



SUBJECT:	Student Affairs		
POLICY:	300.1 Student Conduct		
PROCEDURE:	300.1.1 Reporting a Student Conduct Violation 300.1.2 Student Conduct Appeals		
EFFECTIVE:	March 2012	REVISED:	September 2024
		REVIEWED:	

Introduction and Purpose

Every member of the Great Falls College MSU community should feel safe and respected. This policy establishes the expectations of Great Falls College students to ensure a quality learning experience for all.

Policy

300.10 Student Conduct Code

Great Falls College MSU expects all student to be honest, responsible, civil, professional, and law-abiding members of the academic community and to respect the rights of other students, faculty, staff, clinical affiliates, community partners, and public to pursue, enjoy, and participate in the college’s programs and facilities whether online, on campus, or while representing the school off campus. Student conduct that disrupts or violates the personal and property rights of others is prohibited and may be subject to disciplinary action.

Students must meet the following conduct standards:

- A. be prompt and regular in attending classes or participating in an online or blended course
- B. be well prepared for classes, clinicals, labs, online courses, and other learning experiences
- C. submit assignments by the due dates
- D. take exams when scheduled
- E. act in a respectful manner towards other students, instructors and staff
- F. make and keep appointments to meet with an instructor or other college personnel
- G. seek assistance from the instructor and from the appropriate college support services (e.g., tutoring, accommodations, advising, career development, etc.) when needed
- H. follow fair and appropriate procedures when evaluating courses and instructors. Factors such as race, ethnicity, color, religion, sex/gender, sexual orientation or preference, age, national origin, disability, marital status, political beliefs, veteran status, or personal relationships may not be considered.

In addition to the above items, students are expected to meet course and program behavioral standards.

300.11 Prohibited Student Conduct

Violations of the Student Conduct Code can lead to serious disciplinary action, including suspension or expulsion from the college. For allegations related to sexual harassment, sexual misconduct, sexual assault, domestic violence, stalking, discrimination, and/or harassment, see section 300.12 Determination of Allegations of Discrimination, Harassment and Retaliation and [Policy 301.1 Discrimination, Harassment, and Retaliation](#).

Violations to the Student Conduct Code include but are not limited to the following:

- A. Acts of Dishonesty
 - a. Knowingly furnishing false information to any college official, faculty member, or office, such as an admissions application, financial aid application, or scholarship application
 - b. Forgery, alteration, or misuse of college documents, records, instruments of identification, computer programs, or accounts
- B. Harassment and Hazing
 - a. Verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion which:
 - i. is threatening or carries with it the intentions of bodily harm or
 - ii. disrupts or undermines a person's responsibilities as a student, faculty, or staff member, including interfering with a person's educational or work performance
 - b. Harassment which is based upon discrimination as defined in the four-campus [Discrimination, Harassment, and Retaliation Policy](#) is also prohibited conduct; that type of harassment is covered in [301.1](#). It is a separate offense from harassment under this section.
 - c. Hazing including but not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which:
 - i. endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; confinement or imprisonment
 - ii. destroys, vandalizes, or removes public or private property
- C. Physical Assault
 - a. physical contact of an insulting or provoking nature
 - b. physical interference with a person that prevents the person from conducting customary or usual affairs, causes fear of physical safety, or causes anyone to suffer actual physical injury
 - c. for sexual assaults, see section [300.12 Determination of Allegations of Discrimination, Harassment and Retaliation](#) and [Policy 301.1 Discrimination, Harassment, and Retaliation](#)
- D. Alcohol and Drugs
 - a. Use, possession, manufacture, distribution, or sale of narcotics or dangerous drugs as defined by city, state, or federal laws. This includes mind-altering drugs, designer drugs or synthetic substances used as a substitute for a controlled substance, except as expressly permitted by law or college policy. This also includes the abuse, distribution, or improper use of prescription drugs.
 - b. Use, possession, or distribution of intoxicants, including alcohol, in the building or on the grounds of Great Falls College except as expressly permitted by law or college policy.
- E. Firearms, Explosives, and Weapons
 - a. Possession or use of firearms, ammunition, explosives, weapons, or dangerous chemicals on the college premises, regardless of whether the person has a permit to carry a concealed weapon
 - b. Carrying a concealed weapon and/or firearm regardless of whether the person has a permit to carry a concealed weapon

- c. Violating federal, state, or local law on college premises or at college sponsored activities
 - d. Violating published college policy, rules, or regulations
- F. Disruptive Behavior
- a. Impairing, interfering with or obstructing the orderly conduct, processes and functions of the college
 - b. Threatening violence or committing violence against self, faculty, staff, or guests of the college community
 - c. Interfering with the freedom of movement of anyone of the college community
 - d. Interfering with the rights of others to enter, use, or leave any college facility, service, or activity
 - e. Obstructing or disrupting teaching, learning, research, administration, disciplinary procedures, other college activities, or authorized activities on college premises
 - f. Using public address systems on the campus except with permission of a college official
 - g. Failing to comply with directions of law enforcement officers, security personnel and college officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested
 - h. Failing to comply with any authorized student conduct code sanction(s)/condition(s)
 - i. Trespassing or unauthorized entry into college buildings or property
- G. Theft or 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 college property or the property of any member of the college community
 - c. Unauthorized presence on, 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, change the contents of, 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 interfere with the work of another student, staff, faculty member, or college official
 - v. Unauthorized use of computer resources or the unauthorized use of copying of computer data or software. Examples of unauthorized use or copying include attempts to alter systems; unauthorized access or copying of data or software; attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use of copying.
 - vi. Unlawful downloading and distributing copyrighted digital media via peer-to-peer file sharing applications, including video (movies) and sound (music) files
 - vii. Attempts to circumvent or defeat any college-owned system firewall or any other mechanism put in place to manage the network
 - viii. Failure to abide by or comply with Great Falls College information technology policies 701.1-705.1

300.12 Determination of Allegations of Discrimination, Harassment and Retaliation

Conduct outlined in the Great Falls College [Policy 301.1 Discrimination, Harassment, and Retaliation](#) are also prohibited conduct under the Student Conduct Code. The definitions for discrimination, harassment, sexual misconduct, domestic violence, and stalking are contained in policy 301.1 and procedures 301.1.1. Violations of this policy include retaliation against an individual for taking any of the actions in support of this policy as defined by policy 301.1. For Title IX compliance and violations of sexual harassment, sexual misconduct, and/or sexual assault policies, see policy 301.1 and procedure 301.1.1.

- A. All sexual harassment, sexual misconduct, and sexual assault complaints against student(s) will be referred to the Title IX Coordinator and will follow the procedures for reports and complaints in accordance with [Policy 301.1 Discrimination, Harassment, and Retaliation](#) and [Procedure 301.1.1 Discrimination, Harassment, and Retaliation](#) procedures.
- B. When a student is found to have engaged in policy violations, the executive director of student services will impose sanctions allowed by the Student Conduct Code in section 300.13 including suspension or expulsion from the college. The executive director of student services' decision is the final decision and shall not be subject to appeal.

300.13 Sanctions for Student Conduct Violations

Student Conduct Code violations which occur on college-owned, college-controlled property, or at college-sponsored events are subject to college disciplinary jurisdiction. The college may also apply this code to student conduct regardless of where it occurs when actions adversely impact or affect the overall mission, programs, and functions of the college or the health and safety of members of the college community. Students who commit offenses against the city, state, or United States are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses also violate the college's Student Conduct Code. College disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings or investigations and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of law, the college will neither request nor agree to special consideration for the student solely because of the person's status as a student.

A. Individual Sanctions

In recommending or determining a sanction for conduct violations, the executive director of student services or designated college official may consider the student's present and past disciplinary record; the nature of the offense; the severity of any damage, injury, or harm caused; and other factors relevant to the matter. If the student is found to have violated the Student Conduct Code, the responsible college official may impose one or more of the following sanctions:

- a. Expulsion- permanent separation of the student from the college. The student may also be barred from the college premises.
- b. Suspension- separation of the student from the college for a specified period of time but not less than the remainder of the semester. The student shall not participate in any college-sponsored activity and may be barred from college premises.
- c. Conduct Probation/Suspension Warning- a status which is imposed for a designated period of time and includes the possibility of more severe disciplinary sanctions, including

suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period

- d. Disciplinary Reprimand- a formal reprimand, which may be imposed either in verbal or written form for violation of the Student Conduct Code and a warning that further misconduct may result in more severe disciplinary action
- e. Restitution- compensation for actual loss, damage, or injury, including appropriate service and/or monetary or material replacement
- f. Other Sanctions- other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, restrictions, loss of privileges, withholding registration, limitation of access to college property, imposition of mandatory educational or counseling requirements, or other sanction appropriate under the circumstances.

B. Group Sanctions

The following sanctions may be imposed upon student groups or organizations registered with the college:

- a. Those sanctions listed in 300.13A above
- b. Deactivation- loss of all privileges, including college recognition or registration for a specified period of time

For procedures on reporting a Student Conduct Code violation, see procedures 300.1.1 Reporting a Student Conduct Violation. All personnel must report a Student Conduct Code violation even if the sanction was only a verbal or written warning to the student.

300.14 Student Conduct Code Sanctions Appeal

Students may appeal the decision of the designated college official by following procedures in 300.1.2. Students wishing to appeal the decision of the executive director of student services must specifically allege and factually support one or more of the following claims:

1. There was an error in the procedure or the interpretation of the Student Conduct Code which substantially affected the decision.
2. The student has new evidence, not previously available, which would have materially affected the decision.
3. The sanctions imposed are not appropriate given the nature of the violation.

300.15 Records and Confidentiality

The executive director of student services shall maintain disciplinary records, which include, but are not limited to, the following information: the student's name and related identifying information, applicable Student Conduct Code violations, parties involved, description of the incident, sanctions(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to investigators and designated officials to assist in recommendations of an appropriate sanction and to other college personnel who require such information to fulfill their official duties.

- A. Students may arrange to review their own disciplinary records and related information by contacting the executive director of student services.

- B. Except as provided elsewhere in this code and/or as required by law, the college shall not communicate a student's disciplinary record to any person or agency without the prior written consent of the student or the student's parents or legal guardian when the student is a minor.
- C. Disciplinary records shall be maintained for seven (7) years from the last recorded entry and then destroyed.

Reference

Great Falls College Policy [301.1 Discrimination, Harassment and Retaliation](#)