

# IMPORTANT NOTICES

## Graduate Catalog 2024-2025

### Montana State University Billings Important Notice to All Students

This Graduate Catalog is published annually by Montana State University Billings as a guide for students, faculty and others interested in the institution and its graduate studies programs. Students are expected to be familiar with the University regulations and information that are set forth in this publication. Effective date of this Graduate Catalog is Fall 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.

Montana State University Billings reserves the right to change the regulations and fees in this catalog at any time during the period the publication is in effect. The University, 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 shall apply to prospective students and those who are already enrolled.

For further information, write or call the

Office of Graduate Studies  
Montana State University Billings  
1500 University Drive  
Billings, Montana 59101-0298  
(406) 657-2238  
email: gradstudies@msubillings.edu

## 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, 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 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).