

# GENERAL INFORMATION

## Montana State University Billings

Montana State University Billings is a comprehensive, regional public university affiliated administratively with Montana State University in Bozeman. Montana State University Billings offers undergraduate programs in the arts and sciences, educator preparation, business and economics, counseling, human services, rehabilitation and related services, health promotion, health administration and other professional areas. Graduate programs through the master's level are offered in educator preparation (special education, school counseling, reading), psychology, public relations, rehabilitation and mental health counseling, exercise/sport, and related areas.

### *Assessment for Improvement: A way of life at Montana State University Billings*

Montana State University Billings is a student-centered learning environment that is enhanced by commitment to regular examination of the university's assessment processes. This dedication to assessment review means that the University faculty and staff continually re-examine programs and services to our students to provide an optimal educational experience. This persistent pursuit of quality improvement to assure excellence involves our students, staff, faculty, administration, and our community.

## Student Learning Outcomes

MSU Billings understands that student success and student learning takes place inside and outside the classroom. The ability to assess and measure that success is imperative. The university's challenges, now and in the future, are to refine student learning outcomes, develop a systemic process that is valid and reliable to collect the appropriate data, and then aggregate/ disaggregate that data. To assure that the university's programs continue to meet the needs of both the students and the community, MSU Billings engages in ongoing review and revision of its assessment processes. This regular review process has resulted in the revision of the university's academic programs as articulated in this catalog. Using the in-depth review of general education as a starting point, and working in close cooperation with the Colleges of Business, Education, Health Professions and Science, Liberal Arts and Social Sciences, and City College, the University has expanded assessment throughout the institution. Each program publishes objectives/student learning outcomes in the General Bulletin, the City College Catalog, or the Graduate Catalog, as appropriate. Program outcomes are reviewed through Annual Reports. Changes in programs result from review of objectives as they relate to student achievement, program/faculty/student data, and state/national specialty area standards.

## Institutional History

Montana State University Billings was established in 1927 as Eastern Montana State Normal School. At that time all the institutions of higher education were located in western Montana, so the university was designed to serve the needs of eastern Montana, especially with respect to preparing teachers for elementary schools. In 1966, the institution's name was changed to Eastern Montana College. In 1994, with the merger of the Billings Vocational Technical Center, the institution became Montana State University Billings. The University has grown with the city of Billings to become the major higher educational center in south-central and eastern Montana.

Today the University is the third largest of the six four-year-plus units of the Montana University System. The University consists of five academic colleges: the College of Business, the College of Education, the College of Health Professions and Science, the College of Liberal Arts and Social Sciences, and City College at Montana State University Billings.

## Location and Campus

The Yellowstone Region and the City of Billings: America's "last, best place" is undoubtedly an appropriate way to describe the region of the Yellowstone. Stretching from Yellowstone Park to where it joins the Missouri River, the Yellowstone River is the longest un-dammed river in the United States. Montana State University Billings shares the history, traditions, and quality of life that characterize the Yellowstone Region.

Montana State University Billings is located in the expanding city of Billings in the valley of the Yellowstone between rugged mountains and sweeping plains, with the population base of approximately 120,000. The city, the largest in Montana, offers all the conveniences of modern urban life, but has retained its cultural and historical Western tradition of friendliness.

Billings, the "Magic City," serves as a center for agriculture, finance, trade, medical care, education, tourism and energy-related industries for the people of eastern Montana and northern Wyoming. It is the largest health care and business hub in a four-state region. A downtown business district, well-planned shopping centers and malls, and a variety of smaller specialty stores provide ample opportunity for browsing and shopping.

MetraPark, Billings' major indoor complex, provides a number of entertainment opportunities such as major concert productions, trade shows and sporting events.

Historical sites, fishing streams, mountain trails, and downhill ski runs are within easy driving distance from Billings. World-famous Yellowstone National Park is nearby.

Billings has a number of churches, radio and television stations, movie theaters, a symphony and a community theater. Parks, tennis courts and golf courses offer recreational opportunities. The city is served by excellent transportation facilities. Among other assets are excellent hotels, motels, restaurants and residential districts.

## Accreditation

Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities (NWCCU). In addition, the University is accredited by the following specialized accrediting agencies: the Council for the Accreditation of Educator Preparation (CAEP), the Montana Board of Public Education, the Association to Advance Collegiate Schools of Business (AACSB), the National Association of Schools of Music (NASM), the National Association of Schools of Art and Design (NASAD), the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and the Commission on Accreditation of Athletic Training Education (CAATE).

## Faculty

MSU Billings faculty have expertise in many academic disciplines and approximately ninety-one percent hold the highest degrees in their fields. They contribute a number of articles each year to academic and professional journals in their fields and participate with their peers regionally, nationally, and internationally at conferences and seminars. Each year they receive grants ranging from Fulbrights for study abroad to those for the investigation of human and scientific information. Because the faculty is involved in research, students may also become involved in research, including the presentation of findings at conferences and the publication of papers in journals. Also, because the faculty work with their colleagues around the country, they are able to expose MSU Billings students to the latest information in each degree.

## Graduate Faculty

Members of the graduate faculty are appointed by their department or program. The graduate faculty, through a shared governance process, have the responsibility

for reviewing and recommending graduate programs and changes thereto, and for assisting and maintaining the standards of the graduate program.

## Diversity

MSU Billings supports all members of the University community in their individual growth toward confidence, individual sense of purpose, and acceptance of civic responsibilities. MSU Billings' actions are ethical and principled to assure dignity and equity for all. MSU Billings seeks to increase staff, faculty and student awareness, understanding, and involvement in the international community. MSU Billings is committed to providing an intellectual and social environment that supports and nurtures diversity awareness and cultural consciousness.

## Campus Visits

### New Student and Retention Services

**McMullen First Floor East, (406) 657-2888 or 1-800-565-MSUB (ext. 2888)**

To schedule an individualized campus visit, call (406) 657-2888 or 1-800-565-6782 ext. 2888, email [admissions@msubillings.edu](mailto:admissions@msubillings.edu), or write to the Office of New Student and Retention Services  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298.

## University Policies

This catalog contains the academic regulations governing the graduate program. 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, 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.

## Americans With Disabilities Act of 1990 Montana State University Billings Policy Statement

In accordance with ADA, Montana State University Billings also ensures academic program and building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the campus services, programs, or activities, or be subject to discrimination by any such covered entity.

## Employees and Job Applicants

A qualified individual with a disability means someone who satisfies the required skill, experience, education and other job related requirements of a position and who, with

or without reasonable accommodation, can perform the essential functions of the position.

Montana State University Billings will make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job. Departments which are conducting recruitments to fill a vacant position who have issues with regard to a candidate with disabilities should coordinate with the Human Resources Office, McMullen Hall, room 310, (406) 657-2278.

The university has adopted a policy prohibiting discrimination on the basis of a disability. Individuals who have complaints alleging discrimination based upon a disability may file them with the following:

Human Resources Director  
Tel: (406) 657-2278  
Email: [discrimination@msubillings.edu](mailto:discrimination@msubillings.edu)  
Location: McMullen Hall 310

Or refer to the policy and procedure: [www.montana.edu/policy/discrimination/procedures/](http://www.montana.edu/policy/discrimination/procedures/) (<https://www.montana.edu/policy/discrimination/>)

## Students

In accordance with ADA, Montana State University Billings also ensures academic program accessibility as well as physical accessibility for all persons with disabilities.

No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Montana State University Billings, or be subject to discrimination by any such entity.

Any student and/or person 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/>).

## 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, along with parking information, 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).