

UNDERGRADUATE CATALOG

2019-2020 General Bulletin Montana State University Billings

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www.msubitillings.edu

Important Notice to All Students

This General Bulletin 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 General Bulletin is August 2019.

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.

MSU Billings reserves the right to change the regulations and fees in this Bulletin at any time during the two-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 the

Office of Admissions and Records
Montana State University Billings
1500 University Drive
Billings, Montana 59101-0298.

Student Learning Outcomes

MSU Billings understands that student success and student learning take place inside and outside the classroom. The ability to assess and measure that success is imperative. 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, including the general education program, as articulated in this catalog.

Degree Levels

Montana State University Billings offers pre-professional and certification programs and awards degrees at the associate's, bachelor's, and master's degree levels. MSU Billings also offers post-master's (non-degree) supervisor endorsement programs in Reading K-12 and Special Education K-12.

Accreditation

Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities. It is accredited by the National Council for the Accreditation of Teacher Education for preparing elementary and secondary teachers and school counselors through the Bachelor of Science and Master of Education degrees and the Master of Science in Special Education degree. Programs in the College of Business are accredited through the Association to Advance Collegiate

Schools of Business (AACSB). MSU Billings is also accredited by the National Association of Schools of Music, the National Association of Schools of Art and Design, and the Council on Rehabilitation Education. City College programs are approved by the National Institute for Automotive Service Excellence and the Montana Board of Nursing. Please see the City College Catalog for accreditation information about the City College programs.

Faculty

MSU Billings faculty have expertise in many areas 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. Because the faculty is involved with their peers, students are exposed to the latest information in each discipline. Because the faculty is involved in communicating with their colleagues around the country, they also continue being involved in expressing those ideas to students.

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.

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 a population base of approximately 100,000. 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 central and eastern Montana and northern Wyoming. 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, Montana's major indoor arena, provides a number of entertainment opportunities such as major concert productions, trade shows and sporting events.

Historical sites, trout 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 performing arts center, 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.

The MSU Billings Campus

Montana State University Billings is comprised of two campuses: the University campus, and the City College campus. The University campus rests on ninety-two acres nestled at the foot of majestic sandstone cliffs overlooking the city. The eighteen buildings are within a short walking distance across campus. Two residence halls connected to the Student Union Building and one family housing apartment complex provide housing to students. Rimrock has 148 rooms and Petro has 362 rooms available for occupancy. The Student Union Building (SUB) houses the Jackets & Company campus store, Campus Dining Services, Stingers Coffee Shop, and administrative offices. Home of the Yellowjackets, Alterowitz Gymnasium and the P.E. building offer a variety of recreational and instructional opportunities. The facility houses a 4,000 seat arena, a practice gymnasium, a collegiate-size swimming pool, an enclosed running track, and racquetball courts.

Although physically separated from the University campus, the City College campus, located seven miles from the university campus on the west side of Billings, is an integral part of the University. The campus consists of two buildings: the Tech building and Health Sciences building. The facilities provide ample classrooms, laboratories, and other instructional areas. A large central commons is a popular student gathering and dining area. At the front of the City College campus is the MSU Billings soccer field, used by both the women's and men's soccer teams for practice and games.

MSUB Extended Campus resides in downtown Billings. The campus offers continuing education, workforce training, and conference services.

Academic Calendar

The academic year consists of Fall and Spring semesters. The summer term has its own calendar. Classes are also available between the fall and spring semesters in an Intersession format.

Campus Visits

McMullen First Floor East, (406) 657-2888

Campus tours are available through the Office of New Student Services. For information, call (406) 657-2888; or write the Office of New Student Services
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
or visit www.msubillings.edu To assure the availability of staff, please contact this office to set up a campus visit.

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, 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, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy and Discrimination Grievance Procedures for Allegations of Violations of the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy.
www.montana.edu/policy/discrimination (<http://www.montana.edu/policy/discrimination>)

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 for Allegations of Violations of the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy is found at: www.montana.edu/policy/discrimination/procedures/ (<http://www.montana.edu/policy/discrimination/procedures/>)

HR Director & Title IX Coordinator
Human Resources Office
Tel: (406) 657-2278
Email: discrimination@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/policies

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

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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 Compliance Program Assistant, two office assistants 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 around University owned or leased property.

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

Annual Security Report

The safety and security of the entire campus community is extremely important to Montana State University Billings. The Annual Security Report (ASR) publication represents the University's information and data in compliance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998.

Federal law mandates that this report include statistics for the previous three years concerning reported crimes that occurred on campus or on property owned or controlled by MSUB and on public property within, or immediately adjacent to and accessible from, the campus.

The ASR is available online:

www.msubit.edu/police/PDF/2014_Annual_Security_and_Fire_Safety_Report.pdf

and at the University Police Department – (406) 657-2147.

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.msubit.edu/dss.