

# IMPORTANT NOTICES

## City College at Montana State University Billings

### 2024-2025 Catalog

### Important Notice to All Students

The City College at MSU Billings catalog is published annually by Montana State University Billings as a guide for students, faculty and others interested in the institution. Students are expected to be familiar with the University regulations and information which are set forth in this publication. Effective date of this catalog is August 2024.

The University is not responsible for cancellation of classes due to damage to campus facilities or unavailability of teaching personnel resulting from severe weather conditions, natural or man-made disasters, work stoppages, or emergency situations declared by the Governor.

Advisors assist students with selection of courses and other academically related issues, but the ultimate responsibility for meeting graduation requirements belongs to students.

City College at MSU Billings reserves the right to change the regulations and fees in this catalog at any time during the one-year period the publication is in effect. The institution, with the concurrence of the Board of Regents of Higher Education, also reserves the right to add or withdraw courses and degree programs at any time.

Effective dates of changes will be determined by the proper authorities and shall apply to prospective students and to those who are already enrolled.

For further information, write to:  
Jacket Student Central  
City College at Montana State University Billings  
3803 Central Avenue  
Billings, Montana 59102

## University Policies

This catalog contains the academic regulations governing the academic programs.

The Student Affairs Handbook contains the detailed policies and procedures governing rights and responsibilities of students in the academic community. Students are referred to that handbook for details concerning use of facilities, code of conduct, student complaint procedures, regulations for student organizations, and other useful information.

### Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy and Grievance Procedures

Montana State University Billings is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere, because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed by the university under its Discrimination, Harassment, and Retaliation Policy and Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation

Policy. [www.montana.edu/equity/policies/index.html](http://www.montana.edu/equity/policies/index.html) (<http://www.montana.edu/equity/policies/>)

### Title IX of the Education Amendments of 1972

Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the university.

Discrimination based upon sex can include sexual harassment or sexual violence, such as sexual intercourse without consent, sexual assault, and sexual coercion. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

### Reporting, Filing a Complaint or Questions

Montana State University Billings affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination.

Any student, faculty or staff member with questions or concerns about discrimination based on any of the protected classes listed above or who believes that he or she has been the victim of discrimination based on any of the protected classes should contact the Director & Title IX Coordinator in Human Resources Office for assistance or to file a complaint. The Director and Title IX Coordinator is available to discuss options, explain university policies and procedures, and provide education on relevant issues. Additionally, the Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy is found at: [www.montana.edu/equity/policies/grievanceprocedures.html](http://www.montana.edu/equity/policies/grievanceprocedures.html) (<http://www.montana.edu/equity/policies/grievanceprocedures.html>)

HR Director & Title IX Coordinator  
Human Resources Office  
Tel: (406) 657-2278  
Email: [titleIX@msubillings.edu](mailto:titleIX@msubillings.edu)  
Location: McMullen Hall 310

### MSU Billings Conflict of Interest Policy

This policy is adopted pursuant to Board of Regents Policy 770, Conflict of Interest, and applies to all 0.5 FTE or greater employees (hereafter, employees) at Montana State University Billings and Montana law, Standards of Conduct Code of Ethics, Title 2, Chapter 2, Part 1, MCA. Procedures for Conflict of Interest can be found at [www.msubillings.edu/humres](http://www.msubillings.edu/humres) (<http://www.msubillings.edu/humres/>)

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

### Consensual Relationship

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

## University Police Department

The University Police Department serves as the primary law enforcement agency for Montana State University Billings. The University Police Department consists of a dedicated team of eight sworn police officers, one Clery Act specialist, one office assistant, a parking compliance officer, and a number of student workers that assist with parking enforcement duties. All University police officers receive their Public Safety Officer Standards and Training certification through the Montana Law Enforcement Academy. Receiving the Oath of Office through Billings Municipal Court, Montana State University Billings has a Memorandum of Understanding with the City of Billings, granting University police officers city-wide jurisdiction. The University Police Department responds to and investigates all complaints of criminal activity that occur on and adjacent to university-owned or leased property.

In addition, the University Police Department provides workplace safety training and education, fire safety and fire code inspections, and emergency management coordination. The University Police Department is dedicated to policing with professionalism, integrity, respect, and collaboration.

Additional information related to the University Police Department can be found throughout our webpage. Please do not hesitate to contact the University Police Department; officers are on duty 24 hours a day, 365 days per year.

## Annual Security and Fire Safety Report

The safety and security of the campus community is a priority for Montana State University Billings. The Annual Security and Fire Safety Report (ASFSR) is intended to be a resource guide, directing readers to campus safety and security services, providing crime prevention tips, and offering personal safety strategies. It includes information and policy statements regarding crime prevention, security awareness, fire safety, alcohol and substance abuse prevention, sexual misconduct, dating violence, domestic violence, stalking prevention, policies, resources and procedures for reporting a crime, emergency and evacuation policies and procedures, and missing student policies, as well as other matters of importance to the campus community.

Federal law mandates that this report includes crime statistics for the previous three years. Included crimes occurred on campus, in student housing, on public property within or immediately adjacent to campus, or on non-campus property owned or controlled by the university.

The ASFSR is available online at [www.msubillings.edu/police](http://www.msubillings.edu/police) (<http://www.msubillings.edu/police/>). A paper copy is available at the University Police Department (first floor of the Poly Drive Parking Garage).

## Americans with Disabilities Act of 1990 and ADA Amendment Act of 2008

Montana State University Billings affirms its commitment to nondiscrimination on the basis of disability and its intention to comply with all laws prohibiting such discrimination including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act of 2008.

In order to ensure nondiscrimination on the basis of disability, the University will provide appropriate and reasonable accommodation for members of the public, employees and students with disabilities, as defined by these laws.

All University administrators, faculty, staff and students have a responsibility to adhere to the philosophy of equal access and opportunity which is the basis for this nondiscrimination commitment.

An individual may be required to provide relevant, written documentation in order to establish that he/she is a person with a disability and entitled to a reasonable accommodation under the law.

The University's ADA coordinators are the Director of Human Resources and the Director of Disability Support Services.

Any employee or applicant with disabilities concerned about accessibility and/or accommodation issues should contact the Human Resources, McMullen Hall 310, (406) 657-2278 (Voice/TTY).

## Students

Any student with disabilities concerned about accessibility and/or accommodation issues should contact Disability Support Services, COE 135, (406) 657-2283 or City College Tech Building A016, (406) 247-3029.

Disability Support Services reviews complaints by students regarding discrimination and/or harassment on the basis of physical or mental disability relating to disability accommodations in the classroom and physical access to facilities. The full grievance policy is on the DSS website at [www.msubillings.edu/dss](http://www.msubillings.edu/dss) (<http://www.msubillings.edu/dss/>).