

Dawson Community College

2010/2011

Amanda Shadbolt -“Crazy Life (front cover)

My name is Amanda Shadbolt, and I'm from Humboldt, Saskatchewan. This was my first art class since my senior year of high school. I've always really enjoyed art, but had forgotten how much I missed it until I started drawing again. For this drawing I used mostly Sharpie markers. I like Sharpies because they don't smudge or smear and they give a bright finishing touch to my designs. This drawing is kind of out of my style - I usually draw objects or people - because for this piece I just created from my imagination.

This drawing explains my life in general: it's VERY crazy and unpredictable. Life is like that. The swirls and crazy lines in the background are a metaphor for life. Life is just a long winding road, and nobody knows when it's going to turn around, twist in a different direction, become a dead end, or just keep on going forward. There are certain objects and words hidden within the lines to explain myself slightly with no direct sentences. For example, I put things like RM 28 for my roommates, #3 for my volleyball number, a cowboy hat for my boyfriend, a maple leaf to show my Canadian pride, and many more things. There are also words, names, and initials hidden within the lines and swirls, each representing important people in my Crazy Life!

Erin Johnson -“Shini Shuzoku” (back cover)

My name is Erin Elizabeth Johnson; I was born on August 7th, 1990 in Helena Montana at St. Peter's Hospital. My parents are John Johnson and Debbie Kenney Johnson. I have three other siblings: Amanda, who is two years older than me; Sean, a year older; and Joshua, who is three years younger.

In my younger years before I could go to school, I used to watch my father paint and draw. I guess a person could say it's in my blood, but I've always found pictures and paintings amazing. I used to pick out a picture in a random book and look at it for hours; study how a person could make something appear so real, as if you were looking into a completely different world. My older sister Amanda and I both inherited this interest for art and were always very competitive about it; we have for the most part outgrown this.

I'm attending DCC to attain an Associate of Arts degree and I am considering going to the University of Montana after this achievement. My biggest goal is to one day make a graphic novel of a story I've been working on for the last four years. It is the most important project I think I have ever worked on. Hopefully it will be finished one day so I can share it with the rest of the world.

I've been drawing and making art messes for as long as I can remember. Since I was little I've mostly used colored pencil and pen in my work, but recently I've been exploring different mediums and combinations to create my work. Art for me has always been about telling a story. I've always loved making up and telling stories through my work, even if most people don't know what I'm trying to tell them.

In that respect “Shini Shuzoku” or Death Race is my portrayal of an age old fear of dying, and death in general. It symbolizes the state of constant decay that goes on as all living beings grow older throughout their lives', showing no matter how hard one tries to run; there is no escape from death's grasp. So the literal translation of my picture is “death happens” so stop worrying about dying, and live the life you have to its fullest!

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DCC ACADEMIC CALENDAR 2010 – 2011

FALL SEMESTER 2010

New Faculty Orientation	August 18
Faculty Workshops	August 19-20
Residence Halls Open	August 22
New Student Orientation	August 23-24
All Classes Begin	August 25
Last Day to Add/Drop	September 3
Holiday – Campus Closed	September 6
Fee Payment/Fin. Aid Disbursement	September 17
Late Fee Added to Unpaid Student Accts.	September 24
Mid-term	October 18
Fall Break – Campus Closed	October 22
Last Day to Withdraw	October 28
Preregistration for Grad Candidates	November 1-5
Graduation Applications Due	November 5
Preregistration – No Day Classes	November 9
Veterans Day – Classes Meet	November 11
Thanksgiving Break – Campus Closed	November 24-26
Classes Resume	November 29
Last Day of Classes	December 13
Final Exams	December 14-16
End of Semester	December 16
Residence Halls Close	December 17

SPRING SEMESTER 2011

Faculty Workshops	January 13-14
Residence Halls Open	January 16
Holiday – Campus Closed	January 17
New Student Orientation	January 18
All Classes Begin	January 19
Last Day to Add/Drop	January 28
Fee Payment/Fin. Aid Disbursement	February 10
Late Fee Added to Unpaid Student Accts.	February 18
Holiday – Campus Closed	February 21
Mid-term	March 11
Spring Break – No Classes	March 14-18
Classes Resume	March 21
Last Day to Withdraw	March 30
Preregistration	April 11-15
Holiday – No Classes	April 22
Last Day of Classes	May 9
Final Exams	May 10-12
End of Semester/Awards Banquet	May 12
Graduation Commencement	May 13
Residence Halls Close	May 14



Dawson Community College

STUDENT STANDARD OF CONDUCT

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STUDENT CONDUCT CODE

Revised May 28, 2010

STUDENT CONDUCT CODE

I. INTRODUCTION

Being a student at Dawson Community College (DCC) presupposes a commitment to responsible citizenship and to the ideals of integrity and fairness. The Board recognizes the need for a code of student conduct which identifies appropriate conduct and sanctions for misconduct and which protects both the rights of students accused of misconduct, as well as the rights of survivors of such misconduct.

Pursuant to the above principles, Board of Trustees confirms its commitment to the establishment of a fair code of student conduct and fair and expeditious procedures for the implementation of disciplinary sanctions pursuant to that code of conduct. In furtherance of this commitment, the Board directs and authorizes the DCC administration to develop and maintain a student conduct code for the students of DCC with fair procedures for the implementation of sanctions under that code. The code should address the rights of the parties involved, the imposition of discipline and appeal procedures, and the confidentiality of disciplinary proceedings and sanctions. Such procedures may include sanctions against individual students and student groups and may include the disciplinary sanctions of suspension and expulsion. The Dean of Student Services shall be responsible for the procedural administration of the code.

For purposes of this Code, a “student” means any person who is enrolled and pursuing undergraduate studies, whether full-time or part-time, at DCC, living in College housing, or engaged in college activities.

In addition to compliance with this Code, students remain responsible for compliance with the civil and criminal laws of Montana and the United States.

II. JURISDICTION OF DAWSON COMMUNITY COLLEGE

Generally, DCC jurisdiction is limited to conduct occurring on College premises or at College-sponsored activities. College jurisdiction may also be asserted when off-campus conduct threatens the health and safety of any member of the campus community. Application of this Code to off-campus offenses is subject to procedures adopted by the DCC administration in accordance with this policy.

College authorities reserve the right to search students' belongings in accordance with state and federal law. DCC may pursue enforcement of its rules whether or not criminal proceedings are in process and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken.

III. STUDENT RIGHTS

DCC recognizes that its students retain the rights provided by the United States and Montana Constitutions, federal and state statutes, and applicable College policies. The provisions of this Student Conduct Code are intended to be consistent with these rights. The following rights are specifically recognized and implemented in this Student Conduct Code:

A. Right to Confidentiality.

1. All disciplinary proceedings are closed to the public. An open conference/hearing may be held at the discretion of the administrative officer/chair of the adjudicating board if requested by the student, unless closure of the proceedings is necessary to protect the overriding individual privacy rights of others.
2. The College, including individuals involved in a disciplinary proceeding, will not disclose information to anyone not connected with the proceeding. The fact that there is a disciplinary proceeding concerning the incident may be disclosed; however, the identity of individual students will not be disclosed.
3. The College, including individuals involved in a disciplinary proceeding, will disclose the results of the proceedings, including sanctions imposed, only to those who need to know the results for purposes of record-keeping, enforcement of the sanctions, further proceedings, or compliance with Federal or State law.

B. Rights of the Accused Student and Survivor

The student who claims s/he is the victim of campus violence and the student accused of violating campus rules will be treated with equal care, concern, honor, fairness and dignity.

1. A student accused of violating the Student Conduct Code has certain rights:
 - a. The right to be advised of the potential charges.
 - b. The right to review the evidence.
 - c. The right to respond to the charges including the right to submit a written account relating to the alleged charges.
 - d. The right to know of the identity of individuals who will be present at an administrative conference or a Student Conduct Board hearing.
 - e. The right to have a person of choice, including legal counsel, present throughout any and all proceedings provided for in this Code.
 - f. The right to a reasonable period of time to prepare for a hearing and the right to request a delay of the hearing for good reason.
 - g. The right to hear and question witnesses and the accuser except in exceptional circumstances.
 - h. The right to present relevant evidence and witnesses.
 - i. The right to timely adjudication of charges as provided in this Code.
2. A person who has been a victim of an offense and who files a complaint with the College is entitled to certain rights in the disciplinary process:
 - a. The right to meet with the designated administrative officer to discuss the various aspects of the disciplinary process.
 - b. The right to submit a written account of the incident and a statement discussing the effect of the alleged misconduct on himself or herself.
 - c. The right to have a person of choice, including legal counsel, present throughout any and all the proceedings provided for in this Code.
 - d. The right to be informed of the date, time, and location of the administrative conference or Student Conduct Board hearing, and the right to be present at all stages of the proceedings except the private deliberations of the administrative officer or Student Conduct Board.
 - e. The right to have past conduct that is irrelevant to the case not discussed during the proceedings. In the case of rape and sexual assault, this is specifically provided for in Montana Law.

IV. RULES OF STUDENT CONDUCT

A. Student Conduct.

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the DCC community. Students must act as responsible members of the academic community; respect the personal and property rights, privileges, and dignity of others; and refrain from actions which interfere with normal College functions. The following conduct is prohibited by DCC and will be sanctioned in accordance with this code.

1. Forgery, falsification, or fraudulent misuse of DCC documents, records, or identification cards.
2. Furnishing false information to DCC or members of the College community who are performing their official duties.
3. Causing false information to be presented before any proceeding of the College or intentionally destroying evidence important to such a proceeding.
4. Tampering with the election of any recognized student organization.

5. Violations of copyright laws or policies.
6. Theft of property or auxiliary services including housing, or knowing possession of stolen property on College premises.
7. Unauthorized use, destruction, or damage of College property or the property of others on College premises or at College-sponsored activities.
8. Unauthorized or fraudulent use of the College's facilities, telephone system, mail system, or computers, or use of any of the above for any illegal act.
9. Unauthorized entry, use, or occupancy of College facilities.
10. Failure to comply with the reasonable directives of College officials, including Resident Assistants, acting in the performance of their duties within the scope of their authority.
11. Violation of published College regulations or policies. Among such regulations are those pertaining to student housing, entry and use of College facilities, scientific research, inventions made or developed with College support, use of amplifying equipment, campus demonstrations, etc. College regulations and policies may be obtained from various offices of the College, e.g., Residence Life or from the Office of the Dean of Student Services.
12. Intentional obstruction or disruption of normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration and disciplinary procedures, or fire, police, or emergency services.
13. Use, possession, or distribution of alcoholic beverages on College premises or at College-sponsored activities except as permitted in College policies (DCC Facility Use Policy and DCC Alcohol/Dangerous Drug Policy). Note: Use of alcohol does not excuse abusive or destructive behavior. Sanctions for Student Conduct Code violations will not be reduced on the basis of alcohol use.
14. Disorderly or indecent conduct on College-owned or -controlled property or at College-sponsored activities.
15. Interfering with the freedom of expression of others on College premises or at College-sponsored activities.
16. Stalking, including, but not limited to, purposely or knowingly causing another personal substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following another person or harassing, threatening, or intimidating another person, in person or by mail, by electronic communication or any other action, device or method.
17. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
18. Malicious intimidation or harassment of another. When a student, with the intent to terrify, intimidate, threaten, harass, annoy, or offend, (1) causes bodily injury to another, (2) causes reasonable apprehension of bodily injury in another, (3) damages, destroys, or defaces any property of another or any public property, or (4) makes repeated telephone communications anonymously or at extremely inconvenient hours or in offensively coarse language.
19. Use, possession, or distribution of any dangerous drug on College premises or at College-sponsored activities; or illegal distribution of any dangerous drug. [See The DCC Alcohol and Dangerous Drug Policy].
20. Retaliation against a person for filing a complaint or acts of intimidation directed towards the person to drop a complaint.
21. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or other noxious substances on College premises.

22. Violation of federal, state or local law on DCC premises or at DCC-sponsored activities; violation of published College policies, rules or regulations; acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the College, including but not limited to:
 - a. Violence or threat of violence against self or any member or guest of the College community.
 - b. Interference with the freedom of movement of any member or guest of the College.
 - c. Interference with the rights of others to enter, use or leave any College facility, service or activity.
 - d. Use of public address systems on the campus outside of College buildings except with written permission of the Dean of Student Services.
23. Sexual Misconduct or Sexual Harassment. [See BP2-7 Sexual Misconduct Policy].
24. Homicide, assault, aggravated or felony assault, or threat of the same, to any person on College-owned or -controlled property or at College-sponsored functions, or conduct which threatens or endangers the health or safety of any such person; or off-campus homicide, assault, aggravated or felony assault, or threat of the same.
25. Other conduct which harms to a person in the College community, damage to the property of another, or otherwise constitutes behavior inappropriate in the DCC setting.
26. Violation of the terms of any disciplinary sanction imposed in accordance with this Code.
27. Attempts to commit acts prohibited by the Standards of Student Conduct, or knowingly or willfully encouraging or assisting others to commit such acts, are prohibited by this Code and may be punished to the same extent as if one had committed the prohibited act.

B. Sanctions and Mitigating Factors.

Committing any act prohibited by this Code may result in expulsion or suspension from the College. Mitigating factors may be considered. Such factors may include the present attitude and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

C. Application of Student Conduct Code to Off-Campus Offenses.

Student Conduct Code charges may be initiated against a student who engages in conduct off-campus that threatens the health and safety of any member of the campus community. A student or College employee having knowledge of the off-campus offense may file a complaint with the Dean of Student Services. The Dean of Student Services, with the advice and counsel of appropriate professional staff to determine whether requirements for off-campus application of Student Conduct Code charges are met, will recommend to the President whether such charges should be made. In reaching a decision, the President will consider whether criminal charges have been or will be filed and whether the alleged offender is in the custody of criminal justice authorities. Disciplinary procedures set forth in this Code apply to charges initiated under this section.

If the health and safety of the campus community can be protected through the criminal justice proceedings, the College may defer Student Conduct Code charges until criminal proceedings are concluded. College officials will encourage complainants to report alleged criminal conduct to criminal justice authorities. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

D. Disciplinary Sanctions.

1. The College will take necessary and appropriate action to protect the safety and well-being of the campus community. Sanctions for violating the Standards of Student Conduct may include any one or more of the following:
 - a. Expulsion. The student is permanently separated from the College and/or from any College-owned or -controlled property or events.

- b. Suspension. The student is separated from the College for a specified period of time, but not longer than the remainder of the semester. The student shall not participate in any College sponsored activity and may be barred from College premises. The sanctions of expulsion and suspension require administrative review and approval by the DCC President.
 - c. Conduct Probation/Suspension Warning. A status which is imposed for a designated period of time and includes the probability 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. The student is given a written reprimand for violation of the Student Conduct Code and a warning that further misconduct may result in more severe disciplinary action.
 - e. Restitution. The student is required to make compensation for actual loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Fines. Fines of up to \$250 or other appropriate sanctions may be imposed. Grades and transcripts will be withheld until all fines are paid.
 - g. Other Sanctions. In addition to the above, other appropriate sanctions may be imposed. Some such sanctions are behavior modification treatment or suspension from activities or from a particular activity.
2. Repeated or aggravated violation of this Code may result in more severe disciplinary sanctions than any individual violation might warrant.
 3. Notification of any sanction imposed will be sent to appropriate College officials.
 4. Temporary Suspension. A student may be temporarily suspended from the College or evicted from College Housing by the DCC Dean of Student Services pending disciplinary or criminal proceedings. Such suspension or eviction will become immediately effective without prior notice whenever there is a possibility that the student's continued presence on the campus constitutes a threat to the student or others or to the continuance of normal College operations. In such cases, the student is given an opportunity to appear before the DCC President within five (5) working days from the effective date of the suspension or eviction in order to discuss the following issues: (a) the reliability of the evidence against the student, and (b) whether the alleged conduct and surrounding circumstances reasonably indicate that the student's presence on campus constitutes a threat to the student or others or to the continuance of normal College operations.

E. Readmission.

Following suspension for misconduct, readmission to the College is dependent upon the student's compliance with the conditions designated at the time of suspension and the student's fitness to return to the campus community. Appropriate documentation, depending upon the nature of the original violation and the conditions of suspension, is required. Upon readmission, the student may be placed on disciplinary probation for a designated period of time with required conditions and expectations of behavior monitored by a designated campus professional(s).

F. Group Sanctions.

Every campus group and organization has the responsibility to take all reasonable steps to ensure that their collective and individual conduct is not in violation of the college code of conduct, regulations and/or federal, state and local laws. The following sanctions may be imposed upon campus groups or organizations:

1. Group General Probation: This is given to a college club or other organized group for a specified period. If group violations are repeated during the term of the probation, the charter may be revoked or activities restricted.

2. Group Restrictive Probation: Removing college recognition during the semester in which the offense occurred or for a longer period. While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
3. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization. A group may petition for re-charter if the president or his or her designee approves a time frame.

V. DISCIPLINARY RECORDS

- A. Sanctions of expulsion and suspension affect the student's academic status and are entered as notations in the student's permanent academic record maintained by the Registrar during such time as the imposed sanctions are in effect.
- B. Whenever charges against a student are pending, the student, unless temporarily suspended, evicted, or except as directed by college officials, continues to have the same rights and privileges as other students.
- C. The Dean of Student Services Office shall maintain disciplinary records, which shall include, but not be limited to, the student's name and related identifying information, applicable Student Conduct Code section(s), parties involved, description of the incident, sanction(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to the Student Conduct Board to assist in recommendation of an appropriate sanction, and to other College personnel who require such information to fulfill their official duties. After one year, without additional disciplinary proceedings against the student, the disciplinary record against the student may be expunged.
 1. Students may arrange to review their own disciplinary records and related information by contacting the Dean of Student Services.
 2. 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, when the student is under the age of eighteen, the student's parents or legal guardian.

VI. DISCIPLINARY PROCEDURES

A. Introduction

The focus of inquiry in disciplinary proceedings is to determine if a violation of the Standards of Student Conduct has occurred and, if so, to decide appropriate sanctions. Student Conduct Code proceedings are administrative proceedings and do not follow formal rules of evidence applicable in judicial proceedings. However, the accused student must receive due process, and the College has the burden of proof to establish a violation by credible evidence. Minor deviations from prescribed procedures will not invalidate a decision or proceeding, provided they do not significantly prejudice the student or the College.

The following procedures apply in adjudicating charges of student misconduct:

B. Investigation.

Whenever it appears that a student may have committed an act of general misconduct, a College official designated by the Dean of Student Services investigates the incident. The official conducting the investigation:

1. Determines the facts of the incident through interviews, reports, and other evidence.
2. Informs the student of the findings of the investigation and the alleged misconduct.
3. Informs the student of the Student Conduct Code rules of procedure.
4. Allows the student an opportunity to respond to the evidence and potential charge(s).
5. Makes an impartial judgment as to whether or not any general misconduct occurred, and, if so, proposes appropriate sanctions.
6. Allows the student an opportunity to respond to the proposed sanctions.

7. Informs the student of the right to an administrative conference with an official designated by the Dean of Student Services and a hearing by the Student Conduct Board, if the student denies the charge and/or does not accept the proposed sanctions.
8. If the student admits the charges, the designated officer consults with the Dean of Student Services regarding the student's past disciplinary record, and propriety of proposed sanctions.
9. If the student admits the charges and accepts the sanctions, the designated officer summarizes the case in writing to the student, with a copy to the Dean of Student Services. The written summary, including a concise statement of the evidence, findings, and sanctions, when signed by the student, concludes the case and the designated official implements the sanctions. The student has five (5) working days to sign the statement. The signed statement is sent to the Dean of Student Services, with a copy provided to the student.
10. DCC is responsible for conducting investigations and, if warranted, initiating charges and adjudicating those charges. Although the complainant's responses are sought during the disciplinary process, the prosecution of the case is the responsibility of the College. If the complainant decides to withdraw the complaint, the College may still proceed with the case.

C. Conference.

If the student denies the charges and/or does not accept the sanctions, the investigative officer reports in writing the allegations and proposed sanctions to the Dean of Student Services within five (5) working days of meeting with the student. The Dean of Student Services shall direct the Affirmative Action Officer to call a meeting. Except for temporary suspension or eviction, no disciplinary sanction is imposed until final resolution of the charges or until the deadline for an appeal has passed.

D. Student Conduct Board.

1. **Composition.** The Student Conduct Board is a five-member standing committee. A quorum is considered to be all five members. Members are:
 - a. One professional staff member nominated by the staff members.
 - b. Two faculty members nominated by the faculty. One of the faculty appointees will serve as Chair.
 - c. Two student members appointed by the Associate Student Body Senate.
 - d. A non-voting recording secretary will be provided by the Dean of Student Services Office to take minutes.
2. **Term.** Students are appointed for one year. Faculty and staff members are appointed for two years. No members may serve more than two consecutive terms. In the case of unavailability or disqualification of a member(s) for any given case, each faction will appoint an alternate member(s) to serve on the Conduct Board.
3. **Conflict of Interest.** No member of the Student Conduct Board may sit on a case if he or she is closely associated personally or professionally with the accused student or the administrator making the charges. A Student Conduct Board member should disqualify himself or herself when any ground for disqualification is present. The accused student may assert grounds for disqualification of a Conduct Board member to the Chair of the Conduct Board no later than three (3) working days prior to the scheduled hearing. The Chair shall implement a disqualification when warranted by the facts asserted.
4. **Hearing Officer.** Whenever a student requests a hearing by Student Conduct Board, but the Conduct Board cannot hear the case within a reasonable time (e.g., between semesters and during the summer and other academic breaks), the President of the College may, whenever it appears to be in the best interest of the College or the student, appoint a neutral campus hearing officer to conduct the hearing. This hearing will be conducted following the procedures of this Code, with the decision of the hearing officer replacing the decision of the Student Conduct Board.

E. Informal Resolution.

Nothing contained in this Code limits the right of the appropriate College representative and the student at any time to agree to disciplinary sanctions if the student agrees not to contest the charges. Any such agreement must be in writing and, when signed by the student and filed with the Dean of Student Services, concludes the case. An agreement regarding charges that have progressed to the level of the administrative officer must be reviewed and approved by the Dean of Student Services.

F. Hearings.

1. When proceedings have been referred to the Student Conduct Board, the Chair of the Conduct Board, in consultation with the appropriate College administrator, schedules a hearing date. The Chair gives notice of the time, date, and place of the hearing to the student which, absent exigent circumstances, will be held not less than ten (10) working days after the date of such notice. A student or the administration may be granted a reasonable extension of time for good reason.
2. Students charged with misconduct may be accompanied by a representative who may be an attorney.
3. Hearings are closed to the public. An open hearing may be held at the discretion of the Chair if requested by the student, unless a closed hearing is necessary to protect the overriding individual privacy rights of others.
4. The Chair exercises control over the hearing to achieve an orderly process. The College, through its authorized representative, states the charges against the student and presents evidence and witnesses in support thereof. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations)

The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. Questions may be suggested by the Complainant and/or Accused Student to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.

5. Formal rules of evidence are not applicable, and the Chair determines the admissibility of any evidence presented. The Chair also rules on all procedural issues.
6. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of Dawson Community College.
7. The Chair of the Student Conduct Board may prescribe additional procedural rules covering the conduct of hearings consistent with this Code.
8. The Student Conduct Board renders a decision by majority vote within five (5) working days after the close of the hearing. The Chair has a vote in all cases. The decision contains a finding as to violation of the Code, a statement of the reasons for the decision, and the sanctions to be imposed.
9. The Conduct Board determines the appropriate disciplinary sanctions for student misconduct from among those authorized by this Code.
10. A copy of the Conduct Board's decision constitutes the final decision of the College, subject to appeal to the President. Copies of the Conduct Board's decision shall be sent to the student and the Dean of Student Services.
11. A student who fails or refuses to appear after proper notice at the time and place scheduled for hearing is considered to have waived his or her right to be heard by the Student Conduct Board. The College will impose the disciplinary sanctions specified in the statement of charges.

G. Appeal to the President of the College

1. The decision of the Student Conduct Board may be appealed in writing to the President of the College within five (5) working days of the student's receipt of the written decision of the Student Conduct Board.
2. The President's review must be completed within ten (10) working days from the date of the President's receipt of the student's appeal.
3. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes
 - (a) Whether the evidence provides a reasonable basis for the resulting findings and disciplinary sanction.
 - (b) Whether specified procedural errors were so substantial as to deny a fair hearing.
4. The President will approve or overrule the decision of the Conduct Board. A copy of the President's decision will be furnished to the student, the Dean of Students, and the Student Conduct Board.
5. The President's decision is final and will include directions for implementation. A decision to overrule may include a directive for a new hearing to consider new or omitted evidence or to correct procedural defects.

H. Appeal to the College Board of Trustees.

The student may appeal the President's decision to the College Board of Trustees, within ten (10) working days of receiving the President's decision, however, the Board of Trustees may determine not to hear the appeal. The decision of the Board of Trustees on the appeal or a decision not to hear the appeal is the final decision of the College.



NOTICE OF CHARGES AND ADMINISTRATIVE CONFERENCE

To: _____ **Date:** _____
Contact Address _____ Phone # _____

From: _____

Re: Notice of Charges and Administrative Conference

Following my investigation, and in accordance with Dawson Community College Student Conduct Code Section IV F.2.b., this is the notice of charges against you.

Date of incident: _____ Nature of incident: _____

Section of Code Violated: _____

Recommended Sanction(s): _____

You are required to attend an Administrative Conference with the Dean of Student Services regarding these charges in Room 133 B at the following date, time:

The purpose of the Administrative Conference is to advise you of the Student Conduct Code rules of procedure and to provide an opportunity for informal resolution of the matter. However, if you contest the charges or the sanctions, you may request a meeting before the Student Conduct Board.

If you do not appear for the Administrative Conference, the allegations in this notice of charges will be accepted as true, and the sanctions specified will be imposed.

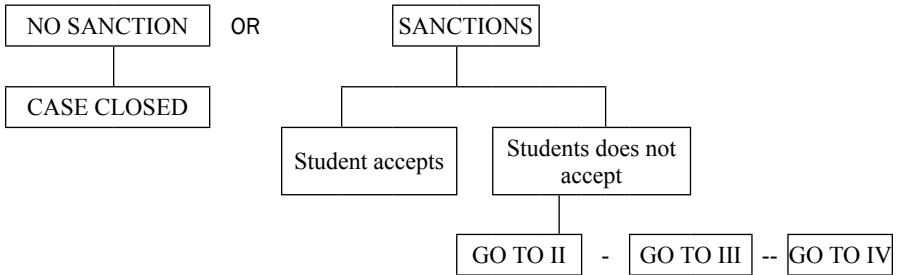
c: Dean of Student Services

QUICK CHART: STUDENT CONDUCT PROCEDURES

I. Investigation

Investigative Officer designated by Dean of Student Services

- determines facts of incident
- informs student of charge and evidence
- informs students of rules and procedures
- allows student to respond to charges
- indicates possible sanctions and allows response
- consults with the Dean of Student Services
- makes judgments and determines:



II. Administrative Conference

If student does not admit to charge or does not accept sanction, student has a conference with the Dean of Student Services, who

- reviews report
- recommends:



III. Appeal To Student Conduct Board

If student does not admit to charge or does not accept sanctions, student appeals to Student Conduct Board.

Student Conduct Board:

- conducts hearing
- makes decision
- informs parties

IV. Review Of Decision By President

President:

- approves decision; or
- overrules decision; or
- directs the Committee to review the case again.

INFECTIOUS DISEASES

Significant infectious diseases are defined as Acquired Immune deficiency syndrome (AIDS), AIDS related Complex (ARC), and Hepatitis B. DCC will follow the policies and recommendations of the Centers for Disease control of the U.S. Public Health Service, the Montana Board of Regents AIDS Policy 1908 and will work in cooperation with local health authorities to prevent the spread of significant infectious diseases and will promote through education, the prevention of such diseases.

DRUG-FREE WORKPLACE POLICY - DCC BP 2-8

In compliance with the Drug-Free Workplace Act of 1988, DCC is committed to provide a Drug-Free Workplace. The unlawful manufacture, distribution, sale, possession or use of a controlled substance in the workplace or while conducting college business is prohibited.

Local state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community services

Glendive Ordinances:

Section 5.02.006 Purchase by or for persons under the age of twenty-one (21) prohibited.

Up to six (6) months in jail and a \$500 Fine.

Section 5.02.007 Misrepresentation of age.

Up to six (6) months in jail and a \$500 Fine.

State Penalties for Unlawful Possession or Distribution of Illicit Drugs and Alcohol:

Section 45-9-101 M.C.A. Criminal sale of dangerous drugs.

Depending on the type of drug and prior convictions, penalties could range up to life in prison and a \$50,000 Fine.

Section 45-9-102 M.C.A. Criminal possession of dangerous drugs.

(a) Less than 60 grams of marijuana or 1 gram of hashish, for the first offense, a fine of not less than \$100 or more than \$500 and by imprisonment in the County Jail for not more than six (6) months.

(b) Other penalties depend on the nature of the drug, but can range up to five (5) years in prison and a \$50,000 Fine.

Section 45-9-103 M.C.A. Criminal possession with intent to sell.

Not less than two (2) years nor more than twenty (20) years in prison and a \$50,000 Fine.

Section 45-9-104 M.C.A. Fraudulently obtaining dangerous drugs.

Up to ten (10) years in prison.

Section 45-9-105 M.C.A. Altering labels on dangerous drugs.

Up to six (6) months in jail.

Section 45-9-109 M.C.A Sale on or near school property.

Not less than three (3) years nor more than Life in prison and a \$50,000 Fine.

Section 45-9-112 M.C.A Criminal Sale of imitation dangerous drugs.

Up to ten (10) years in prison and a \$50,000 Fine.

Section 45-9-113 M.C.A Criminal possession of imitation dangerous drug with purpose to sell.

Up to five (5) years in prison and a \$50,000 Fine.

Section 45-10-103 M.C.A Criminal possession of drug paraphernalia.

Up to six (6) months in jail and a \$500 Fine.

Section 45-10-105 M.C.A Delivery of drug paraphernalia to a minor.

Up to one (1) year in jail and a \$1,000 Fine.

In addition under **Section 44-12-103**, conveyances used in the commission of a drug offense are subject to forfeiture to law enforcement.

Section 45-5-623 M.C.A. Unlawful transactions with children, which includes selling or giving intoxicating substances other than alcoholic beverages to a person under 18 or selling or giving an alcoholic beverage to a person under 21. Fine of up to \$500 and jail up to six (6) months or both for first offense.

Section 45-5-624 M.C.A. Unlawful possession of an intoxicating substance.

\$50 for first offense, \$100 for second offense, \$200 for third offense, fourth and subsequent offense, \$300 fine and jail for up to six (6) months; plus completion of a community-based substance abuse information course; plus having drivers license confiscated for up to ninety (90) days.

Section 45-5-622 M.C.A. Endangering the welfare of children by supplying intoxicating substances to a person under 18. Fine up to \$500 and jail for up to six (6) months for first offense.

Federal Sanctions would be the same throughout the Country and would be too numerous to outline and are seldom imposed locally.

HEALTH RISKS

Abusive alcohol consumption and use of illicit drugs are associated with physical and mental health risk. A description of the health risk may include but are not limited to the following:

- Memory loss or interference
- Impaired judgment, reaction time and motor coordination
- Loss of concentration and/or interference with the brains ability to take in, sort and synthesize information
- Physical exhaustion
- Malnutrition
- Psychosis
- Anxiety or paranoid reaction
- Increased aggressiveness
- Inappropriate or inaccurate perception
- Distortion of experiences and loss of self control
- Strokes
- Cancer
- Cirrhosis of the liver
- Heart failure
- Lung damage
- Fetal damage from use by pregnant women
- Death from respiratory depression

COUNSELING AND TREATMENT

A wide range of support services and educational programs are available to the DCC community. This includes, but is not limited to short-term counseling, support groups, and referral to inpatient and outpatient treatment programs. These programs are available primarily through the generic service system in Glendive and regionally. Students who feel that substance abuse may be negatively influencing their performance in college, or the community, should contact their academic advisor, housing director, Non traditional student advisor, other student support services advisors, or the District II Alcohol and Drug Program for assessment and referral. Employees should contact their immediate supervisor or the Alcohol and Drug Program, directly.

Resources Available: Other resource programs are provided by law enforcement, mental health services, county health departments and local hospitals. DCC does not endorse any one treatment.

SANCTIONS ON STUDENTS AND EMPLOYEES

Dawson Community College will impose disciplinary sanctions on students and employees (consistent with local, State and Federal Law) up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Employees must, as a condition of employment, notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

ALCOHOL/DRUG POLICY - DCC BP 3-2

ALCOHOL/DANGEROUS DRUGS

Dawson Community College is committed to maintaining a working and learning environment free of drugs and alcohol. Dawson Community College is an alcohol and drug-free campus.

Dawson Community College recognizes an individual's rights and responsibilities. For a positive academic and social atmosphere, members of the campus community need to manage their lives responsibly and in a way that reflects respect for other individuals and property.

ALCOHOL

Dawson Community College prohibits the manufacture, advertisement, sale, possession, use and/or distribution of alcohol by students and employees on institutional property or at college sponsored events, except as allowed by this policy. The possession and/or display of alcohol containers (cans, bottles, beer bong, etc.) is evidence of use and/or consumption and is also prohibited.

Alcohol may only be served on campus (1) with the prior written approval of the Dawson Community College Board of Trustees or its designee, (2) pursuant to a license issued in accordance with state law, and (3) in accordance with the DCC Facility Use Policy. The sponsors of an approved event must ensure that alcohol is not accessible to any person under the legal drinking age or to any person who appears to be intoxicated, regardless of age. The sponsors of an approved event will be held responsible for their actions and those of their guests at all times.

DANGEROUS DRUGS

The use, possession, manufacture, sale or distribution of any dangerous drug or possession of any drug paraphernalia on college property or at college sponsored activities is prohibited. This prohibition complies with federal and state statutes, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

For purposes of this policy, the term "dangerous drug" means any drug defined as dangerous under state law. See § 50-32-101(6, Schedules I through V in Title 50, Chapter 32, Part 2.

For purposes of this policy, the term “drug paraphernalia” means all equipment, products, and materials of any kind that are used, intended for use, or designed for use in cultivating, harvesting, manufacturing, converting, compounding, producing, processing, preparing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body a dangerous drug. It includes but is not limited to any of the following when used, or intended for use, in any of the above listed illegal purposes: kits; devices used to increase the potency of any species of plant that is a dangerous drug; testing equipment of any kind; scales and balances used in weighing and measuring dangerous drugs; diluents and adulterants designed for use in cutting dangerous drugs; separation gins and sifters; blenders and other utensils and containers used in compounding dangerous drugs; capsules, balloons, envelopes and other containers used in packaging; objects used for ingesting, inhaling or otherwise introducing dangerous drugs into the body, such as, but not limited to, pipes, tubes, masks, roach clips, cocaine spoons and vials, chillums, bongs, and chillers.

ALCOHOL/DRUG POLICY – DCC CP 3-2

ALCOHOL/DANGEROUS DRUGS

Pursuant to the above principles, the Board of Trustees confirms its commitment to the establishment of a fair code of student conduct and fair and expeditious procedures for the implementation of disciplinary sanctions pursuant to that code of conduct. In furtherance of this commitment, the Board directs and authorizes the DCC administration to develop and maintain a student conduct code for the students of DCC with fair procedures for the implementation of sanctions under that code. The code should address the rights of the parties involved, the imposition of discipline and appeal procedures, and the confidentiality of disciplinary proceedings and sanctions. Such procedures may include sanctions against individual students and student groups and may include the disciplinary sanctions of suspension and expulsion. The Dean of Student Services shall be responsible for the procedural administration of the code.

Violations of this policy will subject a student to disciplinary action under the procedures set forth in the Student Conduct Code (BP 3-5, CP 3-5). Violations by employees will subject them to appropriate disciplinary action.

ALCOHOL/DRUG POLICY CLARIFICATION

Any enrolled student of DCC who violates this policy will be subject to the following reprimands:

First Offense: A student in violation will be assessed a fine of \$50 which must be paid to the business office within two weeks.

Second Offense: A student in violation will be assessed a fine of \$125 which must be paid to the business office within two weeks. The student will be placed on enrollment probation.

Subsequent Offenses: The student must agree to participate in an alcohol/drug education program and accept such other conditions and restrictions (example: consent to regular drug testing) as the College President or designee deems appropriate. Refusal or failure to abide by the terms will result in suspension from enrollment for a period of at least one semester.

Dawson Community College reserves the right to report any illegal activity to law enforcement authorities. DCC may pursue enforcement of its rules whether or not criminal proceedings are in process and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken.

If the violation occurs within the DCC Living Complex, additional reprimands will be included.

If the fine is not paid, participation in school sponsored extra-curricular activities and course registration could be jeopardized. Grade reports and transcripts will be withheld until the fine is paid.

A law enforcement official will be called to apprehend any non-resident/non-student who violates this policy. Persons under the legal drinking age who possess alcohol, and persons who contribute alcohol to person(s) under the legal drinking age risk the chance of criminal prosecution by law enforcement officials. Persons who possess illicit drugs or drug paraphernalia risk the chance of criminal prosecution by law enforcement officials.

TOBACCO POLICY - DCC BP 2-11

Except for the private dormitory rooms, all buildings on the DCC campus are to be tobacco-free. Tobacco is further defined as smoke and smokeless tobacco products.

Violations of the tobacco policy are to be reported to the appropriate building authority, (Director of Housing for residence housing or Dean for other campus facilities).

RESPONSIBILITY OF PERSONAL ACTS, ARTICLES

DCC assumes no responsibility for the loss of personal articles by theft. The College does not accept responsibility for damage to personal articles in the event of flood, fire, wind, or any other natural disaster. The College shall not be liable for damages if the college's performance of its obligation is necessarily curtailed or suspended due to storm, flood, or other acts of nature; fire, war, rebellion, scarcity of water, insurrection, riots, strikes or any other cause beyond the control of DCC.

WEAPONS/AMMUNITION

Ammunition or weapons are not allowed on campus or in campus housing. It is the student's responsibility to make arrangements to store weapons off campus. If a student has a weapon for classroom use, the instructor of the class will make every attempt to assist the student to find storage for that weapon.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Dawson Community College is committed to equal opportunity for all persons in all facets of the community college operations. Our policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all students, employees, and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, color, religion, sex, national origin, age, veteran status, marital or parental status, or disability.

Students who feel that they have been unfairly treated by the college in policy as well as in disciplinary actions have the right to request a hearing by an appeals board within two school days of any action taken. This may include complaints of discrimination based on race, color, religion, age, sex, national origin, political belief, veteran status, marital or parental status, or existence of a disability.

HARASSMENT POLICY AND COMPLAINT PROCEDURES

Dawson Community College affirms the right of all employees and students to work and study in an environment free from all forms of discrimination and harassment. DCC is committed to providing a climate of mutual respect among all students and employees and is opposed to every practice that denies human dignity or actions that infringe upon academic and personal freedom.

Sexual harassment and/or intimidation are a violation of federal and state laws. The State of Montana prohibits retaliation against any employee or student because he or she has filed a report of alleged harassment. Disciplinary action will be taken when instances of harassment, intimidation, or retaliation occur.

Sexual Harassment - is defined legally as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

The employee's or student's submission is made either explicitly or implicitly a term or condition of individual's employment or student's status

The employee's or student's submission or rejection of such conduct is used as basis for decisions affecting employment or education decisions.

The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or academic performance or creating an intimidating, hostile offensive environment.

Sexual Intimidation - is defined as any unreasonable behavior, verbal or non-verbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

Other forms of Harassment - can be defined as:

- Messages which one can regard as irritating and offensive, violent or non-violent in nature.
- A behavior which acts in flagrant disrespect for the well being of others.

Whether or not a person has the intention of carrying out a threat, threatening is a serious matter with serious, possibly criminal, implications and will be reported to the police. Continued disciplinary action will be made from the facts, on a case-by-case basis. Such action will consist of, but not be restricted to, the following:

- Informing or attempting to notify the person that such actions or comments are prohibited and that these actions may constitute a criminal offence
- Advising the police.
- Notifying other individuals so their safety is not compromised

Although information given is kept confidential, this is one exception. The safety of those working within the public service is considered paramount. The college is committed to taking action against offenders through the disciplinary process. Students seeking advice on, or wishing to file a grievance related to, alleged sexual harassment should contact the Affirmative Action Officer. Reporting assaults will ensure that victims will receive the services they need, along with helping to prevent assaults from happening to others.

An employee or student who believes he/she has been the victim of sexual harassment or intimidation is encouraged to report the incident(s) or action(s) as soon as possible after the alleged harassment or intimidation occurs. Reports should be brought to the attention of any or all of the following:

- The harasser, informing the individual the behavior is unwelcome, offensive or inappropriate and requesting that the action stop.
- The immediate supervisor of the harasser, or to the first level supervisor who is not involved in the alleged harassment.
- The college Affirmative Action Officer
- Your college advisor or an instructor

Complaints- A complaint shall be defined as any informal (oral) or formal (written) allegation and usually fall into one of the following categories:

- The individual takes some steps which may stop the behavior
- The school initiates some actions informally
- Formal charges under the school's sexual harassment procedures can be filed by either the victim or the institution against the offender
- The individual can file formal charges under federal and/or state laws

Individual procedure – You as an individual can confront the harasser or write a letter to the harasser – informing the individual that his/her behavior is unwelcome, offensive or inappropriate. Other things to do: notify their supervisor, advisor, an instructor, AAO

Officer, keep notes, write down your feelings, list any witnesses etc. Documentation is strongly recommended.

Informal procedure - is aimed at stopping the behavior rather than determining culpability or intent. It's a simple provides an alternative method for getting sexual harassment to end, which is usually what recipients of harassment want, rather than a vindication of their civil rights or achieving revenge. Why some choose informal procedures:

- Less frightening
- Confidentially is easier to maintain
- Process may be educational for harasser
- Question/statements of he said...she said and similar issues may not be addressed.
- The complainant may play an active role in resolving the situation and this may feel empowered and less victimized
- Process provides several options for the victim.

An oral grievance will involve the complainant, the Affirmative Action Officer, and the appropriate administrator. Every effort should be made to find an acceptable solution at the lowest possible management level.

Formal procedure - A written formal grievance will be filed with the Affirmative Action Officer and the President who, within five working days, will transmit it to the members of the appeals board. An investigation will be conducted finding each person's version of the incident. During this time, each person is given a chance to respond to allegations made against them. Individuals subjected to disciplinary action as the result of a report of harassment may file a grievance under the college grievance policy.

DAWSON COMMUNITY COLLEGE AFFIRMATIVE ACTION OFFICER:

JOYCE AYRE MAIN BUILDING – ROOM 131A 377-9450

SEXUAL MISCONDUCT BP 3-7

SEXUAL MISCONDUCT

Dawson Community College fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and has zero tolerance for sexual misconduct, regardless of gender, sexual orientation, disability, race, ethnicity, class, religion, or relationship status. When incidents occur, the College will hold perpetrators accountable through appropriate disciplinary actions, while respecting the rights of survivors, in accordance with federal and State laws, the College's Student Conduct Code, and other applicable College policies.

SEXUAL MISCONDUCT CP 3-7

SEXUAL MISCONDUCT

Pursuant to the above principles, the Board of Trustees confirms its commitment to the establishment of a fair code of student conduct and fair and expeditious procedures for the implementation of disciplinary sanctions pursuant to that code of conduct. In furtherance of this commitment, the Board directs and authorizes the DCC administration to develop and maintain a student conduct code for the students of DCC with fair procedures for the implementation of sanctions under that code. The code should address the rights of the parties involved, the imposition of discipline and appeal procedures, and the confidentiality of disciplinary proceedings and sanctions. Such procedures may include sanctions against individual students and student groups and may include the disciplinary sanctions of suspension and expulsion. The Dean of Student Services shall be responsible for the procedural administration of the code.

Violations of this policy will subject a student to disciplinary action under the procedures set forth in the Student Conduct Code. Violations by employees will subject them to appropriate disciplinary action.

Dawson Community College reserves the right to report any illegal activity to law enforcement authorities. DCC may pursue enforcement of its rules whether or not criminal proceedings are in process and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken.

Reporting Procedures

The College encourages reporting of all incidents of sexual misconduct, and respects the choices that survivors make regarding the methods of reporting:

1. Filing a report with the appropriate law enforcement agency to pursue legal redress;
2. Filing a Student Conduct Code complaint to pursue College disciplinary action;
3. Filing a confidential report to alert the College to the threat of violence and contribute to accurate College data concerning violence;
4. Filing a complaint with the Affirmative Action Officer.

Survivors may opt for one or more of these choices:

Survivors choosing to pursue the reporting process have the right to assistance or consultation by a friend or trained advocate. The College offers services to survivors even if they choose not to report the incidents. The Student Support Services Non-Traditional Advisor provides services, advocates, and information for survivors in a safe, supportive, and confidential setting. In some circumstances, a survivor may seek a Temporary Order of Protection (TOP) from a court of appropriate jurisdiction against the alleged perpetrator. A survivor may also seek restriction of access to the College by non-students or non-employees in certain circumstances.

Federal law requires the College to collect, publish, and distribute an annual security report that includes statistics concerning the incidence of sexual offense and other serious crimes occurring on campus and on public property, in non-College buildings, or on non-College property. The reports do not include identifying information about survivors, but incidents included within the reports require confirmation. These reports function to increase awareness of the extent of crime on campus and to foster the development of policies, procedures, and programs to prevent and report crime. Following a formal or confidential report of an incident of sexual violence on campus, the Affirmative Action Officer will issue a public warning if the evidence indicates that a threat of continued violence exists (See Student Handbook, Student Information for Identifying and Reporting).

CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

In November of 1990 the Student Right-To-Know Act was signed into law. This Act mandates that institutions of higher education publish a report, which is made available to both current and prospective students and employees of the occurrences of specific crimes on this campus. In addition to the number of reported specified crimes, the institution must report the number of arrests for liquor law violations, drug use/abuse violations, and weapons violations. In 1998 this act was renamed *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

<http://ope.ed.gov/security/>

ANNUAL CRIME REPORT

In November of 1990 the Student Right to Know Act was signed into law. The Act mandates that institutions of higher education report and make available to both current and prospective students and employees the occurrences of specific crimes on campus. In addition to the number of reported specified crimes, the institution must report the number of arrests for liquor violations, drug-abuse violations, and weapon violations. The report is made available through the Dean of Student Services and the EEO Office.

**THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS ACT: 2008 REPORT**

Dawson Community College Campus, Glendive, MT

Criminal Offenses	On campus	On campus residence halls	Non-campus property*	Public property	TOTAL
Murder/Non-negligent manslaughter	0	0	0	0	0
Forcible sex offense	0	0	0	0	0
Non-forcible sex offense	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	0	6	0	0	6
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Arrests for Selected Crimes	On campus	On campus residence halls	Non-campus property*	Public property	TOTAL
Liquor law violations	1	0	0	0	1
Drug law violations	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0
Disciplinary Actions	On campus	On campus residence halls	Non-campus property*	Public property	TOTAL
Liquor law violations	0	0	0	0	0
Drug law violations	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0
Hate Offenses	On campus	On campus residence halls	Non-campus property*	Public property	TOTAL
Murder/Non-negligent manslaughter	0	0	0	0	0
Aggravated assault	0	0	0	0	0
All forcible sex offenses	0	0	0	0	0
Forcible rape	0	0	0	0	0
Arson	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Simple assault	0	0	0	0	0

**Non-campus Property crime data is supplied by the Glendive Police Department and reflects activity occurring in a defined area surrounding the campus.*

Compilation and distribution of this report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965.

The numbers provided in the crime statistics for this campus reflect official reports filed with the Dean of Student Services, as well as the Glendive Police Department, who provided data regarding listed crimes occurring in the vicinity of the campus. Also included is data from the Director of Residence Life on campus.

If available resources are utilized, individuals can provide their own best security. Unreported crime is a criminal's best ally. If you are a victim, witness, or have information about a criminal offense, contact the Glendive Police Department immediately by calling 377-2364. Criminal complaints and additional information relating to campus safety will be available in the Dean of Student Services Office.

Dawson students or guests who violate local, state, or federal alcohol, drug or weapons laws are subject to arrest for the violation(s) as well as being subject to the disciplinary actions set forth in the College Catalog and Student Housing Handbook.

Dawson presents on-going drug and alcohol abuse education as required by Section 1213 of the Health Education Act. For more information regarding campus rules or drug, alcohol, and weapons policies, see the College Catalog and/or the Dean of Student Services, room 133B main building.

Orientation Programs: In coordination with the Equal Opportunity Officer, Joyce Ayre, the police department conducts programs for new students during the beginning of Fall Semester. The program includes information about the Clery Act, services available to students on campus and off campus, crime prevention information and fire/life safety information. Any other group(s) interested in such a program may arrange for a presentation by calling 377-9450.

Information regarding personal safety on and off campus is available through the office of the Dean of Student Services. Programming on topical issues such as sexual assault, stalking, and harassment may be arranged to both on and off-campus students upon request. Community experts on a variety of crime prevention and crime awareness issues may be called upon to jointly present a program to any student group. Staff members are encouraged to take advantage of this information as well and may schedule a large or small group meeting with emphasis on issues of primary concern. Safety-on-campus programs may be presented to students in certain classes, and to staff members upon request. If any person on campus has safety concerns regarding a situation in their life where they have been stalked, harassed, threatened, or abused by a partner, that person should contact the EEO Officer, Joyce Ayre at 377-9450 or Room 127 on campus.

Police Officers patrol the campus by both patrol car and on foot. With this visibility and approachability, officers may provide a more interactive approach to community support and service, which is a vital component of our community policing efforts. .

Report an emergency: In the event that you need to report an emergency, (such as fire or life-safety hazard, medical emergency, or criminal behavior), when you call, be prepared to provide the following vital information:

- **Give your location.**
- **Describe the nature of the emergency.**
- **Be prepared to answer questions and follow instructions given.**

All violent crimes and felonies that occur on campus are reported and investigated by the Glendive Police Department. In the event of a violent crime that presents a possible threat of a recurrence on campus or the vicinity, the local news media will be asked to inform the local and campus communities of the situation. In the event that a student is a victim of a **sexual assault**, that person should report the crime immediately to an on duty employee of DCC, such as housing staff, custodial staff for immediate response. Or call the Glendive Police Department, 377-2364. DCC and the police department will initiate an investigation immediately and cooperatively for the benefit of the victim. If the assault occurred on campus, a timely warning may be made to members of the campus community through a variety of resources, including the student newspaper or fliers placed into the hands of the students/employees, local media, fliers placed in mail boxes of residence hall students. Deans and directors may also be called upon to inform faculty and staff members if the potential exists for their areas to be impacted by the sexual assault. If the alleged perpetrator and victim live in the same campus building, every reasonable accommodation will be made to change that proximity upon request.

Every effort will be made to protect the victim and respect his/her decision to file a criminal complaint or not. Victims are encouraged to preserve evidence of the crime by not bathing or throwing any relevant item away prior to the onset of the investigation. Victims of sexual assault have the right, in addition to filing a criminal complaint, to utilize the expertise of the community Crisis Line, 365-6074.

On campus, if the assailant is also a student at Dawson, the victim has the right to file a grievance as is outlined in the Student Code of Conduct. This type of complaint will be handled independently of the criminal justice process. A student may wish to receive confidential service from a community mental health center and not file a police report. Even if no criminal investigation is initiated and no law enforcement agency is notified, the confidential report to the mental health counselor will still be included in the annual report as representing an incident, (no other information will be shared—only that an event occurred.)

Campus buildings are opened by the custodial staff in the mornings prior to the start of classes and are locked by the custodial staff in the evenings when classes are over. The custodial staff will open buildings for special events outside normal class hours when requested to do so by the proper authority. (Administrative Assistant, Dean of Instruction, Athletic Director, Student Services). **Under no circumstances should a student or any member of the campus community prop an exterior door open in order to allow access to someone that they expect to arrive.** Avoid providing the opportunity for any unauthorized or unwelcome person(s) to enter buildings during non-business hours. The custodial staff should be contacted so they know that someone is in the building or area, and can be notified in case of an emergency.

For the safety of every person on this campus, **you must immediately report any time you observe a person who has a weapon on campus, by calling 377-9412 or 377-9403.**

Lost and Found: The Business Office is the central location of **Lost and Found**. If you have lost an item, contact the business office and leave a brief description of the item, what location it may have been lost in, and your name and phone number. As items are collected attempts are made to reunite the owner with the item if it is turned in or found.

Residence Halls are under the control of the Director of Residence Life. All residence hall occupants are issued exterior door keys. Resident life staff is available during scheduled hours for student safety and security issues. Contact information is available in the housing handbook provided to each resident. Officers from the Glendive Police Department may frequently rove the residence halls with either a Resident Assistant or the Director. Often this is part of a routine safety review of the facility and sometimes it is to offer the opportunity for residents and officers to interact with each other, or to make a report in a less formal manner.

There are thirty-six rental units owned by Dawson, which are located next to the main entrance to the campus. Renters of these properties, which are controlled by the Student Services Department, are encouraged to report crimes or suspicious activity to the housing director and staff. The Glendive Police Department and housing staff jointly investigate crimes that occur on these properties. Crimes reported by renters are included in the crime statistics kept by Dawson.

Crime prevention information is available upon request and residents are encouraged to review their Student Housing Handbook for general prevention tips and resource information.

The “**Campus Sex Crimes Prevention Act**”, (section 1601 of Public Law 106-386 is a federal law enacted on October 28, 2002 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes take effect October 28, 2002.

The web site address for Montana is:

<http://svor.doj.state.mt.us>

The following definitions apply to this report:

- **CAMPUS:** any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendors).
- **NON-CAMPUS BUILDING OR PROPERTY:** any building or property owned or controlled by a student organization recognized by the institution; or any building or property, (other than a branch campus) owned or controlled by an institution that is used in direct support of or relating to the institution’s educational purpose, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution. Data from the Glendive Police Department is listed in this category.
- **PUBLIC PROPERTY:** all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purpose.

Policy Statements

1. Students should report criminal activities to the Glendive Police Department. Law Enforcement has been advised to report student involvement to the Dean of Student Services.
2. The campus closes from midnight until 7 a.m. weekdays and is available only on weekends by approved campus and community groups.
3. There is no campus Law Enforcement Department. Law enforcement is provided by city, county and state agencies,
4. Students and employees are informed yearly at fall orientation about campus security; written publications are available from the Dean of Student Services and in college publications.
5. A crime prevention video and presentation is given to students at fall orientation.
6. There are no off campus student organizations.
7. DCC is a drug free workplace.

(8/28/98)

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that schools participating in federal financial aid programs determine whether students are progressing through their programs of study in a satisfactory 'qualitative' academic manner (Grade Point Average), and at a satisfactory 'quantitative' rate (credits completed vs. credits attempted). This requires the Financial Aid Office to make a determination that all applicants are eligible for financial assistance based on their prior academic records (whether or not they ever received financial aid). DCC students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study by meeting the following requirements:

- 2.0 GPA
- 67% Completion Rate
- Timely progression toward degree completion (see Maximum Credit Limit below)

GPA AND COMPLETION RATE

GPA and completion rate is evaluated at the end of each term. The number of credits you must complete will depend upon your enrollment level at the time of disbursement. The charts below summarize the three levels of academic progress and the effect your grades and completion rate will have on your financial aid.

GOOD STANDING

If your enrollment level at the time of disbursement is	And you complete	And your Term GPA is	Your SAP status will be	FA Eligibility
Full Time (12+ credits)	8+ credits	2.0 or higher	Good Standing	You may receive grants, work-study, scholarships, and loans.
¾ Time (9-11 credits)	6+ credits			
½ Time (6-8 credits)	4+ credits			
< ½ Time (1-5 credits)	1+ credit			

PROBATION

If your enrollment level at the time of disbursement is	And you complete at least	OR your Term GPA is	Your SAP status will be	FA Eligibility
Full Time (12+ credits)	6-7 credits	Between 1.75 - 1.99	Probation	You may receive grants, work-study, scholarships, and loans while on probation, but you must complete your probationary term in Good Standing to avoid FA Suspension.
¾ Time (9-11 credits)	5 credits			
½ Time (6-8 credits)	3 credits			
< ½ Time (1-5 credits)	n/a			

****Two consecutive Probation terms will result in FA Suspension****

FA SUSPENSION

If your enrollment level at the time of disbursement is	And you complete at least	OR your Term GPA is	Your SAP status will be	FA Eligibility
Full Time (12+ credits)	0-5 credits	Below 1.75	FA Suspension	You cannot receive grants, work-study, and loans, until your FA Suspension status is resolved. Some Scholarships and other resources may also be unavailable.
¾ Time (9-11 credits)	0-4 credits			
½ Time (6-8 credits)	0-2 credits			
< ½ Time (1-5 credits)	0 credits			

For Financial Aid Purposes, satisfactory completion means a student has received a minimum grade of D or S (satisfactory in pass/fail class). Grades of I (incomplete), F (failed), W (withdraw), U (unsatisfactory), or N (audit no grade) are not considered acceptable in maintaining academic progress.

APPEAL PROCESS

A student who has been denied financial assistance or who has been placed on financial aid probation because of failure to maintain satisfactory progress may appeal in writing to the Financial Aid Appeals Committee. All appeals are dealt with on a case-by-case basis.

To appeal, a student must be able to demonstrate the existence of mitigating circumstances. Mitigating circumstances are defined as, but not limited to, injury or illness of the student, death of a relative, change in employment situation, or undue hardship caused by unusual circumstances. The following steps shall be taken in the appeal process:

1. The student will indicate in writing to the Director of Financial Aid the reason(s) why he/she did not make satisfactory academic progress and why financial aid should not be terminated. Documentation to support the appeal is strongly encouraged. The appeal must be received two days prior to the next scheduled appeal meeting.
2. The Director of Financial Aid will share the appeal with the Financial Aid Committee who will review the appeal and determine whether or not termination of aid is justified. The student will be advised of the decision in writing. An approved appeal will allow the student ONE additional semester on probation. The Committee's decision is final and may not be appealed further.

REINSTATEMENT

A student whose financial assistance has been suspended for failure to make satisfactory progress may reestablish eligibility in one of two ways: 1) petition the Financial Aid Appeals Committee for reinstatement of financial assistance; or 2) enroll (at the same academic level) for a subsequent semester(s) at his/her own expense until satisfactory academic progress is achieved. However, independent study and/or challenge courses taken after aid has been canceled may not be included. If a student chooses Option 2, the student must submit written notification to the Financial Aid Office when this has been accomplished before aid eligibility will be reinstated.

A student who ceased attendance at DCC and who was **not** making satisfactory progress at the time is reinstated provided that the student has not been enrolled at DCC for a period of at least three calendar years. Such a student shall be on financial aid probation.

MAXIMUM CREDIT LIMIT

To quantify academic progress, a school must set a maximum time frame in which a student is expected to complete a program. For an undergraduate program, the maximum time frame cannot exceed 150% of the published length of the program measured in credit hours attempted (i.e. an AS degree requires 60 credits for graduation so maximum time frame would be 90 attempted credits). Hours earned at DCC, as well as hours transferred and accepted by DCC are considered in this maximum time frame. Students who have exceeded the maximum time frame and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

DCC understands that students may change their educational goals and programs of study, and that additional education is often needed to enhance career opportunities. These students may provide a written request for reevaluation of their status.

Financial aid is limited to two earned degrees/certificates while at DCC; exceptions are considered on a case-by-case basis. Students who have received one Associate Degree and are re-enrolling to obtain a second degree must inform the Financial Aid Office in writing which degree he/she will be seeking. The student will be funded for only the credit hours needed to achieve the second degree.

DEFINITION OF TERMS

- **Academic Bankruptcy:** The DCC Fresh Start will not be granted to students receiving Title IV aid. A separate academic progress calculation must be made each semester for all Title IV recipients, which will include cumulative GPA, attempted credits, and earned credits.
- **Academic Year:** The academic year is comprised of fall, spring, and summer terms.
- **Challenge Courses:** Students will not be funded.
- **Changed and Late Grades:** The student must notify the Financial Aid Office of grade changes, including updates for incomplete or missing grades. Grades must be officially changed in the Registrar's Office before financial aid will be reviewed.
- **Declaration of Major:** Financial assistance may be given to students who are in Associate of Arts or Associate of Science programs as long as the students are enrolling for courses to satisfy core requirements and general electives.
- **Dropped Classes:** Financial aid recipients must complete the credits for which they were funded, (failure to do so could result in financial aid probation or suspension. A student must not drop below these credit levels later in the semester without first getting written approval from the Financial Aid Office. This approval will be granted for just cause only. A class changed to "audit" status will be treated as a class from which a student has withdrawn.
- **Incomplete:** An incomplete course is one for which no term credits were earned. It is construed as an "F" until a positive letter grade is recorded with the Registrar. The student must inform the Financial Aid Office of the grade change.
- **Independent Study:** Students will not be funded.
- **Non-Degree Students:** A non-degree student is, by definition, not considered to be in a course of study and is, therefore, not eligible for financial aid through the DCC Financial Aid Office. Financial assistance may be given to students who are in the Associate of Arts or Associate of Science degree programs. (See Declaration of Major).
- **Non-Financial Aid Recipients:** By law, students who have not received financial aid in the past but who intend to apply for financial aid must also maintain satisfactory academic progress.
- **Remedial Courses:** Students may include as part of their minimum credit load certain sub-100 remedial courses which do not apply toward graduation requirements. For financial aid purposes, a student may enroll in sub-100 courses totaling no more than half their credit load per term and may enroll for a particular course no more than once. Attempted remedial credits cannot exceed 30.
- **Repeated Courses:** Students may repeat a course and have it counted toward their term credit load under normal circumstances; all repeated courses are considered attempted credits within a program. The Financial Aid Office may remove this option if the privilege is abused.
- **Transfers:** A student who transfers to DCC and who was not eligible to receive financial assistance at a prior institution as a result of his/her failure to maintain satisfactory academic progress at that institution shall be on immediate financial aid probation at DCC.
- **Withdrawals:** Students who withdraw from DCC or otherwise earn no credits for a semester shall have their financial assistance suspended, subject to the reinstatement provisions listed in this policy. The student will be subject to the "Return of Title IV Funds" if the withdrawal occurs prior to the 60% point in time of the period of enrollment.

DIRECTORY OF DCC FACULTY AND STAFF

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CAMPUS MAP

DAWSON COMMUNITY COLLEGE

