

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

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SECTION 10: ADMISSIONS

Approved: June 26, 2000

ADMISSIONS

- I. General admission to the College shall be open to anyone 16 years of age or older.
- II. Admission to a degree or certificate program shall be open to anyone who has earned a high school diploma from an accredited high school or received a GED certificate or High School Equivalency Test (HiSET). Exceptions may be made for students enrolled in Running Start/Dual Enrollment programs or graduates of home schools or religious/private schools not accredited by the state of Montana. Exceptions will be approved by the Registrar/Director of Student Services.
- III. Admissions for Running Start/Dual Enrollment shall be upon approval by designated school and College officials. Applicants at least 16 years of age or a junior or senior student enrolled in a high school or home school who has proven academic ability to face college level challenges, or through age 19, whichever occurs first, may enroll concurrently in college level credit courses (numbered 100 or above). Exceptions will be approved by the Registrar/Director of Student Services.
- IV. FVCC may deny admission, conditionally admit, readmit, or discontinue enrollment of any individual who presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, FVCC will take into account the individual's history and experience relative to (1) violence and destructive tendencies, (2) behavior at other educational institutions, and (3) any rehabilitative therapy the individual may have undergone. A decision to utilize the authority conferred by this paragraph shall be communicated to the individual in writing.

* History: Adopted April 25, 1994; Revised June 21, 2000, Revised March 26, 2001
Admissions Policy for Running Start/Dual Credit Adopted June 26, 2000, Revised December 19, 2005, Revised April 23, 2007;
Revised November 25, 2013, Revised April 28, 2014, Revised January 25, 2016; Revised May 22, 2017; Revised September 21,
2020; Revised June 28, 2021

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SECTION 20: STUDENT RECORDS

Approved: April 25, 1994

STUDENT RECORDS

Student records shall be kept in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) with respect to access and release of any such records.

History: Adopted April 25, 1994; Revised March 26, 2001; Reviewed October 28, 2013; Revised May 22, 2017; Revised September 21, 2020

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SECTION 30: FINANCIAL AID

Approved: March 26, 2001

I. FINANCIAL AID

The College shall maintain a comprehensive program of student financial aid. All student aid programs shall be administered without discrimination according to state and federal regulations. The Director of Financial Aid shall have overall responsibility for administering the programs.

II. FEDERAL AND STATE AID

The College shall maintain a comprehensive program of federal and state aid to assist students who have demonstrated financial need.

III. INSTITUTIONAL AID

The College shall maintain a comprehensive program of institutional aid opportunities.

IV. OTHER PUBLIC AND PRIVATE ASSISTANCE

The College shall maintain a comprehensive program of other assistance opportunities through public and private scholarship donors, Veterans Affairs, and various outside agencies.

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SECTION 40: STUDENT ACTIVITIES

Approved: July 14, 1988

STUDENT ACTIVITIES

Applicable state and federal laws, College policies, and administrative regulations shall be followed in the operation of student activities and student organizations.

History: Adopted July 14, 1988; Revised July 10, 1990; Revised June 9, 2000, Revised March 26, 2001, Reviewed September 23, 2013, Revised May 22, 2017; Revised September 21, 2020

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SECTION 50: STUDENT PUBLICATIONS

Approved: April 19, 2004

The College recognizes that student publications, including podcasts, flyers, and social media posts are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration. Student publications serve as a means of bringing student concerns, opinions, and ideas to the attention of the College community and the public.

As citizens, students enjoy the same basic rights and are bound by the same responsibilities as all citizens. Among these rights are freedom of speech and freedom of press. The Board, faculty and staff shall not exercise editorial control over student publications, except where specifically provided by FVCC policies and procedures. The College shall not be deemed to endorse the content of these publications unless so stated.

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SECTION 60: Code of Student Conduct and Student Complaints

Approved: September 22, 2015

PURPOSE

The purpose of this policy is to promote the prompt and efficient resolution of student conduct violations and student complaints about College employees. Complaints involving discrimination, harassment, sexual misconduct, stalking, or retaliation are addressed in Board Policy Chapter I, Section 60 and the Discrimination, Harassment, Sexual Misconduct, Stalking or Retaliation Procedures. Copies of these procedures and corresponding reporting forms are available online at www.fvcc.edu/current-student.

FVCC students are responsible for knowing the information outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at www.fvcc.edu/current-student for current student policies and procedures.

CORE VALUES OF STUDENT CONDUCT

The core values of student conduct at FVCC are as follows:

- I. ***Integrity***: College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- II. ***Community***: College students build and enhance their community.
- III. ***Social Justice***: College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- IV. ***Respect***: College students show positive regard for each other, for property and for the community.
- V. ***Responsibility***: College students are given and accept a high level of

responsibility to self, to others and to the community.

JURISDICTION

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when the student registers for a class.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and /or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

The *Code of Student Conduct* may be applied to behavior conducted online, via digital or electronic media. Students should also be aware that online postings on digital or electronic media are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

However, most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the College or its community members that causes a significant on-campus disruption including speech that is obscene or defamatory.

The *Code of Student Conduct* applies to guests of the campus community whose hosts may be held accountable for the misconduct of their guests.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students or designee or submit an incident report available at www.fvcc.edu/current-student.

The withdrawal of a student facing an alleged violation of the Code of Student Conduct will not deprive the College of jurisdiction to determine whether there has been a violation and, if so, to impose appropriate sanctions.

College email is the College’s primary means of communication with students. Students are responsible for all communication delivered to their College email address.

VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint.

STANDARDS OF CONDUCT

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. The College encourages campus community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Conduct Procedures.

- I. **Integrity**: College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:
 - 1) Falsification: Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
 - 2) Academic Dishonesty: Acts of academic dishonesty as outlined in Board Policy Chapter VIII Section 20 and the Academic Integrity Procedures;
 - 3) Unauthorized Access: Unauthorized access to any College building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any College building or failing to timely report a lost College-issued student identification card or key, or unauthorized access to restricted areas including, but not limited to, roofs and construction sites.
 - 4) Collusion: Action or inaction with another or others to violate the Code of Student Conduct;
 - 5) Trust: Violations of positions of trust within the community;
 - 6) Election Tampering: Tampering with the election of any College-recognized student organization;
 - 7) Taking of Property: Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables;
 - 8) Stolen Property: Knowingly taking or maintaining possession of stolen property;
- II. **Community**: College students build and enhance their community. Behavior that violates this value includes, but is not limited to:
 1. Disruptive Behavior: Disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus;

2. Rioting: Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
3. Unauthorized Entry: Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building;
4. Trademark: Unauthorized use (including misuse) of College or organizational names and images;
5. Damage and Destruction: Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another;
6. IT and Acceptable Use: Violating the College Acceptable Use Policy as addressed in Board Policy Chapter VIII Section 30;
7. Gambling: Gambling as prohibited by the laws of the State of Montana. Gambling may include raffles, lotteries, sports pools and online betting activities;
8. Weapons: Possessing, concealing, brandishing, or giving the appearance of being in possession of a weapon. A weapon is defined as an instrument, article, chemical or other substance that is designed, used or likely to be used to commit a criminal offense, cause bodily harm or property damage including, but not limited to, any type of firearm, a knife with a blade 4 or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, or brass or other metal knuckles, or other potential dangerous items;
9. Tobacco: Use or possession of any form of tobacco or nicotine delivery device that has not been approved by the FDA for cessation on college property or at college-sponsored events as addressed in Board Policy Chapter I Section 85;
10. Fire Safety: Violation of local, state, federal or campus fire policies including, but not limited to:
 - a) Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
 - b) Failure to evacuate a College-controlled building during a fire alarm;
 - c) Improper use of College fire safety equipment; or
 - d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions;
11. Animals: Animals, with the exception of service animals that provide assistance are not permitted on campus except as permitted by law as addressed in Board Policy Chapter I Section 92.

12. **Wheeled Devices:** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted to be used inside College buildings or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to College property caused by these activities.

III. Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct violations within this category (items 21-2, 30-33) will be addressed through the Discrimination, Harassment, Sexual Misconduct, Stalking, or Retaliation_Grievance Procedures. Conduct that violates this value includes, but is not limited to:

1. **Discrimination:** Any act that materially interferes with any individual's employment, education, living environment or participation in a FVCC program based upon an individual's race, color, religion, creed, political ideas, sex, gender identity, gender expression, sexual orientation, age, marital or family status, pregnancy, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, genetic information, national origin or ancestry except as authorized by law.
2. **Harassment:** Any unwelcome conduct based on actual or perceived status including: race, color, religion, creed, political ideas, sex, gender identity, gender expression, sexual orientation, age, marital or family status, pregnancy, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, genetic information, national origin or ancestry except as authorized by law.
 - a.) **Hostile Environment:** Sanctions will be imposed for the creation of a hostile environment when harassment is sufficiently severe, or pervasive and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College's educational or employment program or activities.
3. **Retaliatory Discrimination or Harassment:** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a civil rights grievance proceeding, student conduct or policy violation or other protected activity [under this Code].
4. **Bystanding:**
 - a.) Complicity with or failure of any student to [appropriately] address known or obvious violations of the Code of Student Conduct or law;

- b.) Complicity with or failure of any organized group to [appropriately] address known or obvious violations of the Code of Student Conduct or law by its members.
5. Abuse of Conduct Process: Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to:
- a) Falsification, distortion, or misrepresentation of information;
 - b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e) Failure to comply with the sanction(s) imposed by the campus conduct system;
 - f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

IV. **Respect**: College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

- 1. Harm to Persons: Intentionally, knowingly or recklessly causing physical harm or endangering the health or safety of any person.
- 2. Threatening Behaviors:
 - a) Threat: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b) Intimidation: Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
 - c) Inappropriate language: cursing or the use of other threatening, aggressive, vulgar or offensive language.
- 3. Bullying or Cyberbullying: Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
- 4. Hazing: Defined as an act that endangers the mental or physical health or safety of a student, or that 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. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy;

5. Dating or Domestic Violence: Includes, but not limited to, sexual or physical abuse or the threat of such abuse committed by a person in an intimate relationship with another as defined by Board Policy Chapter I Section 60;
 6. Stalking: Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or safety of others or suffer substantial emotional distress;
 7. Sexual Misconduct: Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation;
 8. Public Exposure: Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
- V. **Responsibility:** College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:
1. Alcohol: Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and Board Policy Chapter I Section 60;
 2. Drugs - Illegal Use: Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs as defined by city, state or federal laws. This includes mind-altering drugs, designer drugs or synthetic substances used as a substitute for a controlled substance, except as expressly permitted by law or College policy. This also includes the abuse, distribution or improper use of prescription drugs.
 3. Drugs Distribution: Manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or College policy.
 4. Prescription Medications: Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
 5. Failure to Comply: Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
 6. Financial Responsibilities: Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
 7. Arrest: Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to

the Dean of Students or designee within seventy-two (72) hours of release.

8. Other Policies: Violating other published College policies or rules.
9. Health and Safety: Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, roofs, etc.)
10. Violations of Law: Evidence of violation of local, state or federal laws, when substantiated through the College's conduct process.

STUDENT COMPLAINT AGAINST FVCC EMPLOYEES

The term "complaint" shall mean a claim or allegation by a student that a College employee(s):

- Significantly failed to carry out their professional responsibilities or failed to deal with a student fairly and impartially;
- Significantly failed to carry out an assigned responsibility or failed to apply college policy fairly and impartially; or
- Performed an action which impinged on the rights or activities of a student in the legitimate pursuit of the educative process.

All student complaints should be filed within thirty (30) calendar days after the complainant knew or reasonably should have known about the complaint. Formal complaints shall be submitted online using the Student Appeals Complaint Form at www.fvcc.edu/current-student.

RETALIATION

No retaliation of any kind will be made by either party against any student, College employee, or any participant in the complaint process by reason of such participation.

** The FVCC Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

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SECTION 70: STUDENT LIFE

Adopted: September 25, 2000

I. HOUSING

The College will offer limited on campus student housing. Students who are living in student housing must follow all FVCC policies and procedures in addition to those outlined in the Founders Hall Application & Agreement, the Code of Student Conduct and Residence Life Handbook.

II. FOOD SERVICES

The College may maintain and/or contract for a dining facility and snack bar.

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SECTION 80: STUDENT EMAIL

Approved: September 22, 2014

STUDENT EMAIL

A College assigned student email account shall be the College's official means of communication with all Flathead Valley Community College students. The College reserves the right to send official communications to students by email with the full expectation that students receive and read emails in a timely fashion. Email may not be used for unlawful activities or in violation of college policy. Email may not be used to publicly represent the college to any entity or appear to speak on behalf of the college

