor of Alden Hall

Contact: 406.657.7394

#### *Campus Physician*

The College maintains a Health Service in the Physician Assistant Suite in the southeast corner of Fortin Center.

The Health Service operates on a half-time basis, under the direction of a nurse practitioner and consulting physician. Examinations and primary care of illness and minor injuries are administered at *no* charge to students.

Contact: 406.657.1068

#### *Career Services*

The Career Services Office, located in the Bair Family Student Center, assists with the work-study program and maintains a current list of full-time and part-time jobs, internships and seasonal work available to RMC students and alumni. All internships are coordinated through the Career Services Office.

Contact: 406.657.1039

*Central Ops. Mail*

Central Operations is located next to the Bookstore in the Bair Family Student Center. The mailroom is a student-friendly environment, where students can receive and send mail/packages, as well as send and receive faxes, have access to copy machines and work on class projects. The mailroom is run by one full-time and one part-time staff member and several work study students. The hours are 8am- 5pm, Monday – Friday.

Contact: 406.657.1033

*Chaplain*

The Chaplain is available to all students, staff, and faculty to assist with spiritual growth, pursue religious questions, and provide support and compassion. The Chaplain's office, located on the lower level of the Bair Family Student Center, can provide information for a range of religious faiths and for local community resources.

Contact: 406.657.1098

*Counselor*

Rocky Mountain College Counseling Services are available to all full-time and part-time students. The counseling center, located in Alden 106, provides support for students experiencing difficulties with personal, social or adjustment issues.

Contact: 406.657.1049

*Dir. Financial Aid*

The RMC Financial Aid Office works to balance these resources in a way that will make a private, liberal arts education affordable. For information and assistance with loans, scholarships and other financial aid matters please contact the Financial Aid Office, located in Prescott Hall.

Contact: 406.657.1031

*Dir. International Programs*

The International student advisor is located in Morledge/Kimball 002, and will provide assistance with visas, 1-20s and other immigration matters, academic advising and assistance with employment, taxes, and cultural or personal matters. The Office of International Programs can help you find the study/work/travel abroad program that best fits your interests and academic goals.

Contact: 406.657.1107

*Dir. Of Fortin*

The Fortin Fitness Center is home to RMC's gymnasiums, cardio and strength training equipment and a heated pool. RMC students have access to these resources, free of charge.

Contact: 406.657.1035

*Dir. Of Residence Life*

The Department of Housing and Residence Life provides support for on-campus students and facilitates their out-of-classroom learning environment. This office is the point of contact for such concerns as food service, residence hall programs, peer education and leadership development.

Contact: 406.657.1051

*Dir. Of Student Activities*

Student Activities provides students with a multitude of co-curricular and extra-curricular events to participate in each semester.

Contact: 406.657.1093

*Facility Service/Maintenance*

Facility Services at Rocky Mountain College are dedicated to creating a beautiful, safe and comfortable environment for Students, Staff and Faculty. To report any facility or maintenance issues on campus, please contact Campus Facilities.

Contact: 406.657.1077

#### *Library*

The Paul M. Adams Memorial Library is home to the college's collection of 85,000 books and houses, two computer labs for students to access for class assignments and study space. Business classes and the Distance Learning Center can also be found there.

Contact: 406.657.1087

#### *Military/ROTC*

The Rocky Mountain College Army ROTC Program challenges you to enroll in the most exciting course on campus. We attract and train top quality student-athletes and leaders from high schools and on-campus. We then forge them into the next generation of leaders and officers for the U.S. Army National Guard, and Army Reserve.

Contact: 406.461.6929

#### *President's Office*

The President is the Chief Executive Officer of the college. His office is located on the first floor of Prescott Hall.

Contact: 406.657.1015

#### *Public Relations*

The public relations department coordinates all media events, campus publications and news releases. The office is located on the third floor of Eaton Hall.

Contact: 406.657.1104

#### *Registrar*

The Office of Student Records, located on the main floor of Eaton Hall, assists with transfer-credit evaluation, transcript monitoring and dissemination, academic planning, study-abroad credit evaluation, class schedules, professor licensure, athletic eligibility, and planning and production of the bi-yearly academic catalog.

Contact: 406.657.1029

#### *SAS*

Services for Academic Success (SAS), provides academic support services to first-generation, low-income or physically disabled college students. Located in Fortin Education Center, the program offers the following services: tutoring; academic advising; instruction in reading, writing and mathematics; study skills; personal counseling and advocacy for students to succeed at RMC.

Contact: 406.657.1128

#### *Student Accounts*

The Student Accounts Office is located on the main floor of Eaton Hall. Students need to contact the Office of Student Accounts for validation, registration, with questions regarding billings statements and arrange payment plans.

Contact: 406.657.1016

#### *Student Life Office*

The goal of the Student Life Office is to provide assistance to students as they navigate the nuances of RMC's administrative functions/departments and help to resolve any situation that may arise. Please do not hesitate to contact us if we can be of assistance.

Contact: 406.657.1018